Position Details

HSE Advisor

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| The following information is for applicants | |
| Advertised Job Title | Health Safety and Environment (HSE) Advisor |
| Job Reference | 83733 |
| Tenure | Indefinite  Full-Time |
| Salary Range | AU$87k - AU$98k pa + up to 15.4% superannuation |
| Location(s) | St Lucia, QLD AND Bribie Island, QLD |
| Relocation Assistance | NA |
| 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 | 0 |
| Enquire about this job | Anne-Louise Slack (anne-louise.slack@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**

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.

This role is responsible for delivering HSE services by providing tailored technical and specialist HSE advice and support that continuously improves the sites preventative safety, compliance and HSE system management. This role will also work with the central CSIRO HSE function in developing and delivering strategic HSE and wellbeing programs to enhance CSIRO’s HSE and wellbeing culture focusing on the site-specific requirements. To be successful, the HSE Adviser will apply a business unit perspective to assist the site to engage with and apply CSIRO’s HSE management system.

**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, often regionally dispersed team to carry out tasks in support of CSIRO scientific objectives.
* Develop a working knowledge, 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.

## **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.
* **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).
* **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 Science, Health, Safety & Environment, risk management and relevant work experience with at least 3-5 years demonstrated experience in HSE management within large or complex organisations.
2. Proven ability to understand stakeholder priorities and contribution in the design, delivery, and implementation of strategies to improve HSE.
3. Ability to co-operate with others to coach and build trust with leaders by influencing a positive HSE culture. Ability to create trust by displaying consistency and understanding through integrity and patience.
4. Demonstrated ability to enable positive organisational change, by advising strategies, goals, and priorities, and driving culture change in health and safety. Ability to embrace ambiguity and positively persist towards an end goal.
5. High level of interpersonal skills including being respectful, collaborative, builds trust, listens, and uses discussions to find common ground. Communicates clearly (both in orally and in writing). Considered a trusted advisor; fostering effective client relationships and ensuring alignment between client needs and CSIRO’s objectives.
6. Proven ability to collaborate and build strong relationships with stakeholders and other HSE teams to promote the desired culture and achieve team objectives.
7. Proven ability to interpret legislation and regulatory standards to proactively identify problems and appropriately respond to issue and exposure to HSE hazard management. Prior experience in using this knowledge to contribute to clear advice and implementation of a consistent HSE message across the organisation.
8. A working history of understanding goals and targets, taking accountability and delivering on commitments and producing results.
9. Experience participating in the ongoing knowledge transfer across HSE teams and providing support to other team members through fostering open communication and being a proactive and positive team contributor.

**Desirable:**

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

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.
* This may have child safety obligations (e.g., Apprentices & Students). Accordingly, the successful candidate needs to be eligible and able to obtain a working with vulnerable people check prior to confirmation of appointment.
* 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.

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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