# Position Details

## Administrative Services- CSOF5

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| The following information is for applicants | |
| Advertised Job Title | Executive Officer (People) |
| Job Reference | 74259 |
| Tenure | Specified Term of 3 years  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, QLD, 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 | Deputy Director - People |
| Client Focus – Internal | 10% |
| Client Focus – External | 90% |
| 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 provide 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 **Executive Officer (People)** is an integral role supporting CSIRO’s People Leadership Team, reporting directly to the Deputy Director – People. This role provides high level support in the management, strategy, and administration of the People Office by managing the People Function’s strategic and operational planning processes and monitoring the function’s performance. The Executive Officer (People) supports the Deputy Director – People in proactively identifying issues and obstacles in achieving People objectives, as well as opportunities and areas to improve efficiency to support dynamic service delivery, underpinned by CSIRO values.

### Duties and Key Result Areas:

* Provide high level support to the Deputy Director – People through support and advice on issues and interactions with key stakeholders; prioritise issues for their attention; provide briefing and notes to facilitate effective action; prepare and review correspondence, presentations and reports, at times dealing with complex or highly sensitive matters and; identify emerging and unforeseen issues requiring their intervention and develop appropriate solutions, drawing on expertise from other Centres of Excellence.
* Conduct research and analysis on a broad range of topics or across business units to prepare written correspondence as appropriate.
* Prepare and support high level operational activities such as planning agendas for CSIRO Meetings and subsequent tracking and monitoring actions, facilitating this process where required across the People function including the coordination of input into Enterprise projects and reporting; Corporate Plan; ES of the future; APAIRs.
* Represent the People sector on various enterprise working groups and change initiatives as required.
* Coordinate the People Office’s compliance with CSIRO processes and governance requirements, and other applicable legislative requirements.
* Develop and maintain cross-organisational networks to facilitate People’s outcomes.
* In collaboration with the wider teams, develop, edit, review and update papers for the Executive Team, CSIRO Board and Board sub-committees on current issues as well as in preparation for scheduled Estimates Committee hearings.
* 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.
* Adhere to the spirit and practice of CSIRO’s Code of Conduct and the CSIRO Values.
* 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.*

1. Relevant bachelor’s degree in Business Management or Human Resources and/or equivalent relevant work experience in business management, human resources, change management or project and portfolio management.
2. At least 5-10 years’ experience in an Executive Officer role supporting senior leaders to develop and implement initiatives/activities aligned to strategic organisational objectives within a complex, multifunctional organisation. Demonstrated financial acumen.
3. A confident and proactive approach with a proven ability to think strategically, work effectively with, and influence senior leaders in a dynamic executive team environment, combined with the ability to collaborate widely both internally and externally.
4. Outstanding written communication skills, showing evidence of ability to formulate and prepare a wide range of strategic communications including complex and high-quality documents, reports, analyses, plans and briefings and present findings influentially to senior leaders with impact.
5. Strong problem-solving skills with a proven ability to investigate underlying issues of complex and ill-defined problems and develop appropriate responses using abstract thinking and to provide creative solutions.
6. Excellent organisational skills with a demonstrated ability to independently manage competing complex demands, the ability to establish or renegotiate priorities, and meet deadlines - including the ability to effectively adapt in ambiguous, urgent and/or complex situations where information is incomplete or not available.
7. Demonstrated experience in successful project management, including planning, engagement, monitoring and reporting to meet or exceed specified outcomes and timeframes.
8. Proven ability to effectively contribute to a team of professionals, collaborate widely both internally and externally, and develop strong strategic professional relationships with senior leadership to achieve organisational objectives.
9. A history of professional and respectful behaviours and attitudes in a collaborative environment with a proven ability to handle confidential or sensitive material and deal with matters with absolute discretion.

## **Desirable:**

1. Extensive knowledge of and experience within a human resources environment.

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.

Include if relevant:

* 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