# Position Details

## Administrative Services- CSOF4

|  |  |
| --- | --- |
| The following information is for applicants | |
| Advertised Job Title | Engagement Advisor |
| Job Reference | 77942 |
| Tenure | Indefinite  Full-time or Part-time |
| Salary Range | AU$87,068 to AU$98,504 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Adelaide, SA; Brisbane, QLD; Canberra, ACT; Clayton, VIC; or Hobart, TAS |
| 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 | Engagement Manager |
| Client Focus – Internal | 70% |
| Client Focus – External | 30% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Chris Krishna-Pillay via e-mail ON [Chris.Krishna-Pillay@csiro.au](mailto:Chris.Krishna-Pillay@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

The Culture, Diversity and Inclusion team is a Centre of Excellence for prioritising and implementing CSIRO’s strategy to increase the diversity of our people and to embed culture, diversity and inclusion into the organisation as a whole. The Engagement team operates within this function to specialise in leading the delivering of programs and initiatives that enable a shift towards the desired organisational culture at CSIRO.

The **Engagement Advisor** role is a critical support position in the Engagement team, reporting to the Engagement Manager. The role will contribute to the design, delivery and evaluation of core engagement programs and initiatives in CSIRO that enable a shift toward desire organisation culture in CSIRO and drive positive business impacts that align with broader organisational goals. They will support and collaborate with the Engagement Manager on the introduction of new perspectives and directions to address long-standing organisation-wide problems and will actively build expertise across culture, diversity and inclusion, organisational development, and enterprise change disciplines.

### Duties and Key Result Areas:

* Under guidance, operate as a subject matter expert to facilitate the delivery of key organisational programs which connect our people on key topics that enable a culture which effects a more inclusive workplace.
* Engage with external bodies, capture, and disseminate the requirements regarding pathways for external accreditations.
* With support, build expertise across culture, diversity, inclusion, organisational development, and enterprise change disciplines and contribute to the development of the professional skills of others, to ensure we build expertise and capability.
* Deliver initiatives which enable a shift toward the desired organisational culture at CSIRO.
* Design, deliver and evaluate core engagement programs to ensure they have business impacts in alignment with broader organisational goals.
* Support the Engagement Manager with the introduction of new perspectives/directions to address long-standing organisation-wide problems.
* Act as a trusted advisor, understanding and seeking where necessary information about the real underlying organisational needs, identifying, and adapting quickly to market changes, and providing expert solutions and strategic advice. Connect with internal committees and working groups to drive changes across the portfolio of work.
* Communicate openly, effectively, and respectfully with all People, customers 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, Health, Safety and Environment plans and policies, Diversity initiatives and Zero Harm 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:** Allocates activities, directs tasks and manages resources to meet objectives. Provides coaching and on the job training, recognises and supports staff achievements and fosters open communication in the team.
* **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:** Recognise and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).
* **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 qualification in Human Resource Management, Organisational Development, Organisational Psychology or other relevant discipline. ​
2. 3 to 5 years’ relevant demonstrated experience in the Human Resources, Organisational Development or Organisational Psychology. Demonstrated experience in the design, delivery and evaluation of engagement activities.
3. Excellent verbal and written communication skills with a wide variety of stakeholders with varying levels of seniority, including executive level.​
4. Demonstrated experience contributing to the implementation of impactful organisational change evidenced by business impact, in alignment with the strategic direction of the organisation. ​
5. Demonstrated track record of contributing to an integrated program of work, encountering frequent ambiguity and constantly changing environments. ​
6. Facilitation skills, evidenced by experience facilitating internal and external network or working groups. ​
7. Strong interpersonal skills exemplified by experience establishing and maintaining strong partnerships. Ability to engage with internal and external stakeholders at all levels and ensuring alignment between client needs and CSIRO’s research objectives.​
8. A record of innovation and creativity plus the ability and willingness to incorporate and/or promote the inclusion of novel ideas and approaches into the organisation.​
9. Demonstrated professional and respectful behaviours and attitudes in a collaborative 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