# Position Details

## Administrative Services- CSOF6

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| The following information is for applicants | |
| Advertised Job Title | Strategic Human Resources Partner – Australian Centre for Disease Preparedness (ACDP) - Geelong Based |
| Job Reference | 97976 |
| Tenure | Specified Term of 12 months  Full-time or Part time (minimum 3-4 days per week) |
| Salary Range | AU$126,313k - AU$148,014k pa (pro-rata for part-time) + 15.4% superannuation + ACDP Site Allowance $972 p.a. |
| Location(s) | CSIRO Site in Geelong. Refer to special considerations for site attendance. |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | * Australian Citizens Only |
| Position reports to the | Team Leader – Strategic Partnering (Environment) |
| Number of Direct Reports | 0 |
| Enquire about this job | Cory Mathieson - [cory.mathieson@csiro.au](mailto:cory.mathieson@csiro.au) or  Julie Carroll - [julie.carroll@csiro.au](mailto:julie.carroll@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) 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).

### 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)

### Role Overview

Strategic Partners are a small team of experienced HR practitioners who engage and partner with senior leaders to understand CSIRO business needs, provide strategic advice and broker people services & initiatives. A Strategic Partner plays a key role in understanding the commercial needs and priorities of CSIRO and translating them into a plan to guide the People Teams effort. ​ The Strategic Partner is the entry point or ‘front door’ into the People Team for Executives looking for guidance and support in running their business unit and are critical in improving People business value.

The Strategic Partner – ACDP is an essential position in Strategic Partnering reporting to the Team Leader, Strategic Partnering – Environment. The role is responsible for partnering with senior leaders in the Australian Animal Health Laboratory (AAHL) research unit and across ACDP to provide input into business unit strategy and people matters relevant to business success.

AAHL is a vital part of Australia’s biosecurity ecosystem, with responsibility for Australia’s national reference laboratory for emergency animal diseases and maintaining several international reference laboratory designations, through which it delivers diagnostic and research capability for Australia and the region. AAHL also manages the biocontainment, animal studies, quality assurance and training aspects of ACDP and works closely with researchers, animals, and human health agencies to protect Australia’s livestock and aquaculture industries, and the general public, from emerging infectious disease threats.

The Strategic Partner (ACDP) will work closely with the Strategic Partner (Health) as they share the common focus on the whole-of-system health domain, including attention on addressing challenges in human, animal, and environmental health.

### Duties and Key Result Areas

* Engage and Partner with senior leaders to understand CSIRO business needs, provide strategic advice and broker people services and initiatives.
* Be a proactive participant on applicable leadership teams, advising on people matters.
* Provide input into business unit strategy and people matters relevant to business success, such as talent development, succession, workforce and operational planning, organisational design.
* Understand business needs and translate business unit strategy and requirements into the People plan to guide the People Teams effort.
* Support senior leaders to deliver organisational change in their respective business units, monitor the impact of business decisions on people and support the development of the desired employer brand and culture.
* Challenge the business to ensure integrated people strategy, talent strategy approach, and fair people management.
* Combine internal expertise with the knowledge of the latest trends in HR to suggest appropriate solutions to business unit challenges.
* Work closely with subject matter experts and the People team to continuously monitor and identify opportunities for improvement in the efficiency and quality of HR services. Provide business feedback to appropriate HR governance forums.
* Analyse, interpret and act on information and themes developed from strategic reports provided by subject matter experts and shared services teams.
* Demonstrate integrity, tact, and the ability to handle personal, sensitive, and confidential information; understand appropriate use and disclosure of personal information and relevant privacy legislation.
* Communicate effectively and respectfully with all staff, clients, and suppliers in the interests of good business practice, collaboration, and enhancement of our reputation.
* Adhere to the spirit and practice of CSIRO’s Code of Conduct and values, Health, Safety and Environment procedures and policy and diversity initiatives.
* Other duties as directed.

**Selection Criteria**

#### Essential

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

1. Relevant bachelor’s degree or equivalent experience in Human Resource Management, Business Management, or other relevant discipline.
2. A minimum of 10 years' experience in a role providing generalist and strategic HR advice on a range of complex HR, organisational and employee relations issues , and supporting senior executives across the employment lifecycle.
3. Demonstrated ability to lead conversations with senior stakeholders, balance the needs of multiple stakeholders, to articulate business needs and develop an appropriate strategic response. ​
4. Demonstrated ability to effectively challenge, coach and hold leaders to account, and influence critical stakeholders i.e., managerial courage.
5. Demonstrated ability to assess risk and opportunity of identified strategies, options and actions, and have a clear understanding of when to escalate issues to achieve positive outcomes.
6. Strong interpersonal skills exemplified by strong partnerships and a history of delivering a high level of customer service.
7. Extensive change management experience in an organisation of comparable size and complexity, with the ability to deliver high quality outcomes.
8. Exceptional organisational skills, ability to prioritise competing demands, and attention to detail, evidenced by high-level reporting, presentation and negotiation abilities.

## **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:** Identifies critical stakeholders and influences them via an influential third party, for example through an established network, to gain support for sometimes contentious, proposals/ideas.
* **Resource Management/Leadership:** Provides leadership that fosters an environment that encourages new ideas and provides support for the development of emerging skills. Creates trust by displaying consistency, understanding, integrity and patience. Plans, seeks, allocates and monitors resources to achieve outcomes.
* **Judgement and Problem Solving:** Anticipates and manages problems in ambiguous situations. Develops and selects an appropriate course of action and provides for contingencies. Evaluates, interprets and integrates complex bodies of information and draws logical conclusions, synthesises proposals and defends options with reasoned arguments.
* **Independence:** Assesses the risk and opportunity of identified strategies, options and actions. Overcomes problems and setbacks in achieving goals. Invariably includes consideration of value-added future impact on bottom line when determining the optimal and efficient use of resources.
* **Adaptability:**Demonstrates flexibility in thinking and adapts to and manages the increasing rate of organisational change by adjusting strategies, goals and priorities.

Special Requirements

The successful candidate will be asked to obtain and provide evidence of a National Police Check or equivalent. Please note that people with criminal records are not automatically deemed ineligible. Each application will be considered on its merits.

Obtain and maintain a security clearance at the Negative Vetting Level 1 (to be arranged post-commencement).

This role requires the successful candidate to be based at CSIRO Geelong site a minimum of 3-4 days per week.

**Security Assessment and Microbiological Security Requirements for Personnel Working on the Australian Centre for Disease Preparedness (ACDP) Site:**

* The nature of our work requires that each person working on site must comply with the conditions described below.
* Certain positions including those working in the ACDP microbiological secure area will require security clearance at a level appropriate to duties of the position. Confirmation of the appointment is subject to obtaining that clearance.
* It is essential that all work on exotic or emerging diseases carried out at ACDP is conducted in a safe manner to prevent the escape of the disease agents used, and to this end, all activities and personnel will be subject to appropriate microbiological security measures. Consequently, while working at ACDP, you may not reside on a property on which are kept any of the following animals: sheep, cattle, pigs, goats, horses, asses, mules and camelids, any other cloven-hoofed animal, fowls, turkeys, geese, domestic ducks, caged birds, emus or ostriches. Personnel working with diseases of aquatic animals may not keep aquarium fish at their place of residence and at times specific species may be excluded depending on the nature of the work conducted.
* In addition, for a period of seven days after working in the microbiologically secure area of ACDP, personnel may not have close contact with any of the above animals, amphibians or birds or the actual places where these animals are held or visit any aquatic animal farm or aquatic animal hatchery.
* Working in the barrier maintained Small Animal Facility or the Werribee Animal Health Farm requires avoidance of additional animals such as mice, rats, guinea pigs, rabbits, ferrets and poultry for a minimum of 3 days prior to arrival.
* Certain positions will require medical assessment and vaccinations against various agents.
* Positions working at PC4 will also require a pre-employment psychological assessment.
* Given ACDP’s role in the International Regional Program, there may be a requirement for some personnel to travel internationally and if required for this work, suitable staff should be able to obtain a valid passport and obtain applicable vaccinations.
* Should an emergency response situation arise, ACDP may be required to implement the Emergency Animal Disease Response Plan and personnel may need to contribute to response requirements, including after-hours work
* Personnel must abide by Occupational Health, Safety and Environment regulations. Safety signs and directives issued by CSIRO personnel must be complied with at all times.
* Access restrictions apply to the Werribee Animal Health Facility (WAHF) site that is associated with, but remote from, the ACDP site.

**About CSIRO**

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