



Position Details

General Management – CSOF8

Job Title	Director of People Partnering & Services
Job Reference	99088
Tenure	Fixed term 3 years, full time.
Salary Range	Attractive salary package available, plus 15.4% superannuation.
Location(s)	Melbourne or Canberra preferred. Other capital city locations considered.
Relocation Assistance	Will be provided to the successful candidate if required
Applications are open to	Australian and New Zealand Citizens and Australian Permanent Residents Only
Position reports to the	Chief People Officer
Client Focus – Internal	90%
Client Focus – External	10%
Number of Direct Reports	TBC
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

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](#).

Child Safety

CSIRO is committed to the safety and wellbeing of all children and young people involved in our activities and programs. View our [Child Safe Policy](#).



Role overview

We are seeking a strategic and customer-focussed Director of People Partnering and Services to lead a critical unit within the people function at CSIRO.

The People Partnering and Services Unit encompasses a diverse range of services that specialise in the following People functions:

- Industrial Relations
- Policy and Procedure
- Remuneration management
- Complex Case management
- Payroll
- Frontline HR advisory
- People Change Management Design and implementation
- Strategic HR business partnering
- Management of our HR Systems and technology roadmap

The People Partnering and Services Unit plays a pivotal role in enabling and delivering the daily operations of essential HR services across CSIRO, ensuring compliance with all internal policies and external regulatory obligations. These services will be driven through high performing teams of specialists to deliver critical services to our customers that align with the organisational needs and strategies.

Key areas of focus include:

- **Operational Excellence:** Delivering customer-centric HR services, from payroll and frontline advisory to the resolution of complex staffing issues.
- **Strategic Advice:** Providing trusted guidance on industrial relations, people change management, and HR policies to ensure CSIRO remains a compliant and progressive employer.
- **Business Partnership:** Collaborating with research and enterprise units to develop and embed tailored people strategies that enhance organisational performance and culture.
- **Cultural Leadership:** Understanding cultural drivers to foster a safe, engaging, and high-performing work environment, while implementing initiatives to support business success.

By integrating operational expertise with strategic insight, the People Partnering and Services Unit ensures the foundational HR functions are robust, responsive, and aligned with CSIRO's mission, driving sustainable growth and impact across the organisation.



Business Unit Leadership

Reporting to the Chief People Officer, the Director of People Partnering and Services is a key leadership role within the CSIRO Leadership Team. The Director is accountable for the delivery of essential HR services while contributing as a strategic organisational leader, driving initiatives that align with and support CSIRO's mission and strategic objectives.

Strategy Development / Strategic Leadership

The Director of People Partnering and Services, along with their management team, will provide strategic leadership and expert guidance on CSIRO's policies, , industrial relations and payroll services while delivering essential business partnering services to organisational unit leadership teams and staff. They will foster collaboration across the People function and work closely with business leaders to align HR services to support the delivery of CSIRO strategy.

Duties and Key Result Areas:

Duties across the People function to lead organisational development, including:

- Lead high performing teams of specialists across the employee lifecycle to deliver essential, high-quality HR services, including Payroll.
- Ensure the provision of timely and professional advice, solutions and support across all areas of human resources.
- Lead the design and implementation of people related change initiatives ensuring compliance with CSIRO obligations.
- Drive continuous improvement of the efficiency and quality of HR services through business process optimisation, performance monitoring, and data driven reporting to ensure impactful outcomes.
- Ensure compliance with internal policies, legal frameworks, and external accountabilities to mitigate risks and maintain integrity.
- Drive and develop the future strategy of HR Technology services to deliver a future focused customer centric experience across the entire people lifecycle.
- Promote a culture of cooperation by removing barriers to information sharing and encouraging seamless communication and collaboration across CSIRO to drive the People agenda.
- Provide trusted advice on complex and strategic matters to the CSIRO Executive team, and senior leaders across the organisation.



- Build and maintain strategic relationships and partnerships with internal stakeholders, including other Enterprise units, to ensure seamless delivery of services.
- Lead and manage financial resources, people, infrastructure, and other assets to ensure their effective, sustainable, and efficient use. This includes ensuring resources and assets are prioritised and deployed effectively to meet existing and future requirements.
- Ensure the successful transition of the PPS team to the new structure, supporting commercial and cultural realisation of the transformation.
- Deputise for the Chief People Officer when required.

About You

We are seeking an inspiring, strategic, and dynamic leader to join the People Leadership Team at CSIRO as the Director of People Partnering and Services. To excel in this impactful role, you will bring a deep understanding of and extensive experience leading human resources teams within a complex organisation comparable in size and scale to CSIRO. Experience spanning both industry and government contexts will be highly regarded.

As an engaging leader, you bring strong interpersonal and communication skills with experience forging and maintaining respectful and collaborative relationships with your key stakeholders, including Board, executive and senior leaders.

You have demonstrated expertise and experience in successfully leading HR teams and implementing change across a diverse organisation. You bring empowering people leadership capabilities, high integrity and are viewed as an inspirational and values-based leader who sets a visionary direction with your teams.

Selection Criteria

Essential

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

1. Tertiary qualifications in Human Resources, Law, or Business Management or equivalent experience.
2. Superior interpersonal, coaching, systems thinking, communication, negotiation and consultative skills at all levels but particularly in relation to advising and guiding senior business leaders and people specialists.



3. Demonstrated experience leading, developing, and implementing People strategies and change initiatives in line with the enterprise-wide operational and strategic objectives at scale and at pace.
4. Extensive experience in business partnering, including detailed technical knowledge of industrial frameworks, strategic HR advice, organisational change management and process improvement.
5. Demonstrated ability to drive and develop future strategies for HR Technology services, as well as demonstrated experience in delivering operational efficiencies through aligning People policies and processes to enhance organisational agility ensuring a future-focused, customer-centric experience across the entire people lifecycle
6. Deep expertise in employee relations, industrial relations, and workplace change management
7. Superior interpersonal, coaching, systems thinking, communication, negotiation and consultative skills at all levels but particularly in relation to advising and guiding senior business leaders and people specialists.
8. Strong leadership skills, with demonstrated experience in driving substantial change agendas.
9. Proven track record in building rapport and influencing effectively with diverse stakeholder groups, including a Board of Directors and Executive Teams, to inform strategic and operational decisions for People programs and services.
10. Proven ability to manage client relationships through delivering practical and pragmatic solutions to address complex challenges across a broad spectrum of people issues and initiatives and be a trusted advisor to the CSIRO Executive Team

Required Competencies

- **Teamwork and Collaboration:** Creates and fosters an environment in which there is a high level of cooperation within and between teams. Facilitates positive team relationships to build interactions across Business Units and the organisation.
- **Influence and Communication:** Uses complex influencing strategies, for example, assembling strategic coalitions, building behind the scenes support and the tactical use of information to gain support.
- **Resource Management / Leadership:** Contributes to or defines Business Unit / organisational policy directions, strategic planning and operationalises the vision for staff and gains commitment to the direction chosen. Plans, seeks, allocates resources and monitors to achieve outcomes. Adopts a mentor role.



- **Judgment and Problem Solving:** Resolves major conceptual scientific, technical, commercial or management problems, which have a significant impact upon the field of research, professional function, the Business Unit or the Organisation. Situations faced have little or no precedent and require original concepts and approaches.
- **Independence:** Commits significant resources in the face of uncertainty and takes calculated risks to improve performance and achieve challenging goals. Uses personal energy to drive change strategies. Formulates and implements contingency plans to minimise the impact of potential risks. Accepts personal responsibility for the outcomes of decisions/risks taken.
- **Adaptability:** Is flexible in response to external change or when faced with external constraints. Identifies and promotes the opportunities arising as a result of change.

Flexible Working Arrangements

We work flexibly at CSIRO, offering a range of options for how, when and where you work. Talk to us about how this role could be flexible for you. [Work life balance](#).

Diversity and Inclusion

We are working hard to recruit diverse people and ensure that all our people feel supported to do their best work and feel empowered to let their ideas flourish.

We are committed to the safety and wellbeing of all children and young people.

Special Requirements

Appointment to this role is subject to provision of a pre-employment background check and may be subject to other security/medical/character clearance requirements.

- The successful candidate will undertake a pre-employment background check. Please note that individuals 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](#)



To Apply

As part of the application process, we ask that candidates provide the following:

- **Curriculum Vitae** – outlining relevant aligning experience and key achievements.
- **Cover Letter or Executive Summary** – outlining the motivation for applying and a high-level snapshot of relevant aligning capabilities and experience. This document should not be longer than two pages.

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

Applications close 11:59pm Australian Eastern Standard Time, Sunday 9th February 2025.

We encourage early applications as we reserve the right to close the advertising early if we find our desired candidate.