# Position Details

## Administrative Services- CSOF5

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| The following information is for applicants |
| Advertised Job Title | Mental Health Specialist |
| Job Reference | 89236 |
| Tenure | Indefinite, Full-time. |
| Salary Range | AU$102,724 to AU$111,165 per annum (pro-rata for part-time)plus up to 15.4% superannuation |
| Location(s) | Open to CSIRO locations  |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian/New Zealand Citizens and Australian Permanent Residents |
| Position reports to the | Health Manager |
| Client Focus – Internal | 80% |
| Client Focus – External | 20% |
| Number of Direct Reports | 0 |
| Enquire about this job | Jessica Wright via Jessica.Wright@csiro.au or phone +61 2 4960 6108 |
| 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. |

**Acknowledgement of Country**

CSIRO acknowledges the Traditional Owners of the land, sea and waters, of the areas that we live and work on across Australia. We acknowledge their continuing connection to their culture and pay our respects to their Elders past and present. View our [vision towards reconciliation](https://www.csiro.au/en/about/Indigenous-engagement/Reconciliation-Action-Plan).

### 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 HSE culture.

## The Mental Health Specialist is responsible for utilising their knowledge of psychological health and case management practices to monitor for organisational psychosocial risk factors and develop innovative programs to support CSIRO’s people in improving the organisation’s psychological wellbeing. They will play a pivotal role in the triage of mental health and psychosocial cases reported through to the organisation and will provide advice on complex claims and case management, as well as manage a small cohort of complex cases.

**Key relationships:**

**Internal:** Business Unit Directors, Research Directors, Research Operations Managers, HR Managers, HSE Business Partners, HSE managers, HSE team and health and wellbeing team members.

**External:** Stakeholders such as regulators (e.g., Comcare), Workplace Rehabilitation Providers (WRPs), health and medical providers and collaborative partner organisations, other organisations to learn from them and expand CSIRO’s influence.

### Duties and Key Result Areas

* Assist with the triage psychosocial hazards reported through incident reporting system or other networks and align with appropriate internal and external resources.
* Identify and implement projects to enable strategic outcomes and improvement in psychosocial outcomes.
* Guide, support and empower the HSE team to develop and support solutions to complex and challenging mental health and wellbeing issues, in partnership with relevant workgroups.
* Coach and educate the growth and development of people through knowledge sharing across relevant organisational teams utilising best practice and communities of practice to enhance the overall HSE performance.
* Demonstrate flexibility and agility to actively contribute to multiple teams, manage multiple priorities, and supporting staff needs as required.
* Develop, support, train and coach others in mental health and wellbeing initiatives.
* Endorse HSE culture and lead by example, acknowledging and promoting key desired behaviours to enable the growth of a high performing, positive and proactive HSE culture across CSIRO.
* Promote an informed culture by working closely and proactively with relevant HSE team members to ensure HSE knowledge, best practice and lessons learnt are shared across CSIRO.
* Lead with technical expertise on a number of smaller projects or contribute as a generalist leading a range of support activities/functions.
* Work independently to deliver results through the use and allocation of available resources within constraints advised by managers.
* Be a proactive influence to assist decision makers when change is required and assist in initiating innovative solutions/proposals.
* 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, regionally dispersed team to carry out tasks in support of CSIRO’s scientific objectives.
* Adhere to the spirit and practice of CSIRO’s Values, Code of Conduct, Health, Safety and Environment procedures and policy and diversity initiatives.
* Other duties as directed.

## **Selection Criteria**

#### Pre-Requisites:

1. **Qualifications:** Relevant tertiary qualifications in a relevant medical or allied health field (preferably psychology, social work or nursing).
2. **Work Experience:** At least 5 years demonstrated experience in psychological case management and rehabilitation within large or complex organisations.
3. **Legislative Knowledge:** Comprehensive knowledge and understanding of HSE legislation, codes of practice and standards.

#### Essential

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

1. A history of demonstrated professional and respectful behaviours and attitudes in a collaborative environment.
2. Demonstrated collaboration skills in the use and sharing of resources and knowledge across all teams, including the HSE function, to build and strengthen expertise in mental health and wellbeing across a large diverse organisation.
3. Proven ability to design, deliver and implement communication strategies (written and verbal – e.g., training) with consistent messaging relevant to all levels of the organisation.
4. Proven ability in planning, creating and maintaining effective teams and resources taking into account operational and strategic priorities of key stakeholders. Participates in ongoing knowledge transfer, open communication, coaching and collaboration across the HSE team and stakeholder groups in developing knowledge in mental health and wellbeing.
5. Proven ability to interpret legislation, regulatory standards and other related information, investigative skills to comprehend complex problems and information and develop appropriate responses for action.
6. Demonstrated ability to plan, set and work to meet challenging standards and goals for self and others to deliver impact that makes a difference.
7. Demonstrated ability to cope with ambiguity and change, including an open mindset to changing circumstances and new responsibilities in the interest of achieving team objectives.

## **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.

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 Clearance or equivalent. Please note that individuals with criminal records are not automatically deemed ineligible. Each application will be considered on its merits.
* The successful candidate will be required to undertake a pre-employment medical examination prior to commencement.

## **About CSIRO**

We solve the greatest challenges through innovative science and technology. Visit [CSIRO Online](http://www.csiro.au/) for more information.

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