



Position details

Administrative services- CSOF6

Acknowledgement of Country

THE FOLLOWING INFORMATION IS FOR APPLICANTS	
Advertised job title	Health and Wellbeing Manager
Job reference	102347
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\$135,571 to AU\$158,863 pa (pro-rata for part-time) + 15.4% superannuation
Location(s) and office arrangements	Melbourne, Canberra, Adelaide, Brisbane or Perth. Hybrid working available and can be discussed with the hiring manager.
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 (HSE)
Client focus – internal	75%
Client focus – external	25%
Number of direct reports	6
Enquire about this job	wade.barker@ccsiro.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

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](#).

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](#), Australian science and technology can solve seemingly impossible problems and create new value for all Australians. Visit [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 Health & Wellbeing Manager position is a critical management role and reports directly to the Director HSE. The role is responsible for managing, supporting, and directing the team of Injury Management Advisors (IMAs), Physical Health and Mental Health Specialists. This team provides tailored support to define, establish, implement, and maintain an approach to manage CSIRO's injury management and Return to Work (RTW) services by driving positive outcomes for CSIRO People, whilst mitigating the financial, legal, and reputational risks associated with these areas across the organisation more broadly. The Health & Wellbeing Manager is responsible for partnering with, coaching, and positively influencing CSIRO's operational line management and HSE team and aligning HSE goals to broader organisational goals.

In addition to leading the IMA team and partnering with CSIRO leadership, the Health Manager will develop, drive and implement high level initiatives and mechanisms to proactively support the organisation in improving the organisation's psychological wellbeing and physical health.

Duties and key result areas

- Drive the successful implementation of CSIRO's HSE plan, through delivery of priority health and wellbeing management activities, initiatives, and education, with a focus on organisational consistency. Implement appropriate health initiatives in alignment with CSIRO's organisational objectives with a focus on delivering and adding value through improving physical and psychosocial outcomes.
- Build and maintain strong, collaborative relationships with the broader HSE team, greater People team and other internal stakeholders through developing knowledge and understanding of the organisation's health and wellbeing needs, including physical and psychosocial, and tailoring solutions.
- Utilise expertise in allied health to provide high quality advice and to guide, support and empower IMA's to support HSE and People staff to develop solutions to complex and challenging physical and psychological health matters, and taking ownership of complex cases.

- Manage, support and advise the IMA team on RTW programs and, at times complex, RTW plan implementation, ensuring successful outcomes, monitoring and reviewing time lost and associated costs, ensuring the delivery of a strong health and wellbeing service to CSIRO.
- Ensure compliance with regulatory requirements under the SRC Act, including the exercise of delegations and satisfactory audit outcomes.
- Partner with Research/Enterprise unit(s) leadership teams to understand and address their unique risk profile, taking responsibility for guaranteeing client satisfaction, and using this understanding to devise strategic health and wellbeing projects to continually improve the preventative and RTW processes, adding value by remaining open to feedback and evolving risks.
- Lead, motivate and coach a group of successful Injury Management Advisors, Physical Health and Mental Health Specialists, 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.
- At a strategic level, establish and manage CSIRO wide Injury Management (IM) programs, processes and procedures. Conduct monthly strategic reviews with IMA's, and coordinate periodic reviews and audits to assess health and injury management effectiveness.
- Act as a role model for HSE culture, leading by example and advocating for the adoption of desired behaviours. Specifically, utilising knowledge and experience in a broad range of health risks to develop innovative programs to improve physical and psychological wellbeing at CSIRO that aligns with CSIRO's broader safety and organisational objectives.
- Promote a culture of continuous improvement by sharing HSE knowledge, best practices, and lessons learned across CSIRO. Collaborate with HSE teams to identify opportunities for innovation and regulatory compliance improvements.
- Communicate effectively, transparently, and respectfully with the HSE team, senior leadership, and internal stakeholders. Foster a culture of collaboration and knowledge sharing, ensuring that HSE initiatives and goals are clearly communicated across the organisation.
- Uphold CSIRO's Values, Code of Conduct, Health, Safety and Environment procedures, policies, and diversity initiatives, ensuring alignment with the organisation's broader objectives.
- Perform other duties as required, contributing to the ongoing success of CSIRO's HSE Plan and continuous improvement of CSIRO HSE Management system.

Selection criteria

Essential

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

1. A relevant Bachelor's degree or equivalent qualification in allied health, psychology or related field, with at least 5 years of demonstrated management experience in leading a team in case management, injury and RTW management within a large or complex organisation.
2. In-depth knowledge and understanding of Safety, Rehabilitation and Compensation Act (1988) and relevant health-based legislation, codes of practice and standards. Demonstrated understanding of occupational rehabilitation, RTW and the practical application of legal requirements. Ability to proactively identify risks and ensure compliance with both internal and external regulations.

3. Strong record of influencing senior leadership and key stakeholders to drive strategic HSE outcomes. Ability to communicate effectively with stakeholders at all levels, shaping HSE practices and influencing decision-making processes that align with organisational goals and enhance safety performance.
4. Demonstrated experience in leading and implementing impactful and innovative health and wellbeing, case management, rehabilitation and RTW initiatives that drive cultural change, including fostering a proactive safety culture and ensuring HSE practices are embedded throughout the organisation. Proven ability to adapt strategies, goals, and priorities to evolving organisational needs.
5. Proven ability to lead, coach, and develop a team of Injury Management Advisors, fostering a collaborative environment that enhances HSE performance. Strong commitment to facilitating knowledge transfer, encouraging continuous improvement, and promoting best practices in HSE across the organisation.
6. Exemplary communication skills, with the ability to clearly and effectively convey complex HSE information to both technical and non-technical audiences. Ability to build and maintain strong relationships with stakeholders at all levels, fostering collaboration and ensuring alignment on HSE goals.
7. Excellent problem-solving skills, with a strategic approach to addressing complex HSE issues. Ability to analyse data, identify trends, and implement solutions to mitigate risks and improve overall HSE performance, aligning with both short- and long-term organisational goals.
8. A demonstrated passion for ongoing personal and professional development, as well as the development of HSE teams. Strong commitment to driving continuous HSE improvement and staying updated on industry best practices and emerging HSE trends.

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:** 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.

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.

Life at CSIRO and flexible working arrangements

We [work flexibly at CSIRO](#), 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](#) and [career development](#) opportunities. To learn more, visit [Careers at CSIRO](#).

We celebrate the uniqueness of our workforce and are committed to creating [diverse and inclusive teams](#) 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.

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.	<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • 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](#).

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.