



## Position details

### Administrative services- CSOF4

THE FOLLOWING INFORMATION IS FOR APPLICANTS	
<b>Advertised job title</b>	Finance Learning and Knowledge Management Advisor
<b>Job reference</b>	102055
<b>Tenure and work schedule</b>	Specified Term of 12 months
<b>Salary range</b>	AU\$100,103 - AU\$113,251 per annum (pro-rata for part-time) plus up to 15.4% superannuation
<b>Location(s) and office arrangements</b>	Any Australian Capital city with CSIRO site
<b>Relocation assistance</b>	Will be provided to the successful candidate if required
<b>Applications are open to</b>	Australian/New Zealand Citizens and Australian Permanent Residents
<b>Position reports to the</b>	Finance Learning and Knowledge Management Co-ordinator
<b>Client focus – internal</b>	100%
<b>Client focus – external</b>	0%
<b>Number of direct reports</b>	0
<b>Enquire about this job</b>	Contact Briony Wilson via email at <a href="mailto:Briony.wilson@csiro.au">Briony.wilson@csiro.au</a> or
<b>Support and workplace adjustments</b>	We offer a range of reasonable supports and workplace adjustments. Please let us know via email <a href="mailto:sarah.lyons@csiro.au">sarah.lyons@csiro.au</a>
<b>How to apply</b>	Apply online at <a href="https://jobs.csiro.au/">https://jobs.csiro.au/</a> Internal applicants please apply via <b>Jobs Central</b> If you experience difficulties when applying, please email <a href="mailto:careers.online@csiro.au">careers.online@csiro.au</a>

### 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](#).

## 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](#), 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

Administrative staff in CSIRO provides 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 units to achieve their objectives and meet Government and regulatory responsibilities.

As part of a team this role will be responsible for providing Learning services and knowledge management support for all Finance Staff and the wider CSIRO community.

This role will provide training, information and support to Research Unit (RU) and Enterprise Unit (EU) staff on Finance, Project Management, SAP and Dynamics O2D systems, processes and policies. Working with the team and the wider Finance Community you will identify training needs and then determine how these needs will be addressed and whether they are within a RU and ESU or cross RU.

The Learning support required from this role will include

- Training of our finance staff, including new finance staff and rolling out new systems/processes
- Training of the wider CSIRO community on finance related topics
  - O2D
  - Finance Capability and Literacy
  - New systems, processes and tools as required
- A rethink of how we deliver current training to the wider community, specifically Project Leaders O2D Training.
- Training Sprints
- Create and Maintain “How to’s”

Knowledge Management will be a key part to this role, you will be required to actively contribute to the maintenance and continued improvement of Finance knowledge for both Finance and CSIRO. Through applying knowledge management principles to implement a structured and managed view of Finance related reference information (policy, procedures, user guides, training materials, related tools and links).

The Knowledge Management support required will include:

- hands-on capturing, designing, authoring, publishing, and maintenance of Finance reference information,
- Support the maintenance of a structured knowledge management framework to support ongoing maintenance and improvement of the knowledge management roadmap.
- Champion the importance of knowledge management across staff and stakeholders, and provide subject matter expertise (SME) across knowledge management principles and relevant systems being used

### **Duties and key result areas**

- Prepares and delivers training for Finance and RU and EU staff on updates and changes to Finance and Project Management policies, standards, guidelines and processes.
- Work with the In-Business Finance team to develop an annual training plan for the RU and EU taking into consideration other training initiatives being rolled out.
- Contributes to a knowledge sharing environment through creating and improving information across the Finance team, other support functions and with client groups.
- Induction of new Project Leaders on project management procedures, all new RU and EU staff on finance policy, processes & systems and all new finance staff
- Assists in developing and delivering training programs & training plans for the finance team
- Apply hands-on approach to ensure Finance knowledge is maintained within agreed Service levels, and new/updates are timely implemented through relevant processes.
- Pro-actively engage with other projects, stakeholders, and business partners to bring about collaborative efforts to Finance knowledge
- Liaise with clients to anticipate their needs, ensure the relevance of the activity and achievement of team objectives, take personal responsibility for guaranteeing client satisfaction, and correct problems promptly and in a constructive manner.
- Establish networks with other professionals in your field to ensure that the service provided continues to add value and 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, often regionally dispersed enterprise 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.

## Selection criteria

### Essential

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

1. A tertiary qualification in accounting or finance or relevant work experience in a financial environment
2. Ability and confidence to provide training and coaching to key internal stakeholders including within Finance.
3. Ability to identify and analyse complex or ill-defined problems and develop appropriate alternative solutions and accurately communicate findings and outcomes to stakeholders through strong written and verbal communication skills that demonstrates other party's priorities
4. Flexibility and agility to contribute to multiple teams, managing multiple priorities, and supporting various staff needs.
5. Ability to build strong relationships with stakeholders to achieve a high level of trust and respect to influence outcomes and communicate findings
6. Ability to participate in ongoing knowledge transfer across the Finance team. Provide support and direction for others in the team by recognising and supporting staff achievements and fostering open communication and strong collaboration.

### Desirable

1. Knowledge and experience of CSIRO financial policies, systems, and processes
2. Experience with SAP, MS Dynamics and MS Office Products

### 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:** 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.

## 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 email [sarah.lyons@csiro.au](mailto:sarah.lyons@csiro.au).

## Life at CSIRO and flexible working arrangements

We [work flexibly at CSIRO](#), 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](#) and [career development](#) opportunities. To learn more, visit [Careers at CSIRO](#).

We celebrate the uniqueness of our workforce and are committed to creating [diverse and inclusive teams](#) 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.

Value	Descriptor	Behaviour
<b>People first</b>	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.	<ul style="list-style-type: none"> <li>• Respectful</li> <li>• Caring</li> <li>• Inclusive</li> </ul>

<b>Further together</b>	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.	<ul style="list-style-type: none"> <li>• Accountable</li> <li>• Authentic</li> <li>• Courageous</li> </ul>
<b>Making it real</b>	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.	<ul style="list-style-type: none"> <li>• Partnering</li> <li>• Cooperative</li> <li>• Humble</li> </ul>
<b>Trusted</b>	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.	<ul style="list-style-type: none"> <li>• Curious</li> <li>• Adaptive</li> <li>• Entrepreneurial</li> </ul>

## 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](#).

## 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.