# Position Details

## Administrative Services- CSOF3

|  |  |
| --- | --- |
| The following information is for applicants | |
| Advertised Job Title | Payroll Specialist |
| Job Reference | 92193 |
| Tenure | Indefinite  Full-time or Part-time. |
| Salary Range | AU$68,148 – AU$86,733 per annum (pro-rata for part-time)  plus up to 15.4% superannuation |
| Location(s) | Canberra, 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 |
| Position reports to the | CSIRO Employee Lifecycle manager |
| Client Focus – Internal | 90% |
| Client Focus – External | 10% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Pam Coffey via email at Pam.Coffey@csiro.au  or by phone 02 6276 6147 |
| 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. |

**Acknowledgement of Country**

CSIRO acknowledges the Traditional Owners of the land, sea, and waters, of the areas that we live and work on across Australia. We acknowledge their continuing connection to their culture and pay our respects to their Elders past and present. View our [vision towards reconciliation](https://www.csiro.au/en/about/Indigenous-engagement/Reconciliation-Action-Plan).

### Role Overview

The role of Administrative staff in CSIRO is to 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 Unit to achieve their objectives and meet Government and regulatory responsibilities.  
  
The Payroll Specialist will join our Employee Lifecycle service delivery team to contribute high level payroll services at CSIRO. The position will deliver payroll support to CSIRO’s team members and provide a range of end-to-end payroll processes.

The successful candidate will be required to have strong numeracy and literacy skills, with a high attention to detail. The Payroll Specialist will engage with stakeholders across the organisation and effectively build relationships with a diverse group of people. The role will be required to undertake tasks both independently and under general direction.

**Duties and Key Result Areas**

* Under limited supervision, using technical knowledge and skills, ensure CSIRO team members are paid accurately and on time.
* Deliver elevated payroll support regarding pay and conditions.
* Complete a range of end-to-end payroll processes – such as onboarding and offboarding.
* Be future focused and help innovate payroll procedures through supporting the introduction of new technology, and an ongoing digitisation program.
* Display skills in analysing, dealing with ambiguity and problem solving issues of varying complexity.
* Use your high-level soft skills to build strong relationships with key stakeholders, including team members, employees, and managers.
* Be prepared to learn and develop skills to enhance your capability.
* 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 regionally dispersed team to carry out tasks in support of CSIRO’s scientific objectives.
* Adhere to the spirit and practice of CSIRO’s Values, Code of Conduct, Health, Safety and Environment procedures and policy, Diversity initiatives and Zero Harm goals.
* Other duties as required.

## **Selection Criteria**

#### Essential

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

1. Approximately 2-4 years relevant experience in payroll, finance or people administration.
2. Technological acumen, including experience with HRMIS software, MS Office and relatable systems (eg. Robotic process automation)
3. Strong attention to detail and accuracy.
4. Excellent communication and interpersonal skills.
5. Ability to work independently as part of a team, remotely or in office environment.
6. Strong analytical and problem-solving skills and ability to identify and resolve issues in a timely manner.
7. High level of emotional intelligence, including the ability to build relationships, be respectful of others and help in the creation of an inclusive and safe workspace.

## **Desirable**

1. Qualifications in finance/payroll, administration, or a related field.

## **Required Competencies**

* **Teamwork and Collaboration:** Proactively seeks and considers the ideas and opinions of others from within and outside the team to help form decisions, plans or actions.
* **Influence and Communication:** Puts forward ideas by presenting factual information supported by data, definitions, examples, illustrations or other aids, which will assist in conveying meaning.
* **Resource Management/Leadership:** Provides instruction and assists other staff to complete allocated tasks and activities.
* **Judgement and Problem Solving:** Identifies and considers the implications of a range of available alternatives in order to select the most appropriate response to problems of a familiar or recurring nature.
* **Independence:** Recognises and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).
* **Adaptability:**Willingness to change ideas or perceptions based on new information, contrary evidence or other people's points of view. Prepared to try out different approaches.

Special Requirements

* The successful candidate will be asked to obtain and provide evidence of a National Police Clearance or equivalent. Please note that individuals with criminal records are not automatically deemed ineligible. Each application will be considered on its merits.

## **About CSIRO and what we can provide you:**

We solve the greatest challenges through innovative science and technology. Visit [CSIRO Online](http://www.csiro.au/)

Working Conditions: As a payroll expert, you will work in a collaborative, supportive team. You will be offered a blend of work from home or in a contemporary office environment. You will be provided with comprehensive training and opportunity for personal development.

Physical Demands: You must be able to use a computer for extended periods of time, with your specialist payroll skills at the ready.

Salary: Your salary will be competitive and commensurate with your qualifications and experience.

So come and join our team and be part of something extraordinary. 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