# Position Details

## Administrative Services- CSOF5

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| The following information is for applicants | |
| Advertised Job Title | Policy and Remuneration Specialist |
| Job Reference | 79001 |
| Tenure | Indefinite  Full-time or Part-time |
| Salary Range | AU$102,724 to AU$111,165 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Adelaide, SA; Brisbane, QLD; Canberra, ACT; Darwin, NT; Hobart, TAS; Melbourne, VIC; Sydney, NSW |
| 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 | Policy and Remuneration Manager |
| Client Focus – Internal | 80% |
| Client Focus – External | 20% |
| Number of Direct Reports | 0 |
| Enquire about this job | Barbara Roberts, Policy and Remuneration Manager via email [Barbara.Roberts@csiro.au](mailto:Barbara.Roberts@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 Workplace Relations team is a Centre of Excellence for practical support and tailored advice in dealing with industrial disputes, workplace issues, complex staffing matters and external tribunal matters that affect CSIRO people. The Policy and Remuneration operates within this function supports processes about the Enterprise Agreement and Human Resources (HR) policy and procedures.

The **Policy and Remuneration Specialist** is an essential position in the Workplace Relations team, reporting to the Policy and Remuneration Manager. The role is responsible for providing expert subject advice to support CSIRO’s compliance to the Enterprise Agreement and legislative requirements. They will drive this by partnering with CSIRO leadership and the broader People function to collaborate and input into high-level initiatives and mechanisms, and ensure policies and procedures are clearly articulated across the organisation. They will be responsible for conducting consistent research and revision of procedural guidelines to develop and maintain contemporary Human Resources policy that supports the terms and conditions of employments and to benchmark remuneration data across critical market sectors and roles. The Policy and Remuneration Specialist will have the opportunity to contribute to the development and implementation of a CSIRO Remuneration Strategy and remuneration practices which allow CSIRO to have agility and flexibility to attract and retain talent.

### Duties and Key Result Areas:

* Conduct consistent research and revision to support policy reform to develop simplified, appropriate, and contemporary procedural guidelines that support the Terms and Conditions of employment and promotes best practice and safety to allow the CSIRO workforce to thrive.
* With support, ensure CSIRO’s compliance to the Enterprise Agreement and legislative requirements by ensuring CSIRO policies and procedures are clearly articulated across the organisation.
* Provide expert advice and input into a wide range of projects and initiatives across the People function.
* Endorse and represent the Policy team on various committees across the organisation and collaborate with key internal networks, including Pride, Equity Contact Officers and Shine.
* Liaise and develop strong working relations across the People function, including People Central, People Partnering and Industrial Relations in particular.
* Actively engage across the organisation to contemporise new initiatives and projects with relevant stakeholders in response to emerging issues in a timely and efficient manner.
* Under guidance, support and contribute to the development and implementation of a CSIRO Remuneration Strategy.
* Liaise and collaborate with the People Insights team to manage and maintain executive and SRA remuneration reporting.
* Undertake regular research with the intention of benchmarking remuneration data across critical market sectors and roles.
* Prepare documentation relating to special remuneration arrangements, including ExecPay, SRA and IFA.
* With support, interpret and implement new remuneration policies as set out across the public sector in CSIRO and government contexts.
* Collaborate with the Policy and Remuneration Manager and other specialists across Workplace Relations and Talent Acquisition to establish a compliance and proactive approach to the development of a remuneration structure for key CSIRO roles and to input in the Employee Value Proposition.
* Develop consistent remuneration practices which have enough flexibility to ensure CSIRO can attract and retain talent.
* 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.*

1. Relevant Bachelor’s Degree or equivalent experience and/or postgraduate qualification in Human Resource Management, Business Management, Industrial Relations, Employment Law or other relevant discipline.
2. Relevant demonstrated experience specialising in policy, remuneration and/or employee relations as well as its practical application within the government context.
3. Specialised expertise in interpreting, drafting and applying policy and procedures, including an understanding of legislative and regulatory requirements and processes within the government context. Comprehensive knowledge and strong understanding of governance frameworks relevant to the application and implementation of changes to terms and conditions of employment and policy within a Commonwealth entity.
4. Demonstrated understanding and experience in the development of remuneration arrangements in a government and global context including knowledge and application of remuneration benchmarking principles, employment and classification frameworks and Remuneration Tribunal and Australian Public Service Policy.
5. Superior communication skills including influencing and negotiation skills to interact with a diverse range of key stakeholders across CSIRO, as well as writing and presentation skills.
6. Strong interpersonal skills exemplified by experience influencing, establishing, and maintaining strong, collaborative working relations with internal and external stakeholders.
7. A strong track record of proactively responding to emerging changes and issues within a government context as it applies to policy/remuneration expertise. Proven ability to develop creative solutions to complex problems, encountering frequent ambiguity.
8. A significant track record of integrity, tact, and the ability to handle highly sensitive and confidential information; in particular, as it pertains to employee remuneration.
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.

* 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 value-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