# Position details

## Administrative services- CSOF5

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| The following information is for applicants | |
| Advertised job title | Payroll and SAP Manager |
| Job reference | 100583 |
| Tenure and work schedule | Indefinite  Full-time. |
| Salary range | AU$114,219 - AU$123,605 per annum (pro-rata for part-time)  plus up to 15.4% superannuation |
| Location(s) and office arrangements | Black Mountain, ACT (preferred). QLD or Victoria considered  Flexible work options available. |
| Relocation assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian/New Zealand Citizens and Australian Permanent Residents |
| Position reports to the | Executive Manager, People Central |
| Client focus – internal | 80% |
| Client focus – external | 20% |
| Number of direct reports | 4 |
| Enquire about this job | Contact Toby Dalwood, Executive Manager - [toby.dalwood@csiro.au](mailto:toby.dalwood@csiro.au) |
| Support and workplace adjustments | We offer a range of reasonable supports and workplace adjustments. Please let us know via [careers.online@csiro.au](mailto:careers.online@csiro.au) |
| How to apply | Apply online at <https://jobs.csiro.au/>  Internal applicants please apply via **Jobs Central**  If you experience difficulties when applying, please email [careers.online@csiro.au](mailto:careers.online@csiro.au) |

**Acknowledgement of Country**

CSIRO acknowledges the Traditional Owners of the land, sea and waters, of the areas that we live and work on across Australia. We acknowledge their continuing connection to their culture and pay our respects to their Elders past and present. View our [vision towards reconciliation](https://www.csiro.au/en/about/Indigenous-engagement/Reconciliation-Action-Plan).

**About CSIRO**

As Australia's national science agency, CSIRO is solving the greatest challenges through innovative science and technology. Many of our iconic innovations were once considered impossible until someone, just like you, joined us and took on the challenge.

As one of the world’s largest multidisciplinary mission-driven research organisations, we are focused on the issues that matter the most: for our quality of life, for the economy and for our environment. We believe diverse teams are more effective and deliver more innovative outcomes. When we all focus on the big things that really matter, and work in partnership with our communities and [Indigenous Australia](https://www.csiro.au/research/indigenous-science), Australian science and technology can solve seemingly impossible problems and create new value for all Australians. Visit [CSIRO.au](https://www.csiro.au/) for more information.

### Role overview

## In CSIRO, The People function continue to transform how people services are delivered across the organisation, including through the use of digital technologies and contemporary systems to improve business operations and service delivery.

## The People Central team deliver services that underpin the employee lifecycle, including Payroll Management, Organisational Management and front line employee People support.

## The Payroll & SAP Manager leads a team responsible for SAP Payroll Management and Organisational Management, as well as SAP technical and operational Payroll support, management of system changes for SAP HR/Payroll and other integrated People technology platforms and processes (eg Robotic Process Automation).

## The Payroll & SAP Manager will be responsible for delivering CSIRO’s fortnightly payroll, and will have a broad and deep understanding of the technical capabilities of CSIRO’s SAP HR/Payroll platforms and integrated systems, and apply these capabilities to the associated business operations and to solve People and Payroll related business problems and improvement opportunities.

### Duties and key result areas

* Lead a small team to deliver:
  + CSIRO’s Payroll Management function, including the completion of multiple fortnightly pay runs, Single Touch Payroll (STP) and end of financial year requirements, HR to Finance reconciliations, and audit compliance.
  + CSIRO’s SAP Organisational Management function, including position and organisational unit maintenance, provision of delegations and jobs framework adherence.
  + People Central’s SAP system maintenance, including troubleshooting issues and defects, User Acceptance Testing of system changes, requirements gathering for enhancements and projects, and coordinating annual SAP Support Pack implementation.
* As People Central’s SAP subject matter expert, lead the team’s involvement in the development and implementation of the People Technology road map and associated technology projects to optimize system design, configuration, security and user experience
* Work collaboratively and develop sound working relationships with the People Technology & Insights Manager, IMT and business stakeholders to conceive and deliver SAP HR system solutions that may encompass components from different enterprise applications including Robotic Process Automation, SuccessFactors and Spinifex.
* Evaluate new SAP modules and other technology solutions to determine if these can enhance processes in line with People Central requirements and objectives
* Analysis of People Central business processes to identify procedural and digitalisation improvement opportunities, to streamline, automate and integrate processes for faster and more efficient routine business processes, to meet People Central’s strategic goals.
* Management of People Central business-as-usual troubleshooting and analysis of complex SAP payroll issues, and identification of SAP defects.
* Document current and future state processes and proactively support users in the efficient and effective use of SAP to build team member capability, particularly in the areas of payroll and payroll administration.
* Using discipline expertise, develop and review policies, procedures, systems and make recommendations to the Executive Manager, People Central to guide management decisions.
* Communicate openly, effectively and respectfully with all staff, clients and suppliers in the interests of good business practice, collaboration and enhancement of CSIRO’s reputation.
* Adhere to the spirit and practice of CSIRO’s Code of Conduct, Health, Safety and Environment plans and policies, Diversity initiatives and Zero Harm goals.
* Other duties as directed.

**Selection criteria**

#### Essential

*Under CSIRO policy only those who meet all essential criteria can be appointed.*

1. Extensive knowledge, experience and practical understanding of a range of HR business operations, including payroll management and organisational management, and the relevant industrial legislation, compliance, governance and frameworks.
2. Demonstrated experience leading a team responsible for the administration of pay and conditions, organisational management and/or technical service delivery.
3. Demonstrated technical understanding of, and experience supporting, a broad range of SAP –HR/Payroll systems and SAP HR/Payroll related technology systems (eg Robotic Process Automation), with a focus on troubleshooting, automation, simplification, system compliance and testing.
4. Demonstrated experience in HR technology projects that deliver outcomes in line with an integrated technology plan, with a focus on business process improvement and automation.
5. Effective communication skills including experience in producing clear and comprehensive documentation and creating and presenting technical requirements and specifications.
6. Ability to be agile and work collaboratively in a fast-paced complex environment with key accountabilities and strict deadlines, and challenge the status quo to develop effective system solutions to diverse business problems.

**Not sure if you meet all the criteria?**

While it is CSIRO policy that the successful candidate must meet all the essential criteria, there are many ways to demonstrate this. Don’t let the list discourage you. If you are unsure about applying, please reach out to the contact on page 1 of this document so we can discuss the role further.

## **Required competencies**

* **Teamwork and collaboration:** Cooperates with others to achieve organisational objectives and may share team resources in order to do this. Collaborates with other teams as well as industry colleagues.
* **Influence and communication:** Uses knowledge of other party's priorities and adapts presentations or discussions to appeal to the interests and level of the audience. Anticipates and prepares for others’ reactions.
* **Resource management/leadership:** Sets up and maintains effective and efficient work teams and manages performance and resources, to achieve objectives. Chooses appropriate management strategies and communication styles to maintain high levels of motivation and productivity. Gives feedback for development purposes and provides support and direction for improvement.
* **Judgement and problem solving:** Investigates underlying issues of complex and ill-defined problems and develops appropriate response by adapting/creating and testing alternative solutions.
* **Independence:** Plans, sets and works to meet challenging standards and goals for self and/or others. Recognises where endeavours will make the most impact or difference, decides on desired outcome and sets realistic goals to reach this target.
* **Adaptability:**Copes with ambiguity or situations that lack clarity. Adapts readily to changing circumstances and new responsibilities (which may include activities outside own preferences) in the interests of achieving team objectives. Recognises the need for and undertakes personal development as a result of changes.

**Setting you up for success**

We understand that not everyone works in the same way and sometimes people may require reasonable support and adjustments to perform at their best. Whether related to the recruitment process and or the role itself, this may include options such as providing different methods of communication, flexible hours or physical adjustments to work methods. If you feel comfortable, we encourage you to share any support and adjustments you may need to carry out the inherent requirements of the role. Please let us know via [careers.online@csiro.au](mailto:careers.online@csiro.au) if we can help you to equitably participate in our recruitment process or the role itself.

**Life at CSIRO and flexible working arrangements**

We [work flexibly at CSIRO](https://www.csiro.au/en/careers/life-at-csiro/Flexible-work), offering a range of options for how, when and where you work.  We can discuss flexible work arrangements with you during the recruitment process. CSIRO also offers a range of leave entitlements, [benefits](https://www.csiro.au/en/careers/life-at-csiro/Benefits) and [career development](https://www.csiro.au/en/careers/life-at-csiro/Career-development) opportunities. To learn more, visit [Careers at CSIRO](https://www.csiro.au/en/careers).

We celebrate the uniqueness of our workforce and are committed to creating [diverse and inclusive teams](https://www.csiro.au/en/careers/life-at-csiro/Diversity-inclusion-belonging) where everyone feels they belong. CSIRO is an equal employment opportunity organisation dedicated to recruiting people based on merit, and reflecting the diversity of the community we serve. We recognise true diversity encompasses all ages, nationalities, abilities, cultures, genders, sexualities, faiths, levels of education, diversity of thought and many more aspects of identity. By empowering diverse teams, our community is reflected in the solutions we create.

**CSIRO values**

CSIRO is a values-based organisation committed to values-based leadership.

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| **Value** | **Descriptor** | **Behaviour** |
| **People first** | Our priority is the safety and wellbeing of our people. We believe in, and respect, the power of diverse perspectives. We seek out and learn from our differences. | * Respectful * Caring * Inclusive |
| **Further together** | We achieve more together than we ever could alone. We listen and collaborate, in teams, across disciplines, across boundaries. We embrace ambiguity and use discussion and persistence to generate unique solutions to complex problems. | * Accountable * Authentic * Courageous |
| **Making it real** | We do science with real impact. We thrive when taking on the big challenges facing the world. We take educated risks and defy convention. We celebrate successes and failures and leverage them to learn as we strive to be the force for positive change. | * Partnering * Cooperative * Humble |
| **Trusted** | We’re driven by purpose but remain objective. We fight misinformation with facts. We earn trust everywhere through everything we do. We trust each other and we hold each other accountable. Together our actions drive Australia’s trust in CSIRO. | * Curious * Adaptive * Entrepreneurial |

**Child safety**

CSIRO is committed to the safety and wellbeing of all children and young people involved in our activities and programs. View our [Child Safe Policy](https://www.csiro.au/en/about/policies/child-safe-policy).

Special requirements

Appointment to this role is subject to provision of a pre-employment background check and may be subject to other security/medical/character clearance requirements.

* The successful candidate will undertake a pre-employment background check. Please note that individuals with criminal records are not automatically deemed ineligible. Each application will be considered on its merits.