# Position Details

## Administrative Services- CSOF6

|  |  |
| --- | --- |
| The following information is for applicants | |
| Advertised Job Title | Health Safety and Environment Manager |
| Job Reference | 82629 |
| 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) | Geelong, Victoria (preferred), Brisbane, Sydney, Canberra, Adelaide |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian Citizens Only |
| Position reports to the | HSE Executive Business Partner |
| Client Focus – Internal | 90% |
| Client Focus – External | 10% |
| Number of Direct Reports | As required |
| Enquire about this job | Contact Stephen Virtue via email [Stephen.Virtue@csiro.au](mailto:Stephen.Virtue@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](mailto:careers.online@csiro.au) or call 1300 984 220. |

### Role Overview

At CSIRO, we do the extraordinary every day. We innovate for tomorrow and help improve today - for our customers, all Australians and the world. We imagine. We collaborate. We innovate. Australia is founding its future on science and innovation. The Commonwealth Scientific and Industrial Research Organisation (CSIRO) is a powerhouse of ideas, technologies and skills for building prosperity, growth, health and sustainability. It serves governments, industries, business and communities across the nation. CSIRO is Australia's premier research body, delivering innovative science for the benefit of Australians.

Health, Safety and Environment (HSE) 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 Manager reports to the *HSE Executive Business Partner* and will be responsible for proactively partnering with, coaching and positively influencing CSIRO’s operational line management and HSE advisors and delivering HSE goals to broader organisational goals. The HSE Manager will provide tailored support and coordinate the consistent delivery of Improving HSE outcomes and metrics, HSE activities and initiatives for all business units across regions and the wider organisation. Their key impact is to improve CSIRO’s HSE and wellbeing culture.

**Key relationships:**

**Internal:** Business Unit (BU) Leaders and leadership teams, Operations Managers (ROMs), Site Leaders, Research Directors, Corporate Citizens and CBIS. Within the HSE Business Unit, critical relationships are with the Executive Manager-HSE BPs, HSE Managers (Peers), Wellbeing and Safety Managers, Specialists and HSE Advisors.

**External:** Clients, tenants, and external stakeholders such as regulators (e.g. Comcare) as required.

### Duties and Key Result Areas:

* Drive, strengthen and support the implementation of CSIRO’s HSE plan whilst helping to improve the HSE performance of the organisation through technical leadership, influence, and strong communication.
* Drive the consistent delivery of CSIRO’s HSE activities across businesses and multiple operational sites to cultivate a consistent and organisational approach to HSE.
* Leverage and harness proactive partnering relationships with key site leaders and people, HSE Executive Business Partners and external stakeholders through being a trusted advisor, listening, discussing and providing clear advice towards set goals.
* Through HSE conversations & partnering develop knowledge and understanding of any unique HSE needs across the business or sector to drive the delivery of HSE priorities and initiatives, with a focus on consistent future-focussed and positive HSE practices becoming embedded across the organisation.
* Coach to enable the growth and development of BU Directors, Site Leaders, staff and HSE team members in utilising best practice and leveraging capability and communities of practice to improve HSE Performance.
* Lead and implement HSE projects to enable strategic outcomes and improvement.
* Guide, support and empower HSE Advisors to develop solutions to complex and challenging HSE issues in partnership with relevant workgroups.
* Establish, motivate and lead successful teams of people that can seamlessly work across multiple sites and business units to build both positive working relationships and influence positive, consistent HSE outcomes
* Develop and contribute to a cohesive, collaborative, innovative HSE management team, ensuring seamless and proactive connection between all areas of HSE and regional areas more broadly – modelling desired culture, positive behaviours and empowering high-level delivery.
* Be an advocate for the HSE cultural change program by leading by example, acknowledging and actively promoting key desired behaviours to enable the growth of a high performing, positive and proactive HSE culture across the business.
* Lead the HSE resourcing requirements across multiple operational sites to meet Business Unit and HSE team requests for support.
* Promote an informed culture of continuous HSE improvement by working closely and proactively with HSE Executive Business Partners, HSE Managers and the HSE team to ensure HSE knowledge, best practice and lessons learnt is shared across CSIRO.
* Drive development of innovative best practice solutions to regulatory non-compliances and HSE performance deficiencies.
* 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. Tertiary qualifications in a relevant health, safety, environment degree or risk management along with at least 5-10 years demonstrated experience in leading HSE management within large or complex organisations.
2. Comprehensive knowledge and understanding of HSE legislation, codes of practice and standards along with experience in influencing and effecting impactful HSE changes in team culture in alignment with the strategic direction of the organisation.
3. A significant record of innovation and creativity in HSE, plus the ability & willingness to incorporate and/or promote the inclusion of novel ideas and approaches into the organisation.
4. Track record in enabling positive organisational change, by adapting strategies, goals, and priorities, and driving culture change in health and safety. Demonstrated ability to embrace ambiguity and positively persist towards an end goal.
5. Demonstrated collaborative leadership skills and the ability to & lead remotely – utilising collective leadership skills to create connection across all teams within the HSE function and with other stakeholder teams.
6. Demonstrated experience in collaboratively sharing and utilising team resources to provide a seamless and organisational approach to the delivery of the HSE strategy.
7. A 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. Creating trust by displaying consistency and understanding through integrity and patience.
8. Exemplify strong interpersonal skills (respectful, collaborative, builds trust, listens, uses discussions to find common ground) in managing client expectations. Communicates clearly (both in orally and in writing).
9. Influencing HSE teams and internal and external stakeholders on at times contentious HSE matters to provide a seamless organisational approach to the delivery of the HSE plan.
10. A strong working history of understanding goals and targets, taking accountability, driving outcomes and delivering on commitments & achieving results. 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.
* The successful candidate will be required to obtain and maintain a Negative Vet Level 2 security clearance.

## **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