# Position Details

## Administrative Services- CSOF3

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| The following information is for applicants | |
| Advertised Job Title | Human Resources Officer |
| Job Reference | 71033 |
| Tenure | Specified Term of 3 years (Full-time) |
| Salary Range | AU$63,594 to AU$80,937 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Clayton, VIC |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian/New Zealand Citizens and Australian Permanent Residents Only |
| Position reports to the | Human Resources Manager |
| Client Focus – Internal | 80% |
| Client Focus – External | 20% |
| Number of Direct Reports | 0 |
| Enquire about this job | Lesley Kliska via email at: lesley.kliska@csiro.au or phone: +61395452197 |
| 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. |

### Role Overview

CSIRO is Australia's national, mission-directed science and research agency. Every day we work to solve the big questions facing our country and the planet. We are proud of what we do, what we have achieved, and the difference we make. A team of Human Resource professionals support the organisation in the management of its people and in the implementation of programs.

The HR Officer will work within a team of HR Business Partners to provide proactive, broad ranging support in our research business units to support CSIRO deliver its strategy and goals. Working alongside other professional services teams you, you will have the opportunity to contribute as a HR generalist and be involved in projects that enhance the effectiveness of our service delivery.

### Duties and Key Result Areas:

* Undertake a wide variety of operational activities. These activities include supporting and facilitation of HR practices and processes such as:
  + Recruitment and selection processes.
  + Performance management processes.
  + HR programs within the HR Calendar (Talent Management, Rewards, Vacation Students, Annual Performance Agreements).
  + Co-ordinate SAP transactions and reporting needs including headcount and FTE reporting, compliance to mandatory requirements, leave reporting etc.
  + Contribute to HR initiatives and projects by performing due diligence, research, analysing data, developing HR metrics and providing administrative support.
  + Contribute positively and proactively to a team environment, with a focus on continuous improvement
  + Be an active member of the broader HR community and support HR projects where appropriate;
* Interpretation and implementation of CSIRO standards and procedures to promote consistency, compliance and continuous improvement.
* 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 research team, and business unit to carry out tasks in support of CSIRO’s scientific objectives.
* Be an active contributor to the People Strategy and respective priorities and projects.
* 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.
* Infrequent Interstate travel may be required in the future.

## **Required Competencies:**

* **Teamwork and Collaboration:** Proactively seeks and considers the ideas and opinions of others from within and outside the team to help form decisions, plans or actions.
* **Influence and Communication:** Puts forward ideas by presenting factual information supported by data, definitions, examples, illustrations or other aids, which will assist in conveying meaning.
* **Resource Management/Leadership:** Provides instruction and assists other staff to complete allocated tasks and activities.
* **Judgement and Problem Solving:** Identifies and considers the implications of a range of available alternatives in order to select the most appropriate response to problems of a familiar or recurring nature.
* **Independence:** Recognise and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).
* **Adaptability:**Willingness to change ideas or perceptions based on new information, contrary evidence or other people's points of view. Prepared to try out different approaches.

## **Selection Criteria**

#### Essential

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

1. Relevant tertiary qualifications in Human Resources, or a related disciplineand/or relevant work experience.
2. Demonstrated knowledge and experience in a range of HR issues (i.e. legislative requirements, recruitment and selection, Health and Safety, organisational and staff development and performance) gained through relevant tertiary qualifications and/or demonstrated work experience.
3. Well-developed interpersonal skills and the ability to work effectively across staff of all levels whilst being flexible, adaptable, having a positive outlook, and exercising diplomacy and confidentiality when required.
4. Ability to learn new skills and apply previous lessons as well as possessing an analytical approach to delivering outcomes.
5. Proven communicator underpinned by strong written and verbal skills, plus an eye for detail which translates to high quality, accurate outputs.
6. Strong systems knowledge, including Office365 and an ability to learn new systems/platforms i.e. SAP (or similar HR platform).
7. Demonstrated flexibility and adaptability to work in geographically dispersed teams supporting HR projects as organisational priorities change.

Special Requirements

Appointment is subject to the following condition:

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.

## **About CSIRO:**

We solve the greatest challenges through innovative science and technology. To find out more visit us [online](http://www.csiro.au/)!