# Position Details

## Administrative Services- CSOF5

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| The following information is for applicants |
| Advertised Job Title | Senior Strategic Workforce Planning Specialist |
| Job Reference | 92452 |
| Tenure | Term – 12 months  |
| Salary Range | AU$105,806 to AU$114,500 pa pro-rata for part-time + up to 15.4% superannuation |
| Location(s) | Negotiable |
| Relocation Assistance | Not Provided |
| Applications are open to | Australian/New Zealand Citizens and Australian Permanent Residents Only |
| Position reports to the | Strategic Workforce Planning Manager |
| Number of Direct Reports | 0 |
| Enquire about this job | Jill Ryan – jill.ryan@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 or call 1300 984 220. |

### Role Overview

The role of the Senior Strategic Workforce Planning Specialist is to provide specialist expertise in strategic workforce planning, working with the People cohort to implement Strategic Workforce Planning (SWP) across the organisation. Reporting to the Strategic Workforce Planning Manager, this role will join an innovative, agile and diverse high-performing team, partnering with the business to ensure the delivery of high-quality research outcomes for our nation.

This role will also contribute to the development of an Operational Workforce Planning (OWP) framework, process, and toolkit for CSIRO, supporting the business to deliver over the medium-term timeframe, whilst aligning with strategic workforce planning long term goals.

The Senior Strategic Workforce Planning Specialist will provide support to business units across CSIRO as we build a consolidated view of future critical capabilities across the organisation. The role works across People in an integrated manner, seeking input, sharing ideas and providing strategic input into People priorities.

The role will support senior stakeholders both internally and externally on extensive knowledge of data, analytics, and processes to drive business decision making. Highly proficient in data analysis, the Senior Strategic Workforce Planning Specialist will use their strong working knowledge of people data, processes, systems, frameworks and legislation to consult with CSIRO BUs, Missions and their Leadership Teams who require SWP and OWP expertise to build plans to prepare for the future.

### Duties and Key Result Areas:

* As a member of the SWP team, develop and implement an organisation-wide workforce strategy.
* Contribute to the development of all BU SWP outputs and the development of a whole-of-CSIRO picture in relation to SWP.
* Contribute to the development of an Operational Workforce Planning framework, process and toolkit.
* As a member of the SWP team, contribute to continual improvement of SWP and OWP methodology and processes.
* Share SWP expertise and contribute to the development of the professional skills of others, primarily with HR/People Partners to ensure we build SWP and OWP capability.
* Contribute to the introduction and uptake of new perspectives/directions to address long-standing organisation-wider problems.
* Work closely across CSIRO functions to collaborate and ensure high quality delivery of outcomes and outputs.
* Effectively represent the People function across CSIRO.
* 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, and business unit to carry out tasks in support of CSIRO’s scientific objectives.
* Adhere to the spirit and practice of CSIRO’s Code of Conduct, Health, Safety and Environment procedures and policy, Diversity initiatives and Making Safety Personal goals.
* Other duties as directed.

## **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.

## **Selection Criteria**

#### Essential

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

## Tertiary qualifications in Human Resources or Business, or equivalent work experience

## Demonstrated experience in best-practice SWP methodology

## Exceptional analytical skills with previous experience working with standard business intelligence dashboards and reporting.

## A strong history of establishing and working effectively with a range of key stakeholders, with well-developed soft skills, including the ability to speak to both technical and business concerns, particularly in the Human Resource domain.

## Ability to work effectively and deliver outcomes in an ambiguous and constantly changing environment.

## Proven experience in implementing projects or initiatives and ability to work with a high level of independence.

## Strong communication skills both written and oral including the ability to influence effectively.

## Strong track record of teamwork and collaboration.

## **Desirable:**

1. Knowledge of statistical concepts, experience with machine learning and predictive analytics would be highly regarded.
2. Knowledge of HR processes, policies, legislation, and frameworks also well regarded.

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.

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