# Position Details

## Administrative Services- CSOF6

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| The following information is for applicants |
| Advertised Job Title | HSE Systems, Assurance & Reporting Manager |
| Job Reference | 72707 |
| Tenure | Specified Term of 3 years |
| Salary Range | AU$113,338 pa to AU$132,811 pa + up to 15.4% superannuation |
| Location(s) | Negotiable |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | * Australian Citizens Only
* Australian/New Zealand Citizens and Australian Permanent Residents Only
* Temporary residents with full work-rights who do not require visa sponsorship
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| Position reports to the | Executive Manager Corporate Services |
| Client Focus – Internal | 90% |
| Client Focus – External | 10% |
| Number of Direct Reports | TBC |
| Enquire about this job | Sam Brumale via email sam.brumale@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

## Administrative staff in CSIRO provides 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 units to achieve their objectives and meet Government and regulatory responsibilities.

## The HSE Systems, Assurance and Reporting Manager reports to the HSE Executive Manager Corporate Services 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 continual improvement of the HSE management systems, HSE assurance framework and the HSE performance for all of CSIRO.

## The HSE Systems, Assurance and Reporting Manager will provide analyses, appraisals, recommendations, coaching, and related information concerning the activities audited, the adequacy and effectiveness of the CSIRO HSE management system (HSE MS). The key impact for this role is focused on providing CSIRO staff with information to support decision making and effectively execute their responsibilities in compliance with the CSIRO HSE MS and will improve the management of potential risks across the organisation.

## This position is responsible for the following key relationships

Internal: HSE Business Unit Partners and Managers, HSE Advisors, Health and Wellbeing team members, Business Unit Directors and Research Operations Managers, Business Unit Compliance/Regulatory Officers, Workforce Strategy and Analytics team, and other corporate citizen roles.

## External: HSE systems, assurance and analytics providers and contractors, regulators.

### Duties and Key Result Areas:

* Lead the development, implementation, and maintenance of enhanced HSE management systems including HSE compliance, assurance and reporting processes that drive HSE organisational improvement.
* Lead the procurement and/or development of management systems that represent current best practice and enable the implementation of the CSIRO HSE strategy.
* Demonstrate quality and consistency of execution of the HSEMS by verifying and recommending improvements to CSIRO procedures and tools.
* Drive the implementation of the HSEMS organisational HSE compliance through verification.
* Oversee the development and implementation of the HSEMS assurance program by planning, leading, and managing the HSE audit protocol and program.
* Oversee the establishment of the HSE monitoring and measurement program with the HSE metrics, analytics, and reports to inform the organisation about HSE performance.
* Develop and review policies, procedures and systems and offer solutions to challenging assurance issues in partnership with relevant work groups and key stakeholders.
* Use the outcomes of the HSE assurance program including HSE monitoring and measurement for the ongoing management reviews of the CSIRO HSE Management System (HSEMS) for ongoing adequacy, relevance, and suitability.
* Provide direct management and leadership of the HSE systems, assurance, and reporting team.
* Plan, seek, allocate and monitor resources to achieve desired outcomes.
* Share expertise and develop the professional skills of others and take responsibility for fostering an environment in which the team can achieve their full potential, aligning their career aspirations and CSIRO’s needs.
* Develop and maintain strong relationships with science work groups, and the HSE team through proactively anticipating their needs, understanding their unique HSE needs and making recommendations to guide management decisions.
* Coach, and educate staff through knowledge sharing across relevant organisational teams utilising best practice and communities of practice to enhance the overall HSE performance.
* Demonstrate flexibility and agility to contribute to multiple teams, managing multiple priorities, and supporting various staff needs in an effective and efficient manner.
* Endorse HSE culture and lead by example, acknowledging and promoting behaviours to enable a positive and proactive HSE culture across the business by sharing HSE knowledge, best practise and lessons learnt.
* Adhere to the spirit and practice of CSIRO’s 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:** 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.

## **Selection Criteria**

#### Essential

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

1. Relevant HSE tertiary qualifications and/or at least 7 years relevant HSE management systems work experience in a large complex environment.
2. Proven ability in interpreting legislation, regulatory standards, codes of practice, internationally accepted HSE standards including ISO 45001, ISO 14001 and ISO 31000, and leading HSE industry approaches as well as other information, to proactively identify HSE problems and respond to issues.
3. Demonstrated experience in influencing and effecting impactful HSE changes in team culture in alignment with the strategic direction of the organisation.
4. Demonstrated experience in collaboratively sharing and utilising team resources to provide a seamless and organisational approach to the delivery of the HSE plan.
5. Proven ability to coach and be the trusted advisor to leaders by influencing a positive culture where HSE is prioritised and considered ensuring alignment between client needs and CSIRO’s objectives.
6. Track record in enabling positive organisational change, by adapting strategies, goals, and priorities, and driving culture change in health, safety and environment.
7. Uses complex influencing strategies, assembling strategic coalitions, building behind the scenes support and the tactical use of information to gain support to engage and facilitate delivery of projects and HSE improvements.

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.

## **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:

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