



Position Details

Administrative Services- CSOF6

THE FOLLOWING INFORMATION IS FOR APPLICANTS	
Advertised Job Title	HSE Manager – Australian Centre for Disease Preparedness (ACDP)
Job Reference	98331
Tenure	Indefinite, Full-time
Salary Range	AU\$131,113 to AU\$153,639 pa (pro-rata for part-time) + up to 15.4% superannuation
Location(s)	Geelong, Victoria (On-site)
Relocation Assistance	Will be provided to the successful candidate if required
Applications are open to	<ul style="list-style-type: none">• Australian Citizens Only
Position reports to the	HSE Executive Business Partner
Client Focus – Internal	90%
Client Focus – External	10%
Number of Direct Reports	2
Enquire about this job	Contact Stephen Virtue via email to Stephen.Virtue@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 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](#).

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:

At CSIRO, we do the extraordinary every day. We innovate for tomorrow and help improve today - for our customers, all Australians and the world. We imagine. We collaborate. We innovate. Australia is founding its future on science and innovation. The Commonwealth Scientific and Industrial Research Organisation (CSIRO) is a powerhouse of ideas, technologies and skills for

building prosperity, growth, health and sustainability. It serves governments, industries, business and communities across the nation. CSIRO is Australia's premier research body, delivering innovative science for the benefit of Australians.

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.

Health, Safety and Environment (HSE) Manager:

The HSE Manager, reporting to the Health, Safety, and Environment (HSE) Leadership Team, is responsible for the strategic leadership and management of CSIRO's HSE Plan. This role is pivotal in ensuring the effective delivery of HSE services across the organisation, driving compliance with regulatory requirements, and fostering a proactive safety culture that aligns with CSIRO's mission and objectives.

The HSE Manager provides high-level oversight of HSE programs, policies, and initiatives, ensuring they are embedded across all levels of the ACDP facility. This includes the development and implementation of HSE strategies aimed at improving safety performance, reducing risks, and enhancing overall wellbeing. The role requires the HSE Manager to collaborate closely with senior leadership, operational managers, and site-specific teams to integrate HSE objectives into business decisions and operations.

In addition to providing expert advice and guidance on complex HSE matters, the HSE Manager is responsible for leading a team of HSE professionals at the ACDP facility. This involves managing a team onsite, ensuring effective communication, team cohesion, and the delivery of consistent HSE services. The HSE Manager will implement strategies to manage and support the team, driving collaboration and fostering a culture of accountability and continuous improvement.

The role involves close collaboration with the broader business to inform key decisions, track HSE performance, and lead continuous improvement efforts across the organisation. The HSE Manager is responsible for ensuring CSIRO remains at the forefront of HSE best practices, leading change initiatives, and driving outcomes that safeguard the health, safety, and environment for all employees and stakeholders.

Duties and Key Result Areas

- Drive the successful implementation of CSIRO's HSE plan, ensuring key activities and initiatives are effectively executed across the organisation. Lead HSE projects and advocate for continuous improvement to embed best practices and drive organisational HSE outcomes.
- Build and maintain strong, collaborative relationships with HSE Executive Business Partners, site leaders, and external stakeholders. Serve as a trusted advisor, listening to needs, providing expert guidance, and facilitating the achievement of set HSE goals.
- Partner with site leadership teams to understand and address the unique HSE needs across site. Provide strategic recommendations to senior management, ensuring HSE priorities align with organisational goals and fostering a consistent HSE approach across sites.

- Mentor and support Research Unit leaders, Enterprise Support Unit leaders and site leader empowering them to utilise best practices. Foster a culture of continuous learning and development, leveraging capabilities and promoting collaboration to enhance HSE performance.
- Provide guidance and support to HSE Advisors in addressing complex HSE issues, working closely with relevant stakeholders to develop practical, effective solutions that enhance site safety and regulatory compliance.
- Build and lead high-performing teams that work collaboratively across the site to deliver HSE initiatives. Inspire and motivate teams to achieve goals, fostering positive relationships and influencing consistent, high-quality HSE outcomes.
- Act as a role model for HSE culture, leading by example and advocating for the adoption of desired behaviours. Promote a proactive, high-performing HSE culture that aligns with CSIRO's broader safety and organisational objectives.
- Lead HSE resourcing across the site, ensuring adequate support for Research Unit and Enterprise Support Unit leaders needs and HSE team initiatives. Oversee resource allocation to drive efficiency and ensure optimal HSE outcomes.
- Promote a culture of continuous improvement by sharing HSE knowledge, best practices, and lessons learned across CSIRO. Collaborate with CSIRO HSE teams to identify opportunities for innovation and regulatory compliance improvements.
- Lead the development of innovative solutions to address regulatory non-compliance and HSE performance gaps. Ensure adherence to industry best practices and CSIRO's HSE regulatory requirements.
- Lead the development and implementation of HSE projects that contribute to the achievement of strategic outcomes. Collaborate with cross-functional teams to drive positive change and improve HSE performance across CSIRO.
- 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.
- Lead and coordinate efforts across sites, ensuring that HSE objectives are fully integrated into CSIRO's scientific and organisational goals. Drive the alignment of HSE priorities with broader business strategies, while maintaining a strong focus on achieving exceptional HSE outcomes across all levels of 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 assigned by HSE senior leadership, contributing to the ongoing success of CSIRO's HSE Plan.

Selection Criteria

Essential

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

1. A relevant tertiary qualification in Health, Safety & Environment, Risk Management, or a related field, with at least 5 years of demonstrated HSE management experience in leading and developing teams in a complex or innovative organisation.

2. In-depth knowledge and understanding of HSE legislation, codes of practice, and industry standards. Proven ability to support research activities related to safety in design, change management, and the implementation of effective control measures. Ability to proactively identify risks and ensure compliance with both internal and external regulations.
3. Proven ability to lead, mentor, and develop HSE teams, fostering a positive, high-performance culture aligned with organisational objectives. Experience in managing geographically dispersed teams and driving collaboration across Research Units and Enterprise Support Units to achieve strategic HSE outcomes.
4. 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.
5. Demonstrated experience in leading and implementing impactful HSE 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.
6. Experience in managing and allocating resources effectively to achieve HSE objectives. Ability to plan, prioritise, and manage competing demands, ensuring that HSE initiatives are executed efficiently and strategically.
7. Proven ability to coach and develop staff at all levels, 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.
8. 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.
9. 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.
10. 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.

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.

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 will be required to obtain and maintain a security clearance at the Negative Vetting 1 level. In order to apply for this clearance, applicants must be Australian Citizens.
- The successful applicant will be required to abide by ACDP - Security Assessment and Microbiological Security Requirements for Personnel Working on the Australian Centre for Disease Preparedness Site.
- The successful candidate may be required to obtain a National Health Security (NHS) Clearance.

Security Assessment and Microbiological Security Requirements for Personnel Working on the Australian Centre for Disease Preparedness (ACDP) Site

1. Certain positions including those working in the ACDP microbiological secure area will require security clearance at a level appropriate to duties of the position. Confirmation of the appointment is subject to obtaining that clearance.
2. It is essential that all work on exotic or emerging diseases carried out at ACDP is conducted in a safe manner to prevent the escape of the disease agents used, and to this end, all activities and personnel will be subject to appropriate microbiological security measures. Consequently, while working at ACDP, you may not reside on a property on which are kept any of the following animals: sheep, cattle, pigs, goats, horses, asses, mules and camelids, any other cloven-hoofed animal, fowls, turkeys, geese, domestic ducks, caged birds, emus or ostriches. Personnel working with diseases of aquatic animals may not keep aquarium fish at their place of residence and at times specific species may be excluded depending on the nature of the work conducted.
3. In addition, for a period of seven days after working in the microbiologically secure area of ACDP, personnel may not have close contact with any of the above animals, amphibians or

birds or the actual places where these animals are held, or visit any aquatic animal farm or aquatic animal hatchery.

4. Working in the barrier maintained Small Animal Facility or the Werribee Animal Health Farm requires avoidance of additional animals such as mice, rats, guinea pigs, rabbits, ferrets and poultry of a minimum of 3 days prior to arrival.
5. Certain positions will require medical assessment and vaccinations against various agents which may include (where applicable) influenza, Hepatitis b, Rabies, Japanese encephalitis, Q Fever and SARS-CoV-2 or other agents if working with certain viruses. The successful candidate will be required to provide satisfactory evidence of vaccination against certain viruses / diseases prior to commencement and/or may be expected to be vaccinated against other viruses/diseases during the course of their employment.
6. In the event of an emergency disease response, ACDP may be required to implement the Emergency Animal Disease Response Plan and personnel may be directed to work in areas other than their usual assignment in order to meet the needs of the response. This direction may include work outside usual working hours and may require working onsite.
7. Personnel must abide by Health, Safety and Environment regulations. Safety signs and directives issued by CSIRO personnel must be complied with at all times.
8. Access restrictions apply to the Werribee Animal Health Facility (WAHF) site that is associated with, but remote from, the ACDP site.

About CSIRO

We solve the greatest challenges through innovative science and technology. Visit [CSIRO Online](#) 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