# Position Details

## Administrative Services- CSOF6

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| The following information is for applicants | |
| Advertised Job Title | Human Resources Manager |
| Job Reference | 81111 |
| Tenure | Specified Term of 3 years  Full time |
| Salary Range | AU$117,917 to AU$138,176 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Brisbane, Melbourne |
| 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 | Executive Manager HR Business Partnering |
| Client Focus – Internal | 90% |
| Client Focus – External | 10% |
| Number of Direct Reports | 1-4 depending on the assignment |
| Enquire about this job | Contact Annie Archer 03 6232 5101 [annie.archer@csiro.au](mailto:annie.archer@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 Human Resources Manager (HRM) at CSIRO is a member of a team of geographically dispersed HR business partners working with senior executives and line managers across CSIRO. All staff in CSIRO work to achieve our purpose of **solving the greatest challenges through innovative science and technology.**

## The HR Manager is responsible for building strong working relationships with the business and providing strategic HR advice, within CSIRO’s framework, which improves the quality of business decisions and delivers impact. The role will proactively shape the delivery of HR services based on a deep understanding of the market and business, driving quality of HR practice across the organisation and translating strategic business objectives into an effective people plan. The HRM will may lead a small team and will partner with specialist areas within HR in the delivery of a wide range of people strategies.

### Duties and Key Result Areas:

**Strategy and Leadership:**

* Partner with, consult with and influence the business area on people needs to enable delivery of business objectives.
* Translate local business unit strategy and requirements into HR plans, in line with the CSIRO people strategy.
* Provide input to business unit strategy and organisation design from a people management and job/structure design perspective.
* Be a proactive participant on leadership teams, advising on people matters and educating business leaders on the value of HR.
* Support business leaders to deliver transformation and change in their area, monitoring the impact of business decisions on people, and supporting the development of the desired employer brand and culture.
* Challenge the business in order to ensure integrated people strategy, talent strategy approach, and fair people management.

**Delivery and Compliance:**

* “Broker” technical knowledge and expertise from the specialist HR areas to deliver Enterprise wide and business unit-specific people solutions.
* Be responsible for translating business demand and communicating across HR.
* Combine internal expertise and knowledge of the latest HR trends to suggest appropriate solutions to business unit challenges.
* Execute and/or manage specific HR and People projects.
* Build a performance culture and be a role model for CSIRO values and behaviours.

**Performance and Continuous Improvement:**

* Interpret and act on information and strategic reports provided by HR specialist areas.
* Work closely with HR specialist areas, HR services and the HR and People leadership team to continuously monitor and identify opportunities for improvement in the efficiency and quality of HR services and provide business feedback to appropriate HR governance forums.

**Talent Management:**

* Lead the deployment of the talent agenda to support the rapid growth of the business and the focus on customer innovation.
* Create and sustain a diverse talent pipeline that is rich, deep, and anticipates future business needs.
* Take a key role in the senior leadership succession planning process for the business unit.
* Ensure that the right combination of learning, skill, and career development programmes are in place for the business unit.

**People Management**

* Lead staff including developing work plans, allocating and monitoring resources and achieving the function outcomes, ensuring effective team performance and developing team members.
* 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:** Identifies critical stakeholders and influences them via an influential third party, for example through an established network, to gain support for sometimes contentious, proposals/ideas.
* **Resource Management/Leadership:** Provides leadership that fosters an environment that encourages new ideas and provides support for the development of emerging skills. Creates trust by displaying consistency, understanding, integrity and patience. Plans, seeks, allocates and monitors resources to achieve outcomes.
* **Judgement and Problem Solving:** Anticipates and manages problems in ambiguous situations. Develops and selects an appropriate course of action and provides for contingencies. Evaluates, interprets and integrates complex bodies of information and draws logical conclusions, synthesises proposals and defends options with reasoned arguments.
* **Independence:** Assesses the risk and opportunity of identified strategies, options and actions. Overcomes problems and setbacks in achieving goals. Invariably includes consideration of value-added future impact on bottom line when determining the optimal and efficient use of resources.
* **Adaptability:**Demonstrates flexibility in thinking and adapts to and manages the increasing rate of organisational change by adjusting strategies, goals and priorities.

## **Selection Criteria**

#### Essential

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

1. Evidence of leadership development and implementation of HR objectives within a complex multi business organisation.
2. Demonstrated ability to influence, advise and support senior leaders on a range of complex HR, organisational and employee relations issues.
3. Experience in supporting and contributing to a dispersed management team with a high degree of success in implementing organisational HR priorities and strategies to transform people experiences within the business.
4. The ability to effectively lead and work with a team of HR professionals, collaborate widely across the broader People team, internally, and externally, and provide strategic HR guidance to business leaders at all levels.
5. Proven ability to anticipate and manage problems in ambiguous situations, develop appropriate solutions based on thorough evaluation and interpretation, and demonstrate sound and reasoned decisions and conclusions.
6. Tertiary qualifications in human resource management, organisational development, or business management (or an equivalent qualification) OR 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.

* 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/)!