# Position Details

## Administrative Services - CSOF6

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| The following information is for applicants |
| Advertised Job Title | HR Business Partner – SKA-Low Telescope (SKA-Low)  |
| Job Reference | 80613 |
| Tenure | 3-year term - Full-time, job-share or part-time (minimum 60 hrs per fortnight) |
| Salary Range | AU$117k - AU$138k pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Perth, Western Australia |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | * Australian or New Zealand Citizens and Australian Permanent Residents
* Australian temporary residents who have the right to work for the expected duration of the term (at least to end of March 2025), with no requirement for sponsorship.
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| Position reports to the | This role will be line managed by the SKA-Low Deputy Telescope Director. Project reporting and work management will be to the SKA-Low Telescope Director, with close linkages to the SKAO and CSIRO HR teams. |
| Number of Direct Reports | 0 |
| Enquire about this job | George Simpson, SKA-Low Deputy Telescope Director, George.Simpson@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. |

### Background

The SKA Observatory (SKAO) is a next-generation global radio astronomy facility that will revolutionise our understanding of the Universe and the laws of fundamental physics. It is one observatory with two telescopes – SKA-Low in Western Australia and SKA-Mid in South Africa. Australia is a co-host member of the SKAO, an intergovernmental organisation headquartered at Jodrell Bank (near Manchester in the United Kingdom) responsible for SKAO construction and operation globally.

The first phase of the SKA will consist of two telescopes:

* Australia will host the SKA’s low-frequency telescope (SKA-Low). SKA-Low will comprise up to 131,072 antennas in clusters along spiral arms spanning 65 km at CSIRO’s Murchison Radio-astronomy Observatory (MRO) in Western Australia about 350 km northeast of Geraldton.
* South Africa will host the mid-frequency telescope (SKA-Mid). SKA-Mid will comprise up to 197 dishes spread along spiral arms spanning 150 km.

CSIRO is involved in several facets of the SKA-Low in Australia:

* Operating partner: SKAO will partner with CSIRO to operate the SKA-Low Telescope and support construction.
* Construction: CSIRO has been allocated work in digital processing, infrastructure, and antenna station management and deployment, integration and verification, and software.

CSIRO also operates the MRO which hosts multiple national and international radio astronomy telescopes and is where the SKA-Low Telescope will be located. CSIRO is responsible for land management, subleases, maintaining radio quiet protections, provision of services to the telescopes, and managing the Indigenous Land Use Agreement.

Further Reading: SKA Phase 1 Executive Summary.

### Role Overview

SKAO and CSIRO will collaborate to operate the SKA-Low telescope and support its construction. Over the next eight years, more than 140 staff will be recruited across the two organisations as part of this collaboration.

The HR Business Partner – SKA-Low Telescope (SKA-Low) forms a critical link betweenSKAO and CSIRO in people matters. The role partners with the SKAO HR team to implement the SKAO HR Strategy and coordinates the delivery of HR services for the staff involved in the SKA-Low collaboration, with a particular emphasis on those staff employed by CSIRO. The HR Business Partner – SKA-Low works with CSIRO’s wider People team to ensure that CSIRO’s shared people services and centres of expertise are leveraged to best effect in support of staff.Where appropriate the HR Business Partnerwill support SKA staff who are not employed by CSIRO and as such, must have the ability to work across boundaries and understand collaborating partners’ systems and procedures as part of one team.

With the project in the establishment phase, in the immediate term the HR Business Partner – SKA-Low will partner with CSIRO’s Talent Acquisition team to ensure the recruitment of staff occurs at pace to meet project requirements. The position will also focus on supporting the establishment of SKAO in Australia, designing solutions with the SKAO HR team aligned to agreed strategy, and ensuring the creation of a unique people experience. In addition, the SKA-Low Business Partnerwill lead and implement projects as directed by the SKA Low Telescope Director, in line with SKAO organisational needs.

The HR Business Partner – SKA-Low is a core part of the wider SKAO HR team, led by the SKAO Head of HR, and is a member of CSIRO’s People team, withopportunities for partnering with diverse subject matter experts and other locally engaged HR Business Partners. The role requires strong relationship building across teams, the navigation of complexity to achieve outcomes and undertake a variety of hands-on projects.

This position is available on a full-time, part-time or job share basis. The minimum part time arrangement would be approximately 60 hours per fortnight.We also support flexible working arrangements, noting that the role will require a level of flexibility to accommodate meetings outside the standard band of hours to reflecttime zones of stakeholders, in particular SKAO in the UK.

### Duties and Key Result Areas

* Co-ordinate and ensure the delivery of HR services in the collaboration between CSIRO and SKAO. Activities include planning and facilitation of recruitment in partnership with CSIRO’s Talent Subject Matter Expert; team and culture development; implementation of the SKAO workforce plans; change management; performance management; learning and development initiatives; provision of management information; and coaching and development of people and leaders.
* Work with the SKAO-employed HR Business Partner to provide a responsive, effective and innovative HR service for the SKAO/CSIRO collaboration.
* Collaborate with SKAO and CSIRO HR teams to ensure a One Team approach to the SKAO people experience.
* Use technical expertise to advise and support leaders on a range of highly complex and sensitive HR and organisational matters, using support from or redirecting complex matters to other People functions and CSIRO centres of excellence.
* Build strong relationships with internal and external stakeholders, and leaders, in supporting HR activities, including recruitment, performance management and workforce planning.
* Working with leaders to implement strategic HR activities such as:
	+ Capability and workforce planning and development, including career management
	+ Building an inclusive, innovative, and supportive team
	+ Supporting activities to demonstrate and enhance CSIRO and SKAO Values and a One Team ethos.
	+ Providing high quality advice, assistance, coaching and mentoring to leaders and other staff
* Support leaders to enhance the new starter experience, including onboarding and induction.
* Develop and communicate agreed HR priorities that demonstrate SKAO’s and CSIRO’s strategic direction/objectives.
* Generate solutions to complex problems and resolve issues using creativity, reasoning, and past experience, whilst employing strong judgement to redirect matters to other centres of excellence when required.
* Communicate effectively and respectfully with all staff, clients, and suppliers in the interests of good business practice, collaboration and enhancement of SKAO and CSIRO’s reputation.
* Work collaboratively with colleagues within your team, the business unit and across CSIRO and SKAO.
* Adhere to the spirit and practice of CSIRO’s Code of Conduct, Health, Safety and Environment procedures and policy, Diversity initiatives and Zero Harm goals, and SKAO’s Code of Ethics, Standards of Conduct and Behaviour, Health, Safety and Environment policy and principles of Equality, Diversity and Inclusion.
* Undertake any other reasonable duties as directed.

## **Selection Criteria**

#### Essential

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

1. Tertiary qualifications in human resource management, organisational development or business management (or an equivalent qualification).
2. A minimum of approximately 10 years’ experience in roles providing generalist HR advice across the employment lifecycle that is consistent, accurate and considered.
3. Demonstrated success implementing people initiatives/activities aligned to organisational objectives within a complex, multifunctional organisation.
4. Demonstrated ability to influence, advise and support leaders of the business on a range of complex HR, organisational and employee relations issues.
5. Superior written and oral communication skills, evidenced by high-level reporting, presentation and negotiation abilities, and the capacity to identify and influence critical stakeholders to gain support for contentious proposals/ideas.
6. A history of professional and respectful behaviours and attitudes in a collaborative environment with a diverse team.
7. Experience contributing to a geographically dispersed team, building a strong and inclusive team culture across sites.

## **Required Competencies**

1. **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.
2. **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.
3. **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 and understanding through integrity and patience. Plans, seeks, allocates and monitors resources to achieve outcomes.
4. **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.
5. **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.
6. **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 Clearance or equivalent. Please note that individuals 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. Visit [CSIRO Online](http://www.csiro.au/) and [Space and Astronomy](https://www.csiro.au/en/Research/Astronomy) 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

## **About SKAO**

## SKAO is coordinating a global effort to deliver the largest science facility on the planet. The SKA Observatory will build next-generation radio telescopes that will help to answer key questions in astrophysics, drive technological innovation and support human capital development. Visit [SKA Observatory](https://www.skatelescope.org/) online for more information.

## SKAO’s values are:

* Diversity and Inclusion
* Excellence
* Collaboration
* Creativity and Innovation
* Sustainability