# Position Details

## Administrative Services- CSOF4

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| The following information is for applicants |
| Advertised Job Title | People Data and Reporting Advisor |
| Job Reference | 91355 |
| Tenure | Indefinite Full-time (Part-time may be considered) |
| Salary Range | AU$89k - AU$101k per annum (pro-rata for part-time)plus up to 15.4% superannuation |
| Location(s) | Flexible- Canberra ACT preferred, but remote work may be offered from any CSIRO location Australia-wide |
| Relocation Assistance | Not Provided |
| Applications are open to | * Australian/New Zealand Citizens and Australian Permanent Residents
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| Position reports to the | Manager, People Insights |
| Client Focus – Internal | 100% |
| Client Focus – External | 0% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Lucia Donskoi via email at lucia.donskoi@csiro.au or phone +61 04 26 256 995 |
| 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 or call 1300 984 220. |

**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).

### Role Overview

## The role of administrative staff in CSIRO is to provide administrative and management services to support the effective provision of research and development activities. This involves the development and implementation and/or administration of policies, systems and procedures that assist the Organisation and the Business Unit to achieve their objectives and meet Government and regulatory responsibilities.

## CSIRO People Insights is seeking a data and reporting wizard to support the People Community through the provision of regular and ad-hoc workforce reporting, drawing on extensive knowledge of data processes, manipulation & analysis.

## Using established knowledge with a range of HRIS and Microsoft systems (SAP, Spinifex, Excel, SuccessFactors), the People Data and Reporting Advisor supports the People Insights function by identifying, creating and analysing data information and reports for clients and stakeholders to assist in improving organisational capability.

## The Advisor will be a data quality enthusiast, taking personal responsibility on the accuracy of reports, ensuring that reports across platforms match. They will build strong collaborations with key stakeholders within CSIRO People and other CSIRO functions such as Information Management and Technology, People Partnering and People Central along with other customers and clients. The Advisor will support the People Insights Team in the development of a workforce reporting framework for CSIRO.

## The position assists with projects and technology upgrades (where appropriate), analyses and evaluates new HR modules, systems, processes and developments in technology.

## The successful incumbent will have demonstrated the highest integrity and is able to demonstrate a strong understanding of privacy principles and the sensitivities of working with personal and sensitive data.

### Duties and Key Result Areas

* Provide accurate and timely reporting on a regular and ad-hoc basis to key stakeholders, ensuring a high level of data accuracy, quality, and integrity.
* Build and maintain scheduled reports within Spinifex, ensuring accuracy of output and reliability
* Using automated processes, conduct data quality audits and cross-validation to identify mis-matching reports, gaps in data and misalignment to source systems
* Understand CSIRO HR reporting requirements and analyses, organise and present data and information to assist with senior management decision making.
* Identify and escalate opportunities and initiatives to streamline processes using systems solutions.
* Under general guidance, co-ordinate and undertake the analysis of workforce data, providing insights and recommendations to the customer.
* Maintain strong working knowledge of Australian Privacy Legislation, related CSIRO procedures and policy, and how this applies to the use and disclosure of personal and sensitive information particularly that of CSIRO personnel.
* Show initiative in interpreting policies and procedures and developing systems.
* Take personal responsibility for client satisfaction, correct problems promptly and constructively.
* May deliver training on procedural issues or systems developments to clients and team members.
* 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.
* Work collaboratively as part of a multi-disciplinary, regionally dispersed team to carry out tasks in support of CSIRO’s scientific objectives.
* Adhere to the spirit and practice of CSIRO’s Values, Code of Conduct, Health, Safety and Environment procedures and policy, 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. Ideally 3 years work experience (or equivalent tertiary qualifications), working with data and reports, preferably in Human Resources or People related domain.
2. Demonstrated proficiency across the data management pipeline including collecting, cleaning, wrangling (specifically with demonstrated ability to establish repeatable/automated processes) in a variety of contexts using software such as Excel or R (preferred). Experience with other analysis/data management systems (such as Analysis for Office, Alteryx, Python, SQL, VBA) also highly regarded
3. Experience with HRIS systems, specifically SAP, Spinifex and/or SuccessFactors
4. A significant track record of integrity, tact, and the ability to handle personal, sensitive and confidential information, understanding of appropriate use and disclosure of personal information and relevant privacy legislation.

## **Desirable**

1. Demonstrated experience with HR data (preferably payroll reporting) and understanding of HR/payroll concepts such as wage types, superannuation, taxation etc.
2. Demonstrated ability to tailor how information is conveyed to suit various audiences, specifically using data visualisation principles and methodology and how graphing & presentation affects message delivery

## **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:** Allocates activities, directs tasks and manages resources to meet objectives. Provides coaching and on the job training, recognises and supports staff achievements and fosters open communication in the team.
* **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:** Recognises and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).
* **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.

Special Requirements

Appointment to this role may be subject to conditions including provision of a national police check as well as other security/medical/character clearance requirements.

## **About CSIRO**

We solve the greatest challenges through innovative science and technology. Visit [CSIRO Online](http://www.csiro.au/) and for more information.

CSIRO is a values-based organisation.  In your application and at interview you will need to demonstrate behaviours aligned to our values of:

* People First
* Further Together
* Making it Real
* Trusted