# Position Details

## Administrative Services- CSOF5

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| The following information is for applicants | |
| Advertised Job Title | Occupational Hygiene Specialist |
| Job Reference | 96942 |
| Tenure | Specified Term of 18 months  Full-time |
| Salary Range | AU$110,038 - AU$119,080 per annum (pro-rata for part-time)  plus up to 15.4% superannuation |
| Location(s) | Negotiable |
| 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 | Executive Manager HSE |
| Client Focus – Internal | 90% |
| Client Focus – External | 10% |
| Number of Direct Reports | Nil |
| Enquire about this job | Contact Steve Powell via email at [steve.powell@csiro.au](mailto:steve.powell@csiro.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](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 Occupational Hygiene Specialist role is a critical specialist role within the Health, Safety and Environment (HSE) team, who partner with all levels of CSIRO to make HSE personal. The team provides future focussed, leading-edge development and delivery of HSE programs that result in significant improvement in CSIRO’s wellbeing and HSE culture.

### This specialist role reports to the HSE Executive Business Partner and will be responsible for proactively partnering with, coaching and positively influencing CSIRO’s operational line management and aligning HSE goals to broader organisational goals. They will be responsible for providing technical occupational hygiene support to corporate citizens, operational mangers, research staff, HSE team members and other stakeholders to improve CSIRO’s HSE and wellbeing culture. This role is focused on driving and delivering consistent education and training, regulatory advice and risk management solutions to the organisation that will improve the management of occupational potential risks and exposures across the organisation.

### Key relationships:

### Internal: Business Unit Research Operations Managers, CBIS teams, Business Unit Compliance/Regulatory Officers, EM HSE BPs, EM HSE, Health and Wellbeing team members, HSE Managers and Advisors, and area custodians.

### External: Occupational Health consultants, health providers, Occupational Physicians, and corporate citizens.

### Duties and Key Result Areas

* Develop and lead the implementation of occupational hygiene strategies aligned with CSIRO’s HSE plan, through planning and delivery of priority HSE activities and initiatives with a focus on organisational consistency across all CSIRO regions and sites.
* Design, implement, and continuously improve occupational hygiene management systems that address the specific needs and hazards of each site. Ensure systems and practices comply with relevant legislation, industry best practice and are robust and scalable for CSIRO sites.
* Lead the development and execution of comprehensive exposure assessment programs, focusing on high-risk exposures.
* Act as a senior advisor and mentor to HSE teams, providing expert guidance on complex health and hygiene issues as they arise.
* Support the upskill of HSE teams in implementing and managing occupational hygiene controls, risk mitigation strategies, engineering controls and administrative measures to build team capacity in managing hygiene hazards/risks effectively. This includes working with relevant stakeholders to develop and review relevant training resources, policies and procedures to ensure consistent application across all CSIRO sites.
* Work with relevant HSE systems and teams to develop and distribute regular reporting capability, highlighting key findings, trends and actions from monitoring occupational hygiene data and provide notifications in line with CSIRO and legislative requirements.
* Develop and maintain strong relationships with relevant internal HSE teams and Business Unit stakeholders and facilitate effective communication and CSIRO consultation processes to ensure alignment on hygiene priorities.
* Leverage extensive networks within industry, SMEs, and hygiene associations to stay at the forefront of occupational hygiene advancements. Represent CSIRO in industry forums and contribute to thought leadership in occupational hygiene.
* 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. Relevant tertiary qualifications in Occupational Hygiene (master’s in occupational Hygiene preferred).
2. Extensive experience as an Occupational Hygienist, working within a large and complex environment to effectively manage occupational hygiene programs to mitigate and manage risk.
3. Proven ability in interpreting legislation, regulatory standards, and internationally accepted occupational hygiene approaches, as well as other information to proactively identify occupational hygiene problems and respond to issues.
4. Membership or ability to become a member with the Australian Institute of Occupational Hygienists (AIOH).
5. Demonstrated experience in inspiring, encouraging, and motivating HSE teams through consultation, collaboration to achieve team goals and accountability for actions and outputs to the delivery of the HSE plan.
6. A proven ability to coach and be a trusted advisor to leaders by influencing a positive culture where HSE is prioritised and considered ensuring alignment between client needs and CSIRO’s objectives.
7. Track record in enabling positive organisational change, by adapting strategies, goals, and priorities, and driving culture change in health and safety.
8. Strong interpersonal skills in managing client expectations and the ability to influence internal and external stakeholders on at times contentious HSE matters to provide a seamless organisational approach to the delivery of the HSE plan.

**Desirable**

* Sound understanding of Chem-Alert or similar chemical management systems.

## **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:** Sets up and maintains effective and efficient work teams and manages performance and resources, to achieve objectives. Chooses appropriate management strategies and communication styles to maintain high levels of motivation and productivity. Gives feedback for development purposes and provides support and direction for improvement.
* **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:** Plans, sets and works to meet challenging standards and goals for self and/or others. Recognises where endeavours will make the most impact or difference, decides on desired outcome and sets realistic goals to reach this target.
* **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.

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. Visit [CSIRO Online](http://www.csiro.au/) for more information.

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