# Position Details

## Administrative Services- CSOF4

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| The following information is for applicants | |
| Advertised Job Title | Leadership Learning Enabler |
| Job Reference | 97812 |
| Tenure | Specified term of 6 months |
| Salary Range | AU$93,267 to AU105,517 pa (pro-rata for part-time) plus 15.4% superannuation |
| Location(s) | Melbourne, Sydney, Canberra, Brisbane, Hobart or Adelaide. Other locations by negotiation |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | All candidates |
| Position reports to the | Executive Manager – Product/Product Owner – Leadership, Life |
| Client Focus – Internal | 70% |
| Client Focus – External | 30% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Kellie Leyshan via email at kellie.leyshan@csiro.au or phone +61 3 9545 2037 |
| 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).

**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](https://www.csiro.au/en/about/policies/child-safe-policy).

### 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 Leadership Learning Implementation Enabler will be part of the Leadership Product Squad within the Life team. The role will support the development and implementation of a portfolio of leadership development and leadership support solutions, including digital and multi-mode offerings, that will enable leadership capability uplift in alignment with the Leading@CSIRO framework. The position will be part of a cross-People squad, focused on the design, integration and delivery of leadership development and leader support initiatives for CSIRO wide delivery.

### Through the delivery of effective and appealing solutions, the role will contribute to the pool of implementation enablement aimed at leader upskilling aligned to Leading@CSIRO framework and other strategic capabilities. Working with a range of stakeholders, both internal and external, the position will ensure the leadership development offering is aligned to key strategic objectives.

### Duties and Key Result Areas

* Contribute to the design, development and implementation of leadership development and support solutions that enable the development of critical leadership capabilities in line with the Leading@CSIRO framework.
* Collaborate across the Life team and People function to implement high-quality leadership development and support initiatives through the delivery of a consistent design and implementation approach that is leader and stakeholder focused.
* Support the development and delivery of robust data & evaluation methodology to ensure the implementation and impact against the Leading@CSIRO capabilities and levelled behavioural indicators.
* Actively partner with external vendors ensuring that outcomes are delivered in line with agreed budgets and timelines.
* Support a modern and blended approach to leadership development that ensures optimal quality and scale of learning opportunities whilst achieving learning objectives and capability uplift.
* Establish clear communication channels with key stakeholders to provide status updates and maintain alignment with initiative goals
* Work with key partners within the business and build partnerships, seeking input and feedback, providing status updates, sharing ideas and providing input to leadership learning implementation plans.
* Build and maintain partnerships to support the implementation, embedding and evolution of initiatives, adjusting course as required.
* Take personal responsibility for client satisfaction, correct problems promptly and constructively.
* Maintain confidentiality when dealing with commercially sensitive or personal information.
* 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, 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 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:** 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:** Recognises 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 qualifications/experience in Human Resources, Organistional Development, Capability Development, Leadership Learning or Project Management.
2. Relevant demonstrated experience coordinating the delivery and management of projects and initiatives across the people lifecycle.
3. Exceptional organisational skills and attention to detail, able to prioritise competing demands, and clear understanding of risk and when to escalate issues to achieve positive outcomes.
4. Demonstrated ability to proactively engage with stakeholders to identify requirements and/or relevant solutions.
5. Demonstrated professional and respectful behaviours and attitudes in a collaborative environment

**Desirable**

1. Excellent verbal and written communication skills with a wide variety of stakeholders with varying levels of seniority.
2. A proven ability to deliver effective and cost-efficient learning programs or People projects, monitor their effectiveness and track ROI.
3. A strong history of developing at-scale engagement activities to maximise participation and adoption of learning solutions or other People initiatives.
4. 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.​

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 values-based organisation.  In your application and at interview you will need to demonstrate behaviours aligned to our values of:

* 1. People First
  2. Further Together
  3. Making it Real
  4. Trusted