# Position Details

## Administrative Services- CSOF3

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| The following information is for applicants | |
| Advertised Job Title | Administration and Office Coordinator - DDP |
| Job Reference | 73901 |
| Tenure | 3 years  Full-time |
| Salary Range | AU$64,866 to AU$82,556 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | ACT, NSW, QLD, VIC |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | * Australian Citizens Only * Australian/New Zealand Citizens and Australian Permanent Residents Only * All Candidates |
| Position reports to the | Deputy Director - People |
| Client Focus – Internal | 80% |
| Client Focus – External | 20% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Janice Ip via email at Janice.Ip@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. |

### 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.

The **Administration and Office Coordinator - DDP** reports to the Deputy Director – People to provide proactive and broad ranging support to the People function to support CSIRO to deliver in its strategy and goals. This role is concentrated on providing administrative support to the Deputy Director – People, ranging from daily calendar and management to offering a HR lens on a variety of administrative People matters to support and enhance service delivery.

The position requires an individual possessing high calibre administrative skills with a focus on continuous improvement, high levels of accuracy and a strong focus on client engagement. To succeed in this position, the person requires excellent communication skills, both written and verbal, well developed computer skills across MS office and technology platforms such as SAP to interact with a variety of people at all levels on a daily basis.

This role would be aligned to an enthusiastic and results focussed individual with a genuine desire to pursue a career in the People business, having a tertiary or equivalent experience in human resources and who wants to be an integral part of a busy team of HR Business Partners who makes a positive difference to the Business. The Administration and Office Coordinator - DDP role is well-suited to an individual with an administrative HR background, who is agile, tech-savvy and eager to learn, with a willingness to take on varying tasks and challenges.

### Duties and Key Result Areas:

* Coordinate and monitor the calendar for the Deputy Director – People, using initiative to anticipate action items and initiate tasks, schedule meetings, liaise with internal and external stakeholders and draft email responses utilising technical HR knowledge.
* Assist the Deputy Director – People with varying administrative and HR tasks, such as pulling data reports, preparing letters, documents and presentations.
* Undertake a wide variety of administrative and operational activities with support from People Business Partners. These activities include supporting and facilitation of HR practices and processes such as:
  + Recruitment and selection processes, including raising and approving requisitions, assisting BU leaders to prepare Position Descriptions where HR input is required, and any additional administrative tasks associated with recruitment that is not within the Talent Acquisition scope.
  + Support People Business Partners with 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. Perform regular SAP audits to ensure integrity and consistency of data.
  + Assist and support People Business Partners with APA management in line with annual cycles, including collating APA reports and changing the status of APAs in accordance with requests.
  + Prepare letters for staff movements and action the according SAP movements on behalf of the Deputy Director – People.
  + 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.
* Interpret and implement CSIRO standards and procedures to promote consistency, compliance and continuous improvement.
* Under general supervision undertake a range of administrative tasks frequently under specific instruction, in accordance with established procedures and using skills developed through experience and/or training.
* Respond courteously and efficiently to requests for your services, and on behalf of the Deputy Director – People, and keep clients informed about progress and redirect requests to appropriate staff when required.
* 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.

## **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 and/ or experience in Human Resources, or a related disciplineand/or relevant work experience.
2. Well-developed interpersonal skills reflected through collaborative, team player, ability to work effectively across staff of all levels, flexibility, adaptability, with a positive outlook, exercising diplomacy and confidentiality.
3. Ability to learn new skills and apply previous lessons, and an enquiring, analytical approach to deliver outcomes.
4. Proven communicator underpinned by strong written and verbal skills, plus an eye for detail which translates to high quality, accurate outputs.
5. Superior PowerPoint and Excel application as well as systems knowledge, including Office365 and ability to learn new systems/platforms i.e. SAP (or similar HR platform).
6. Demonstrated flexibility and adaptability to work in geographically dispersed teams supporting HR projects as organisational priorities change.

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 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/)!

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