# Position Details

## Administrative Services- CSOF6

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| The following information is for applicants | |
| Advertised Job Title | Health, Safety & Environment (HSE) Manager – Square Kilometre Array Observatory (SKAO) |
| Job Reference | 74428 |
| Tenure | Indefinite  Full-time, part-time (minimum 0.8 FTE), or job-share (if circumstances permit) |
| Salary Range | AU$115k to AU$135k per annum (pro-rata for part-time)  plus up to 15.4% superannuation |
| Location(s) | Geraldton, Western Australia |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian or New Zealand Citizens and Australian Permanent Residents |
| Position reports to the | Line managed by SKA-LOW Deputy Telescope Director, with direct SKAO project reporting to SKA Observatory Site Construction Director |
| Number of Direct Reports | 2-3 |
| Enquire about this job | Rebecca Wheadon (interim line manager) [Rebecca.Wheadon@csiro.au](mailto:Rebecca.Wheadon@csiro.au) or telephone 08 6436 8932 |
| 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. |

### **Role Overview**

### The Square Kilometre Array Observatory (SKAO) will be operated as a single Observatory, comprising two telescopes, SKA-LOW based in Australia and SKA-MID based in South Africa, with the SKAO headquarters based in the United Kingdom.

### CSIRO, via their Space and Astronomy (S&A) business unit, is playing a lead role in the design, development and construction of the SKA-LOW telescope, the Australian component of SKA, which will be built at CSIRO’s Murchison Radio-astronomy Observatory (MRO), ~300km inland from Geraldton, Western Australia. CSIRO and SKAO will operate the SKA-LOW telescope in partnership. SKAO is managed from their headquarters at Jodrell Bank, near Manchester in the United Kingdom and has responsibility for SKAO construction and operation globally.

### The HSE Manager - SKAO is the key CSIRO HSE resource for the SKAO in Australia under the partnership agreement between CSIRO and the SKAO, leading the HSE through the SKA-LOW construction phase on the MRO. The HSE Manager has significant reporting responsibilities to a number of SKAO positions including the SKAO Site Construction Director during construction, (transitioning to the SKAO Telescope Director during the operations phase).

### The HSE Manager provides tailored support and coordinates the consistent delivery of improving HSE outcomes and metrics, HSE activities and initiatives for the SKAO. During construction (and subsequent operations phases) at the SKAO host sites in Australia, this role will be responsible for ensuring the HSE related aspects of the developed designs, constructed works, and forthcoming Observatory operations, are fully considered by the SKAO staff and/or contractors as relevant to the particular phase of the project in line with CSIRO and Australian HSE standards. This includes ensuring that safety related hazards and risks are effectively managed by those responsible, and drawing attention to major deficiencies through line management, and on a regular basis to the SKAO HSE Committee. Additionally, this role holds responsibility for overseeing the further development and implementation of SKAO’s safety and HSE programme in Australia, and advising the Site Construction Director on all HSE matters relating to SKAO office and site environments.

### As the SKAO project develops, it is envisaged that this position will recruit and line manage at least three staff, including HSE and environmental staff. The HSE team partners with all levels of the organisation coaching and influencing to make HSE personal. They provide future focussed, leading-edge development and delivery of HSE programs that result in significant improvement in CSIRO’s wellbeing and HSE culture.

### **Duties and Key Result Areas:**

* Review, implement, and administer all aspects of the SKAO HSE Plan as it pertains to Australia.
* Advise, coordinate with, and provide informed HSE advice to all SKAO senior management, staff and contractors in Australia.
* Act as in-country champion for SKAO HSE initiatives.
* Lead the further development and/or review of Australian specific SKA HSE related plans, procedures, written safe work and operating procedures applicable to construction (and operations) activities where appropriate.
* Lead HSE staff, taking responsibility for effective team performance; and negotiate and manage the budget (including financial delegations).
* Oversee the organisation and scheduling of required HSE meetings with relevant staff.
* As appropriate, conduct regular meetings with Construction and Operations personnel on all levels to update them on HSE matters.
* Oversee, develop or execute the following:
  + Monthly reports and escalate significant HSE issues to the SKAO Site Construction Director/Telescope Director, and relevant Project Manager(s)
  + SKAO compliance in all HSE areas
  + HSE training and accident recordkeeping is maintained
  + HSE data analysis and reviewing KPI’s
  + Policy on environmental protection and monitor compliance
  + Emergency procedures
  + Relevant induction compliance for all staff and visitors (which may involve working with children and other vulnerable persons)
  + Solutions to eliminate or mitigate exposure to risks and prevent injury
* Maintain confidentiality when dealing with personal or commercially sensitive information.
* Adhere to the spirit and practice of CSIRO’s Code of Conduct and values, Health, Safety and Environment procedures and policy and diversity initiatives.
* Other duties as directed.

## **Selection Criteria**

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

#### **Essential**

1. Tertiary qualifications or equivalent experience in Health Safety and Environment, engineering risk or other relevant discipline.
2. Extensive and demonstrable technical, practical and leadership experience in HSE, including experience in strategic planning at project level and proven experience driving improvement in HSE performance in industry (typically at least ~10 years).
3. Sound experience on HSE Management Systems.
4. Demonstrated experience managing HSE in a complex/partnering organisation undertaking design, construction and operations/maintenance of complex facilities.
5. Proven experience building strong people relationships, general management practices, and effectively managing and leading a team.
6. Current Australian Class ‘C’ driver’s licence (or equivalent).
7. Ability and willingness to travel between Western Australian sites and to reside on site for appropriate periods, as required.

#### **Desirable**

1. Extensive knowledge and interpretation of HSE Management Systems according to recognised standards, including procedures, policies and document control.
2. Expertise in internal compliance audits and corrective / preventative action management.
3. Membership of a recognised professional institution.
4. Western Australia ‘WorkSafe WA’ Occupational Health and Safety General Construction Induction Card (“White Card”) or equivalent.
5. Extensive experience in incident management/investigation and Root Cause Analysis.

## **Required Competencies:**

* **Teamwork and Collaboration:** Cooperates with others to achieve organisational objectives and may share team resources 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

The successful candidate will be asked to obtain and provide evidence of a National Police Clearance or equivalent. Please note that individuals with criminal records are not automatically deemed ineligible. Each application will be considered on its merits.

## **CSIRO working in partnership with SKAO:**

The SKA Observatory is a next-generation radio astronomy-driven Big Data facility that will revolutionise our understanding of the Universe and the laws of fundamental physics. Enabled by cutting-edge technology, it promises to have a major impact on society, in science and beyond.

SKAO are working in partnership with CSIRO in Australia and SARAO in South Africa to build and operate cutting-edge radio telescopes to transform our understanding of the Universe, and deliver benefits to society through global collaboration and innovation,

The SKA- LOW Site in Australia is on land held and managed by CSIRO. CSIRO and the SKAO collaborate on the delivery of the day-to-day functions and activities of the SKA-LOW Telescope, with the shared aim of optimising the efficient and productive functioning of the SKAO. This collaboration will cover the gradual evolution from SKA-LOW construction, through commissioning, and extending into routine operation.

At CSIRO we solve the greatest challenges through innovative science and technology. To find out more visit [CSIRO Online](http://www.csiro.au/).

SKAO and CSIRO are values-based organisations. In your application and at interview you will need to demonstrate behaviours aligned to both SKAO and CSIRO values:

**SKAO Values:**

* Diversity and Inclusion
* Excellence
* Collaboration
* Creativity and Innovation
* Sustainability

**CSIRO Values:**

* People First
* Further Together
* Making it Real
* Trusted

Visit us online at [SKAO](https://www.skaobservatory.org/) and [CSIRO](https://www.csiro.au/)