# Position Details

## Administrative Services- CSOF6

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| The following information is for applicants |
| Advertised Job Title | Health Manager  |
| Job Reference | 81043 |
| Tenure | Indefinite Full-time  |
| Salary Range | AU $117,917 to AU$138,176 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Adelaide, SA; Brisbane, QLD; Canberra, ACT; Melbourne, VIC or Sydney, NSW |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | * Australian/New Zealand Citizens and Australian Permanent Residents
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| Position reports to the | Executive Manager - Health and Wellbeing |
| Client Focus – Internal | 75% |
| Client Focus – External | 25% |
| Number of Direct Reports | 3 |
| Enquire about this job | Contact Kylie Grady via email Kylie.Grady@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**

### Health, Safety and Environment (HSE) partners with all levels of the organisation; coaching and influencing to make HSE personal. The Health and Wellbeing Team delivers expert support, management and advice pertaining to ill or injured people and endeavours to facilitate and maximise positive outcomes for individuals and the organisation, with a specific focus on preventing and mitigating future physical or psychological risks.

The Health Manager role is a critical management role in the Health and Wellbeing team and reports to the Executive Manager, Health and Wellbeing. The role is responsible for managing, supporting, and directing the team of Injury Management Advisors (IMAs). This team will provide tailored support to define, establish, implement, and maintain an approach to manage CSIRO’s injury management and RTW by driving positive outcomes for CSIRO people, whilst mitigating the financial, legal, and reputational risks associated with these areas across the organisation more broadly. The Health Manager is responsible for partnering with, coaching, and positively influencing CSIRO’s operational line management and HSE team and aligning HSE goals to broader organisational goals.

In addition to leading the IMA team and partnering with CSIRO leadership, the Health Manager will develop, drive and implement high level initiatives and mechanisms to proactively support the organisation in improving the organisation’s psychological wellbeing and specifically develop a framework for mitigating psychosocial and other emerging health risks.

**Key relationships**

**Internal:** Business Unit Leadership Teams, Research Directors, Research Operations Managers, HR Team, and HSE Team.

**External:** Stakeholders, including Comcare, Workplace Rehabilitation Providers (WRPs), health and medical providers and other organisations to learn from them and expand CSIRO’s influence.

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

* Drive and proactively support the implementation of CSIRO’s HSE strategic plan through delivery of priority health and wellbeing management activities, initiatives, and education, with a focus on organisational consistency. Implement appropriate health initiatives in alignment with CSIRO’s organisational objectives with a focus on delivering and adding value through improving physical and psychosocial outcomes.
* Lead positive partnerships with HSE team, HR and other internal stakeholders through developing knowledge and understanding of the organisation’s health and wellbeing needs, including physical and psychosocial, and tailoring solutions.
* Utilise and leverage the expertise in allied health to provide high quality advice and to guide, support and empower IMAs to support HSE and HR employees to develop solutions to complex and challenging psychological and physical Health matters and taking ownership of complex cases.
* Partner with BU Leaders and HR to understand their BU risk profile, taking responsibility for guaranteeing client satisfaction, and using this understanding, to devise strategic health and wellbeing projects and continually improve the preventative and RTW processes, adding value by remaining open to feedback and evolving risks.
* Champion a culture of continuous HSE improvement across the organisation, specifically by utilising knowledge and experience in a broad range of health risks to develop innovative programs to improve the physical and psychological wellbeing of CSIRO people.
* Manage, support and advise the IMA team on RTW programs and, at times complex, RTW plan implementation, ensuring successful RTW outcomes, monitoring and reviewing time lost and associated costs, and ensuring the delivery of a strong health and wellbeing service to the organisation and its people.
* Lead in a values-aligned manner to a cohesive, collaborative, innovative team by modelling desired culture and empowering high-level delivery. Develop and proactively contribute and endorse HSE culture and lead by example through values and positive behaviours, acknowledging and promoting key desired behaviours to enable the growth of a high performing, positive and proactive HSE culture across CSIRO.
* At a strategic level, establish and manage CSIRO wide IM programs, IM processes and procedures. Conduct monthly strategic reviews with CSIRO Comcare Claims Specialist, with support from IMAs. Coordinate periodic reviews and audits to assess health and injury management effectiveness.
* Maintain high levels of accurate data and record keeping in accordance with the appropriate record keeping requirements to ensure delivery is focused and aligned to organisational objectives. Ensure all data and records are maintained in a timely and accurate manner in dedicated injury management data system or in line with CSIRO and legislative requirements.
* Communicate openly, effectively, and respectfully with all people, 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, often regionally dispersed team, to carry out tasks in support of CSIRO’s objectives.
* 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.

## **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.

## **Selection Criteria**

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

#### **Essential**

1. Tertiary qualifications in Allied Health, Health Safety and Environment or other relevant discipline, including knowledge of Safety, Rehabilitation and Compensation Act (1988), and at least 5 to 10 years relevant demonstrated experience leading a team in case management, injury and RTW management within large or complex organisations. Demonstrated understanding of occupational rehabilitation, RTW and the practical application of associated legal requirements.
2. A proven ability to coach and build as the trusted advisor to leaders by influencing a positive culture where case management, rehabilitation and RTW management is considered ensuring alignment between client needs and CSIRO’s objectives.
3. Demonstrated experience in leading HSE teams and Injury Management Advisors to achieve team goals and outputs.
4. Demonstrated experience establishing and maintaining strong interpersonal relationships in a mentoring capacity using strong interpersonal skills (respectful, collaborative, builds trust, listens, uses discussions to find common ground), and a track work history of demonstrated professional and respectful behaviours and attitudes in a collaborative environment.
5. Ability to influence teams and internal and external stakeholders on contentious HSE matters to provide a seamless organisational approach to the delivery of the HSE strategy.
6. Demonstrated experience in influencing and effecting impact on case management, rehabilitation and RTW management and changes in team culture in alignment with the strategic direction of the organisation.
7. A record of innovation and creativity in case management, rehabilitation and RTW management plus the ability & willingness to incorporate and/or promote the inclusion of novel ideas and approaches into the organisation and approaches into projects of all sizes and scale.
8. A strong working history of understanding goals and targets, taking accountability, driving outcomes, delivering on commitments, and producing results.

#### **Desirable**

1. Specialised studies in Psychological Health.

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