# Position Details

## Administrative Services- CSOF5

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| The following information is for applicants | |
| Advertised Job Title | Senior People Partner (People) |
| Job Reference | 74104 |
| Tenure | Indefinite  Full-time |
| Salary Range | AU$100,710 to AU$108,985 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | NSW, ACT, VIC, QLD |
| 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 | Deputy Director – People |
| Client Focus – Internal | 90% |
| Client Focus – External | 10% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Janice Ip via 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 **Senior People Partner (People)** is responsible for partnering with senior leaders across the People Function to provide tactical coaching and development, and support the implementation of strategic People Partnering activities and People strategies. These operational activities include but are not limited to strategic workforce planning; change management; performance management; local learning and development initiatives; and coaching and development of people and leaders. The Senior People Partner (People) will proactively utilise support from other centres of excellence in the delivery of this service and ensure strong alignment to People Priorities and CSIRO organisational objectives. In addition, the Senior People Partner will lead and implement projects as directed by the Deputy Director – People, in line with organisational needs. Ultimately, this role will provide a dynamic people service delivery, underpinned by CSIRO Values.

### Duties and Key Result Areas:

* Build strategic relationships and partner with the leaders provide strategic People strategies and deliver dynamic people partnering service delivery.
* Use technical expertise to advise and support senior leaders on a range of highly complex and sensitive People and organisational matters, utilising support from or redirecting complex matters to other People functions and CSIRO centres of excellence (Case Management, Talent, HSE, WS&E).
* Actively seek feedback on HR processes and offerings for continuous improvement and enhancement to provide dynamic business support that is regularly evolving in line with trends to deliver advanced, high-level service delivery.
* Working with Business Leaders, lead the implementation of strategic people partnering activities:
  + Capability planning and development, including career management
  + Strategic workforce planning, working with the Strategic Workforce Planning Team (WS&E)
  + Leadership and team development, drawing on the Learning team for specialist support
  + Change management and restructure programs
  + Performance management and coaching leaders and staff with specialist needs
  + CSIRO Values
  + Providing high quality advice, assistance, coaching and mentoring to all staff
* In conjunction with providing high quality strategic people advice, work on a broad range of key projects under the direction of the Deputy Director – People.
* Develop and communicate agreed people priorities for the People Function that demonstrably links People goals to CSIRO’s strategic direction.
* Display a willingness to influence the decision of managers by recognising the need for change in initiating innovative solutions/proposals, and liaise with and influence related professions to develop practices, which support the People Function.
* Generate improved solutions to complex problems and resolve complaints using creativity, reasoning and past experience, whilst employing strong judgement to redirect matters to other centres of excellent when required.
* Communicate 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 with colleagues within your team, the business unit and across CSIRO, and where necessary, demonstrating CSIRO values and influence to successfully negotiate with other parties to reach CSIRO’s organisational objectives.
* Demonstrate the ability to provide leadership and supervision to a small team, project group or function, and take responsibility for the performance management and career development of the team if 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.
* 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:** 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.

## **Selection Criteria**

#### Essential

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

***Essential Criteria:***

1. Tertiary qualifications in human resource management, organisational development or business management (or an equivalent qualification) and/or extensive knowledge of and experience within a human resources environment.
2. At least 5-10 years’ experience in a leading senior HR role in developing and implementing people initiatives/activities aligned to strategic organisational objectives within a complex, multifunctional organisation.
3. Demonstrated ability to influence, advise and support leaders of the business on a range of complex HR, organisational and employee relations issues.
4. 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.
5. A history of professional and respectful behaviours and attitudes in a collaborative environment.
6. Experience in supporting and contributing to a dispersed management team with a high degree of success in implementing organisational HR/people priorities and strategies within the business.
7. The ability to effectively contribute to a team of professionals, collaborate widely both internally and externally, and provide guidance to managers and staff.
8. Proven ability to anticipate and manage problems in ambiguous situations, develop appropriate solutions based on thorough evaluation and interpretation, and defend the conclusions with reasoned arguments.

## **Desirable:**

1. Demonstrated experience delivering and innovating creative HR/People concepts to provide a dynamic service delivery in line with HR trends.

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.
* If the successful candidate is not an Australian Citizen or Permanent Resident, they may be required to undergo additional security clearances, which may include medical examinations and an international standardised test of English language proficiency (i.e. IELTS test).- https://ielts.com.au/
* *If you have any queries regarding finalising the Duties and Key Result Areas or the Special Requirements for this position, please consult with In-business HR or the Talent Acquisition Team.*

## **About CSIRO:**

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