# Position details

## General management – CSOF7

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| The following information is for applicants | |
| Advertised job title | Health, Safety and Environment (HSE) Executive Manager (Business Partnering) |
| Job reference | 101659 |
| ​Tenure and work schedule | ​Indefinite.  ​Full-time.  ​We will explore options for part-time, job-share and flexible work arrangements based on needs of the role and individual circumstances. |
| Salary range | AU $157,833 - AU$174,631 per annum (pro-rata for part-time)  plus up to 15.4% superannuation |
| ​Location(s) and office arrangements | ​All CSIRO Sites Considered Hybrid working available. Flexible work options available. |
| 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 | Director, Health Safety and Environment |
| Client focus – internal | 90% |
| Client focus – external | 10% |
| Number of direct reports | TBC – Business Partnering group |
| Enquire about this job | TBD |
| Support and workplace adjustments | TBD |
| 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) |

**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).

**About CSIRO**

As Australia's national science agency, CSIRO is solving the greatest challenges through innovative science and technology. Many of our iconic innovations were once considered impossible until someone, just like you, joined us and took on the challenge.

As one of the world’s largest multidisciplinary mission-driven research organisations, we are focused on the issues that matter the most: for our quality of life, for the economy and for our environment. We believe diverse teams are more effective and deliver more innovative outcomes. When we all focus on the big things that really matter, and work in partnership with our communities and [Indigenous Australia](https://www.csiro.au/research/indigenous-science), Australian science and technology can solve seemingly impossible problems and create new value for all Australians. Visit [CSIRO.au](https://www.csiro.au/) for more information.

### Role overview

Health, Safety, and Environment (HSE) partners with all levels of the organisation, coaching and influencing individuals to take personal responsibility for safety. HSE is committed to driving future-focused, innovative programs that significantly enhance CSIRO’s wellbeing and safety culture.

The HSE Executive Manager (Business Partnering) reports to the HSE Director. As a key connection between Research Units and HSE, this role partners closely with the Research Unit Executive team to provide tailored support and coordinate the consistent delivery of improving HSE outcomes and metrics, HSE activities and initiatives across regions and the wider organisation. To facilitate this connection, the Executive Manager (Business Partnering) leads a team of Research Unit focussed HSE Business Partners who proactively partner with CSIRO Research Units to provide strategic leadership and management of CSIRO’s HSE Plan. This role also works closely with the HSE Executive Manager (Operations) to resource the implementation of Research unit specific HSE Safety initiatives across multiple sites.

As part of the HSE Executive team, the HSE Executive Manager (Business Partnering) collaborates with their colleagues and the Director of HSE to develop, implement and monitor a consistent HSE strategy across CSIRO, and demonstrate leadership and commitment in pursuit of Zero Harm.

### Duties and key result areas

* Collaborate with key stakeholders to drive the development and implementation of CSIRO’s HSE strategic plan and continuously improve CSIRO HSE Management System framework to deliver a step change improvement in the organisations HSE performance through an innovative, and consistent HSE approach while embracing CSIRO’s unique needs.
* Build and maintain strong and partnering relationships with Research Unit Executive teams, customers, and stakeholders through developing a deep understanding of their respective needs to enable the development and delivery of HSE priorities and initiatives, with a focus on consistent practices embedded across the organisation.
* Build, motivate and lead a group of successful Research Unit HSE Business Partners with the ability to establish and maintain positive interpersonal relationships, and influence consistent HSE outcomes. Be responsible for managing a positive performance culture and career development of teams.
* Develop, influence, and contribute to cohesive, collaborative, and innovative senior management within CSIRO leadership and the HSE function, ensuring seamless and proactive connection between all areas of HSE and the organisation more broadly.
* Fulfil a leading role in planning and allocating HSE resources to implement consistent activities as part of the CSIRO HSE strategic plan. Work closely with other HSE Executive team members to ensure activities are allocated with appropriate resourcing and output.
* Lead development and implementation of the evolving CSIRO HSE culture change program and lead by example, acknowledging and promoting key desired behaviours to enable the growth of a high performing, positive and proactive HSE culture across the organisation, with an emphasis on a consistent, organisational approach to HSE.
* Develop and foster an informed culture of continual HSE improvement across the organisation, to ensure HSE knowledge, best practice and lessons learnt are shared.
* Drive development of innovative best practice solutions to HSE risks, regulatory non-compliances and HSE performance deficiencies.
* 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 scientific objectives.
* Adhere to the spirit and practice of CSIRO’s values, code of conduct, health, safety and environment procedures and policy and diversity initiatives.
* Other duties as directed.

## **Selection criteria**

#### Essential

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

1. A degree, in conjunction with demonstrated achievement in senior advisory and managerial roles in health, safety, science or risk management, ideally with postgraduate managerial qualifications.
2. Extensive demonstrated experience in leading HSE management within large or complex organisations.
3. Comprehensive knowledge and understanding of HSE legislation, codes of practice and standards.
4. A proven ability to coach and be the trusted advisor to leaders by influencing a positive culture where HSE is prioritised and considered ensuring alignment between client needs and CSIRO’s objectives. Creates trust by displaying consistency and understanding through integrity and patience.
5. Demonstrated experience in influencing and effecting impactful changes in team culture in alignment with the strategic direction of the organisation.
6. A history of establishing and leading cooperative teams, and a record of leadership which encourages new ideas, builds trust and supports the development of emerging skills.
7. Acts on the understanding that “We achieve more together” and has demonstrated collaborative leadership skills and the ability to & lead remotely – utilising collective leadership skills to create connection across all teams within the broader HSE function and with other stakeholder teams. Demonstrated experience in collaboratively sharing and utilising team resources to provide a seamless and organisational approach to the delivery of the HSE strategic plan.
8. Proven ability to foster effective relationships, using complex influencing strategies to ensure alignment between client or stakeholder needs and CSIRO’s objectives.
9. Track record in enabling positive organisational change, by adapting strategies, goals, and priorities, and driving culture change in health and safety. Demonstrated ability to embrace ambiguity and positively persist towards an end goal.
10. Exemplify strong interpersonal skills (respectful, collaborative, builds trust, listens, uses discussions to find common ground) in managing client expectations. Communicates clearly (both in orally and in writing).
11. Uses complex influencing strategies, for example, assembling strategic coalitions, building behind the scenes support and the tactical use of information to gain support to engage and facilitate delivery of projects and HSE improvements. Influencing HSE teams and internal and external stakeholders on at times contentious HSE matters to provide a seamless organisational approach to the delivery of the HSE plan.
12. A strong working history of understanding goals and targets, taking accountability, driving outcomes and delivering on commitments & achieving results.
13. Proven ability in thinking laterally and strategically, developing, and selecting appropriate course of action, providing contingencies, particularly through ambiguity. Ability to take direction, deliver on set objectives and a passion for continued learning, development and growth in yourself and in others.
14. Demonstrated history of anticipating and successfully managing complex problems in ambiguous situations.
15. A significant record of innovation and creativity plus the ability & willingness to incorporate and/or promote the inclusion of novel ideas and approaches into projects of all sizes and scale.

## **Desirable**

1. A demonstrated commitment to health, safety, and wellbeing of staff, willing to challenge the status quo in pursuit of Zero Harm.

**Not sure if you meet all the criteria?**

While it is CSIRO policy that the successful candidate must meet all the essential criteria, there are many ways to demonstrate this. Don’t let the list discourage you. If you are unsure about applying, please reach out to the contact on page 1 of this document so we can discuss the role further.

## **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 organisational interaction across CSIRO.
* **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:** Provides leadership that fosters an environment that encourages new ideas and provides support for the development of emerging skills. Creates trust by displaying consistency and understanding through 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:** 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.

**Setting you up for success**

We understand that not everyone works in the same way and sometimes people may require reasonable support and adjustments to perform at their best. Whether related to the recruitment process and or the role itself, this may include options such as providing different methods of communication, flexible hours or physical adjustments to work methods. If you feel comfortable, we encourage you to share any support and adjustments you may need to carry out the inherent requirements of the role. Please let us know via email xxxx or phone xxxx if we can help you to equitably participate in our recruitment process or the role itself *[use same contact in the Support and Workplace Adjustment section on Page 1, either a Talent Acquisition contact or the Hiring Manager]*

**Life at CSIRO and flexible working arrangements**

We [work flexibly at CSIRO](https://www.csiro.au/en/careers/life-at-csiro/Flexible-work), offering a range of options for how, when and where you work.  We can discuss flexible work arrangements with you during the recruitment process. CSIRO also offers a range of leave entitlements, [benefits](https://www.csiro.au/en/careers/life-at-csiro/Benefits) and [career development](https://www.csiro.au/en/careers/life-at-csiro/Career-development) opportunities. To learn more, visit [Careers at CSIRO](https://www.csiro.au/en/careers).

We celebrate the uniqueness of our workforce and are committed to creating [diverse and inclusive teams](https://www.csiro.au/en/careers/life-at-csiro/Diversity-inclusion-belonging) where everyone feels they belong. CSIRO is an equal employment opportunity organisation dedicated to recruiting people based on merit, and reflecting the diversity of the community we serve. We recognise true diversity encompasses all ages, nationalities, abilities, cultures, genders, sexualities, faiths, levels of education, diversity of thought and many more aspects of identity. By empowering diverse teams, our community is reflected in the solutions we create.

**CSIRO values**

CSIRO is a values-based organisation committed to values-based leadership.

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| **Value** | **Descriptor** | **Behaviour** |
| **People first** | Our priority is the safety and wellbeing of our people. We believe in, and respect, the power of diverse perspectives. We seek out and learn from our differences. | * Respectful * Caring * Inclusive |
| **Further together** | We achieve more together than we ever could alone. We listen and collaborate, in teams, across disciplines, across boundaries. We embrace ambiguity and use discussion and persistence to generate unique solutions to complex problems. | * Accountable * Authentic * Courageous |
| **Making it real** | We do science with real impact. We thrive when taking on the big challenges facing the world. We take educated risks and defy convention. We celebrate successes and failures and leverage them to learn as we strive to be the force for positive change. | * Partnering * Cooperative * Humble |
| **Trusted** | We’re driven by purpose but remain objective. We fight misinformation with facts. We earn trust everywhere through everything we do. We trust each other and we hold each other accountable. Together our actions drive Australia’s trust in CSIRO. | * Curious * Adaptive * Entrepreneurial |

**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).

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.
* The successful candidate must hold a current Australian Drivers Licence, as some driving between sites may be required.
* Additional travel between CSIRO sites may be required.