# Position Details - HSE Advisor (CSOF4)

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| The following information is for applicants | |
| Advertised Job Title | HSE Advisor |
| Job Reference | 83821 |
| Tenure | Indefinite  Full-time |
| Salary Range | AU$ $83,68787K to AU$ $98K pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Clayton, VIC; Werribee, VIC |
| 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 | 0 |
| Enquire about this job | HSE Manager |
| 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.

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 HSE Advisor reports to one of the HSE Managers 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 and supporting the HSE team. To be successful, an HSE Adviser needs to be able to support multiple businesses at a site, regardless of reporting lines.

**Key relationships:**

**Internal:** Business Unit Leadership Teams, Research Directors, Research Operations Managers, HR Managers, EM - HSE Business Partners (BPs), HSE Business Partner Advisors’, EM 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:

* 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:** 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**

Prerequisite

1. **QUALIFICATIONS:** Relevant tertiary degree in a related discipline such as Science, Health, Safety & Environment, risk management, or equivalent relevant work experience.
2. **WORK EXPERIENCE:** At least 3-5 years demonstrated experience in HSE management within large or complex organisations.
3. **DESIGN, DELIVER, IMPLEMENT:** Proven ability to understand stakeholder priorities and contribution in the design, delivery, and implementation of strategies to improve HSE.
4. **RELATIONSHIP MANAGEMENT:** Demonstrated ability to work collaboratively and build strong relationships with all HSE teams and stakeholders.

***Essential***

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

1. **TRUSTED ADVISOR**

Co-operates with others to coach and build trust with leaders by influencing a positive HSE culture. Creates trust by displaying consistency and understanding through integrity and patience.

1. **DELIVERS POSITIVE CHANGE**

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.

1. **INTERPERSONAL SKILLS**

Shows the interpersonal skills of 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.

1. **RELATIONSHIPS**

Proven ability to collaborate and build strong relationships with stakeholders and other HSE teams to promote the desired culture and achieve team objectives.

1. **LEGISLATIVE KNOWLEDGE**

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.

1. **DELIVERY FOCUS**

A working history of understanding goals and targets, taking accountability and delivering on commitments and producing results.

1. **GROWTH MINDSET**

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.

**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:**

* Integrity of Excellent Science
* Trust & Respect
* Creative Spirit
* Delivering on Commitments
* Health, Safety & Sustainability