# Position Details

## Administrative Services- CSOF5

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| The following information is for applicants |
| Advertised Job Title | HSE Learning Lead |
| Job Reference | 70902 |
| Tenure | Specified Term of 2 years |
| Salary Range | AU$98 735 to AU$106 848 pa (pro-rata for part-time) + up to 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 | * Australian/New Zealand Citizens and Australian Permanent Residents
* Australian temporary residents currently residing in Australia with full work rights for the length of the term without the need for sponsorship by CSIRO. This does not include bridging and other visas which are dependent on the successful approval of future visas
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| Position reports to the | Executive Manager – CSIRO Learning Academy |
| Client Focus – Internal | 80% |
| Client Focus – External | 20% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Rod Harper via email at Rod.Harper@csiro.au or phone +61 3 9518 5996  |
| 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. |

### 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 HSE Learning Lead role will be part of the Learning Academy team in CSIRO’s Workforce Strategy and Analytics group. The role will be responsible for the development of a learning solutions portfolio, including digital and multi-mode offerings, that enable positive shifts in HSE culture and support the implementation of CSIRO’s HSE plan.

### Through the development and implementation of CSIRO’s HSE education and training road map, the role will improve the HSE knowledge of our people, including those in corporate citizenship roles. The position will work with a range of stakeholders across the organisation to develop knowledge and understanding of their HSE needs and tailor solutions accordingly. The HSE Learning Lead will support a modern and digitally enabled learning approach and challenge the status quo to influence continual HSE improvement.

### Duties and Key Result Areas

* Lead the design, development and implementation of innovative, high quality and engaging learning solutions in line with the Strategic HSE Plan.
* Lead the development and implementation of a training and competency matrix to meet the skills development requirements of the HSE function and the HSE corporate citizen roles.
* Lead the development and implementation of a central source of HSE education and training information (HSE records, training providers, learning & development library, and calendar), supporting the shift to a modern and digitally enabled approach to learning.
* Build and maintain an understanding of HSE strategic projects in order to provide input as required.
* Guide, support and empower the HSE team and HSE corporate citizens to develop solutions to complex and challenging HSE issues in partnership with relevant workgroups.
* Work as part of a high-performing learning team to deliver outcomes to the organisation through the delivery of a consistent learning approach.
* Support the development and delivery of robust data & evaluation methodology to ensure the execution and impact against the CSIRO HSE Plan.
* Actively partner with external vendors ensuring that outcomes are delivered in line with agreed budgets and timelines.
* Work with stakeholders across the organisation, including HSE colleagues, specialists and corporate citizens, to develop knowledge and understanding of their respective HSE needs and tailor solutions accordingly.
* Participate in the development of innovative best practice solutions to regulatory non-compliances and performance deficiencies.
* Develop and implement the HSE education and training road map to improve the HSE knowledge of CSIRO staff, including those in corporate citizen roles.
* Maintain confidentiality when dealing with commercially sensitive or personal information.
* Liaise with clients to determine their needs and tailor solutions to potentially conflicting requirements.
* Take personal responsibility for client satisfaction, and correct problems promptly and in a constructive manner.
* 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:** 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.

## **Selection Criteria**

#### Essential

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

1. Relevant qualifications in HSE in conjunction with qualifications and/or demonstrated achievement in learning advisory and managerial roles.
2. Proven ability to apply adult learning principles in complex environments and design and deliver (HSE or similar) impactful learning offerings across all levels of an organisation.
3. Significant instructional design experience including design and curation of creative and engaging (HSE or similar) learning content and solutions.
4. A record of innovation and creativity within learning including experience in transforming to digital learning platforms.
5. Proven ability to understand stakeholder priorities (in an HSE context desirable) and work with subject experts to develop high-impact learning solutions.
6. A proven ability to research and analyse and interpret data to investigate problems and monitor impact of (HSE or similar) learning solutions.
7. A strong history of developing at-scale engagement activities to maximise participation and adoption of (HSE or similar) learning solutions and products.
8. A strong record in supporting organisational change and challenging cultural norms in alignment with the strategic direction of the organisation.

## **Desirable**

1. Experience using programs such as Articulate to create e-learning courses.

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.
* If the successful candidate is not an Australian Citizen or Permanent Resident, they may be required to undergo additional security clearances, which may include medical examinations and an international standardised test of English language proficiency (i.e. IELTS test).- https://ielts.com.au/

## **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