# Position Details - HSE Advisor (CSOF3)

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| The following information is for applicants | |
| Advertised Job Title | HSE Advisor |
| Job Reference | 83935 |
| Tenure | Indefinite  Full-time |
| Salary Range | AU $66,163 to AU$ 84,207 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Floreat, Perth (WA) |
| 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 | Contact Georgia Prentice via email at [Georgia.Prentice@csiro.au](mailto:Georgia.Prentice@csiro.au) or phone (08) 6436 8755 |
| 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 the HSE Manager, supporting the WA sites with a predominant presence at our Floreat site, whilst contributing to the broader HSE team. This role is responsible for delivering HSE services by providing HSE and administrative support and being involved in developing and delivering strategic HSE programs to enhance CSIRO’s HSE and wellbeing culture.

The role provides an excellent opportunity for an entry level HSE professional to develop skills and enhance their HSE experience by supporting multiple businesses, gaining experience in an environment with strong leadership and mentoring to support the position.

**Key relationships:**

**Internal:** Business Unit teams and Group Leaders, HSE Managers, HSE and HR Advisors.

**External:** Stakeholders such as 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 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.
* Provide administrative support to the HSE function as required.
* Maintain strong relationships with site work groups, understand their unique HSE needs and provide feedback to the HSE function to guide management decisions.
* Contribute to a cohesive, collaborative and innovative HSE team.
* Be flexible and agile to contribute to multiple teams, managing multiple priorities, and supporting various business and site needs.
* 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.
* Provide HSE support to businesses through knowledge sharing across relevant organisational teams, utilising best practice and communities of practice to enhance the overall HSE performance.
* 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:**Proactively seeks and considers the ideas and opinions of others from within and outside the team to help form decisions, plans or actions***.***
* **Influence and Communication*:*** Puts forward ideas by presenting information supported by data, definitions, examples, illustrations or other aids, which will assist in conveying meaning***.***
* **Resource Management/Leadership*:*** Provides instruction and assists other staff to complete allocated tasks and activities.
* **Judgement and Problem Solving*:*** Identifies and considers the implications of a range of available alternatives in order to select the most appropriate response to problems of a familiar or recurring nature.
* **Independence*:*** Recognises and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).
* **Adaptability*:*** Willingness to change ideas or perceptions based on new information, contrary evidence or other people's points of view. Prepared to try out different

**Selection Criteria**

***Prerequisite***

1. Experience working within a related discipline such as Science, Health, Safety & Environment or risk management.
2. Completion of, or working towards a relevant tertiary qualification in a related discipline such as Science, Health, Safety and Environment, or risk management is considered essential.
3. Ability to understand stakeholder priorities and contribution in the design, delivery, and implementation of strategies to improve HSE.
4. Willingness 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 support the coaching and building of trust with leaders by influencing a positive HSE culture. Creates trust by displaying consistency and understanding through integrity and patience.

1. **SUPPORTS POSITIVE CHANGE**

Ability to support positive organisational change, by supporting strategies, goals, and priorities, to drive culture change in HSE. Willing 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**

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

1. **LEGISLATION KNOWLEDGE**

Ability to interpret legislation and regulatory standards to proactively identify problems and appropriately respond to issue and exposure to HSE hazard management

1. **DELIVERY FOCUS**

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

1. **GROWTH MINDSET**

Willingness to provide support to other team members through fostering open communication and being a proactive and positive team contributor.

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

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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/)!