Position Details

Space Communication – Professional (SCP) 2 / 3

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| The following information is for applicants |
| Advertised Job Title | Health Safety and Environment (HSE) Advisor – Canberra Deep Space Communication Complex (Part-time) |
| Job Reference | 77946 |
| Tenure | Indefinite – Part-time (0.6 FTE) or Job Share (if circumstances permit)  |
| Salary Range | AU$86,379 - AU$112,074 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Tidbinbilla (Canberra) ACT |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian Citizens and Permanent Residents who are able to meet the US Export Administration Regulation requirements (eligibility to be determined)  |
| Position reports to the | Facilities Program Director, CDSCCMatrix Reporting: HSE Manager, Space & Astronomy |
| Client Focus – Internal | 90% |
| Client Focus – External | 10% |
| Number of Direct Reports | 0 |
| Enquire about this job | Kevin Ferguson via email: Kevin.Ferguson@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. |

**Role Overview**

CSIRO’s Health, Safety and Environment (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.

The HSE Advisor reports to the Canberra Deep Space Communication Complex (CDSCC) Facilities Program Director and has a dotted reporting line to the CSIRO Space and Astronomy (S&A) HSE Manager. The position works with the broader CSIRO HSE function in developing and delivering strategic HSE and wellbeing programs to enhance CSIRO’s HSE and wellbeing culture. As a member of the broader S&A HSE team, the position supports the CDSCC with a focus on site-specific requirements. The HSE Advisor applies a BU perspective to assist the site to engage with and apply CSIRO’s HSE management system. The position is responsible for delivering HSE services by providing tailored technical and specialist HSE advice and support, that continuously improves the site’s preventative safety, compliance and HSE system management.

The CDSCC supports ground-based spacecraft telecommunications as part of the international National Aeronautic Space Administration (NASA) Deep Space Network (DSN), under contractual arrangements between the NASA and Commonwealth Scientific Industrial Research Organisation (CSIRO).

**Key relationships:**

Internal: Business Unit Leadership Teams, Facilities Program Directors, CDSCC Managers & Team Leaders, CDSCC Team Members, Human Resources, Wellbeing and Safety (counterparts), HSE Managers, and HSE Advisors.

External: Stakeholders such as regulators (e.g., Comcare, ARPANSA), collaborative partner organisations, other organisations to learn from them and expand CSIRO’s influence.

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

* Support the implementation of CSIRO’s HSE plan through the planning and delivery of priority HSE activities and initiatives, with a focus on organisational consistency across CSIRO sites.
* Contribute to HSE projects and positively challenge the status quo to influence continual HSE improvement across the organisation.
* Develop and maintain strong relationships with site work groups, understand their unique HSE needs and make recommendations to guide management decisions.
* Contribute to a cohesive, collaborative, and innovative HSE team, provide hands-on HSE practical support to operational staff, and liaise with the HSE team.
* Coach and educate staff through knowledge sharing across relevant organisational teams, utilising best practice and communities of practice to enhance the overall HSE performance.
* Endorse HSE culture and lead by example, acknowledging and promoting behaviours to enable a positive and proactive HSE culture across the business.
* Be flexible and agile to contribute to multiple teams, managing multiple priorities, and supporting various business and site needs.
* Using discipline expertise, develop and review policies, procedures, systems and make recommendations to guide management decisions.
* 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 scientific objectives.
* Establish networks and strong relationships with clients and the HSE team.
* Provide HSE support to businesses, liaising with HSE Managers and Advisors.
* Develop a deep understanding of the HSE risk profile and support the implementation of HSE improvement initiatives.
* Actively support the HSE culture change program and lead by example, acknowledging and promoting key desired behaviours to enable the growth of a high performing, positive and proactive HSE culture across the business.
* Other duties as directed.

## **Selection Criteria**

**Essential:**

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

1. A tertiary degree in a related discipline such as Science, HSE, Risk Management, or similar, with relevant experience in HSE management demonstrated within large or complex organisations.
2. Proven ability to determine stakeholder priorities, translate into actionable goals and targets, and take accountability for the delivery and implementation of strategies to improve HSE.
3. Demonstrated ability to influence leaders and build trusting relationships through coaching and strategic advice to drive positive organisational change and HSE culture.
4. The ability to embrace ambiguity and positively persist towards an end goal.
5. High-level communication and interpersonal skills, demonstrating respect, collaboration, trust, and the ability to listen and find common ground.
6. Exposure to HSE hazard management and improvement programs, with a proven history of interpreting legislation and regulatory standards to proactively identify and respond to problems and issues.

**Desirable:**

1. Previous experience working with Trades and Technical positions in a similar maintenance and operations environment.

**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:** Allocates activities, directs tasks and manages resources to meet objectives. Provides coaching and on the job training, recognises and supports staff achievements and fosters open communication in the team.

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:** Recognise and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).

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

* The successful candidate will be required 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.
* As this site works directly with NASA and JPL, the successful applicant will be required to obtain an Export Administration Regulations (EAR) clearance/approval, to perform the inherent requirements of the position.

**About CSIRO:**

We solve the greatest challenges through innovative science and technology. Visit [CSIRO Online](http://www.csiro.au/) and [Space and Astronomy](https://www.csiro.au/en/Research/Astronomy) 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