



## Position Details

### Technical Services - CSOF5

THE FOLLOWING INFORMATION IS FOR APPLICANTS	
<b>Advertised Job Title</b>	IT Officer – SAP Payroll Support Analyst
<b>Job Reference</b>	99812
<b>Tenure</b>	Indefinite - Full-time
<b>Salary Range</b>	AU\$ 114,219 - AU\$ 123,605 per annum (pro-rata for part-time) plus up to 15.4% superannuation
<b>Location(s)</b>	Black Mountain - Canberra, Melbourne, Sydney, Brisbane
<b>Relocation Assistance</b>	Will be provided to the successful candidate if required
<b>Applications are open to</b>	Australian Citizens Only
<b>Position reports to the</b>	Team Leader – People Systems
<b>Client Focus – Internal</b>	95%
<b>Client Focus – External</b>	5%
<b>Number of Direct Reports</b>	0
<b>Enquire about this job</b>	Brendan.Sullivan@csiro.au
<b>How to apply</b>	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](#).

### 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](#).

### Role Overview

The role of Technical Services staff in CSIRO is to provide support for scientific research in a diverse range of laboratory and field situations across a range of different research projects. This support

consists of the application of accepted technical practices and the development of new practices. The work is usually carried out as a member of a centralised service.

As part of the SAP Solutions Team in IM&T you will provide specialist payroll knowledge as part of the People Team and have a positive impact in CSIRO by;

- Working collaboratively with key People and IM&T staff to establish the design and development of systems to support CSIRO pay cycles.
- Bringing together multiple functions across the organisation to create a streamlined and harmonious systems experience for our people.
- Harnessing insights and data from across CSIRO to inform the development of system solutions that support leading practices and processes.
- Working collaboratively with People, IM&T and Business staff to ensure our systems are inclusive, streamlined, and simplify the processes supporting all stages of the people lifecycle.

### **Duties and Key Result Areas**

- Champion employee technology to drive maximum productivity for all end users.
- Help establish a culture of continuous improvement and curiosity across all aspects of the people systems lifecycle.
- Work with People and IM&T teams to ensure that solutions are delivered with the appropriate levels of quality, performance, availability, security, supportability, reusability, sociability and automation.
- Utilise effective partnering strategies across the ES functions of CSIRO.
- Work with key staff in the People Central function to deliver systems to support the CSIRO pay cycles.
- Effectively represent the IT function across CSIRO.
- Adhere to the spirit and practice of CSIRO's Values, Health, Safety and Environment plans and policies, Diversity initiatives and Zero Harm goals.

### **Selection Criteria**

#### **Essential**

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

1. Minimum 7 years' experience working as an SAP Payroll Support Analyst with demonstrated sound knowledge of payroll processes and procedures, and broader HR business practises.
2. Demonstrated extensive experience in configuration of SAP ECC6 to support payroll and leave calculations.
3. Demonstrated experience with writing functional specifications to translate business needs into system requirements.
4. Demonstrated ability to work autonomously and with initiative to communicate, collaborate and work effectively across organisational boundaries.

5. Demonstrated ability to contribute to a diverse and challenging program of work across the core SuccessFactors and on-Premise SAP solutions.
6. Demonstrated ability to create a positive impact within a team environment.

### Desired

1. Payroll related SAP qualifications such as 'HR305\_10 – masterdata configuration'

### 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.

### 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.
- The successful candidate will be asked to obtain and provide evidence of a National Police Clearance or equivalent. Please note that individuals with criminal records are not automatically deemed ineligible. Each application will be considered on its merits.
- The successful candidate must have and maintain a security clearance at the NV1 level.