# Position Details

## Administrative Services- CSOF5

|  |  |
| --- | --- |
| The following information is for applicants | |
| Advertised Job Title | Senior HSE Advisor |
| Job Reference | 79688 |
| Tenure | Indefinite  Full-time or Part-time |
| Salary Range | AU$102,724 to AU$111,165 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Narrabri (Myall Vale), NSW |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian/New Zealand Citizens and Australian Permanent Residents Only |
| Position reports to the | HSE Manager |
| Client Focus – Internal | 90% |
| Client Focus – External | 10% |
| Number of Direct Reports | As required |
| Enquire about this job | Contact Stephen Virtue via email at  [Stephen.Virtue@csiro.au](mailto:%20Stephen.Virtue@csiro.au) or phone +61 2 6246 5008 |
| 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

## 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 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 Senior HSE Advisor will report to an Executive HSE Business Partner or an HSE Manager as well as working as part of the broader HSE team. This role is responsible for delivering HSE services by providing tailored technical and specialist HSE support and being involved in developing and delivering strategic HSE programs to enhance CSIRO’s HSE and wellbeing culture focusing on the sector.

**Key relationships:**

**Internal**: Business Unit Leadership Teams, Research Directors, Research Operations Managers, HR Managers, HSE Executive Business Partners (BPs), HSE Business Partner Advisors, Executive Manager Wellbeing and Safety (counterparts), HSE Managers, and HSE Advisors.

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

### Duties and Key Result Areas:

* Actively contribute to the implementation of CSIRO’s HSE plan, through planning and delivery of priority HSE activities and initiatives across the sectors, with a focus on organisational consistency.
* Actively support the development of innovative best practice solutions to significantly improve HSE performance both culturally and from a regulatory perspective.
* Actively support the growth and development of BU directors, site leaders and HSE team members utilising best practice and leveraging capability and communities of practice to improve HSE performance.
* Provide support to businesses within a sector, liaising with HSE Managers and Advisors.
* Acquire a deep understanding of the respective business HSE risk profile and design and implement impactful HSE improvement initiatives.
* Purposefully contribute to a cohesive, collaborative, innovative HSE team and role model the desired behaviours.
* Work in ambiguity and act with flexibility and agility to contribute to multiple teams and manage competing priorities.
* Liaise with clients to determine their needs, tailoring solutions to potentially conflicting requirements, taking personal responsibility for client satisfaction, and correcting problems promptly and in a constructive manner.
* Work collaboratively as part of a multi-disciplinary, often regionally dispersed team to undertake activities in line with the HSE plan and support of CSIRO objectives.
* 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.
* Actively support and promote 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.
* 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:** 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 tertiary degree in a related discipline such as Health, Safety & Environment, or risk management with at least 5 years demonstrated experience in HSE within large or complex organisations, along with comprehensive knowledge and understanding of HSE legislation, codes of practice and standards
2. Demonstrated experience in influencing and effecting impactful HSE changes in team culture in alignment with the strategic direction of the organisation, embracing ambiguity and positively persist towards an end goal.
3. A proven ability to coach and build as the trusted advisor to leaders by influencing a positive culture where HSE is considered ensuring alignment between client needs and CSIRO’s objectives. Creating trust by displaying consistency and understanding through integrity and patience.
4. Track record in enabling positive organisational change, by adapting strategies, goals, and priorities, and driving culture change in health and safety.
5. Exemplify strong interpersonal skills (respectful, collaborative, builds trust, listens, uses discussions to find common ground). Communicating clearly (both orally and in writing). Considered a trusted advisor; fostering effective client relationships and ensuring alignment between client needs and CSIRO’s objectives.
6. Demonstrated experience establishing and maintaining strong interpersonal relationships in a mentoring capacity and a track work history of demonstrated professional and respectful behaviours and attitudes in a collaborative environment.
7. A strong working history of understanding goals and targets, taking accountability, driving outcomes, delivering on commitments and producing results.
8. Ability to take direction, deliver on set objectives and a passion for continued learning, development and growth in yourself and in others.

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