# Position Details

## Administrative Services- CSOF5

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| The following information is for applicants |
| Advertised Job Title | HSE Business Analyst |
| Job Reference | 91451 |
| Tenure | Specified Term of 36 monthsFull-time |
| Salary Range | AU$105,806 - AU$114,500 per annum (pro-rata for part-time)plus up to 15.4% superannuation |
| Location(s) | Melbourne, Sydney, Canberra, Brisbane, Hobart or Adelaide. Other locations by negotiation |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | * Australian/New Zealand Citizens and Australian Permanent Residents
* Australian temporary residents currently residing in Australia with full work rights for the length of the term without the need for sponsorship by CSIRO. This does not include bridging and other visas which are dependent on the successful approval of future visas
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| Position reports to the | HSE Systems, Assurance and Reporting Manager |
| Client Focus – Internal | 90% |
| Client Focus – External | 10% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Sarah Moore via email at sarah.moore@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 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

## The role of Administrative staff in CSIRO is to provide administrative and management services to support the effective provision of research and development activities. This involves the development and implementation and/or administration of policies, systems and procedures that assist the Organisation and the Business Unit to achieve their objectives and meet Government and regulatory responsibilities.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 Business Analyst reports to the HSE Systems, Assurance & Reporting Manager as well as working as part of the broader HSE team. This role is responsible for delivering HSE services by applying their strong analytical skills on business requirements and impacts due to changes in procedures, processes and systems. This role will engage extensively with people in the business to improve the HSE Management System and associated digital systems. To be successful, the HSE Business Analyst needs to be able to support the broader HSE team and the wider business in the implementation of CSIRO’s HSE Plan and Management System.

### Duties and Key Result Areas

* Monitor, assess and respond to queries and enhancements related to the HSE management system and digital systems.
* Analyse and effectively communicate the business impact for changes proposed to HSE Management System and associated digital solutions.
* Inform and facilitate the engagement activities associated with the HSE Management System including procedure reviews and changes to the HSE digital solution.
* Actively assist and facilitate the development, revision and implementation of HSE Management System procedures and tools to ensure effective business operations and compliance.
* Actively support HSE assurance activity to meet compliance requirements and business goals.
* 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.
* Work collaboratively as part of a high-performing, multi-disciplinary, regionally dispersed Systems, Assurance, and Reporting team to deliver outcomes to the organisation through the delivery of a consistent learning approach.
* Adhere to the spirit and practice of CSIRO’s Values, Code of Conduct, Health, Safety and Environment procedures and policy, Diversity initiatives and Making Safety Personal goals.
* Other duties as directed.

## **Selection Criteria**

#### Essential

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

1. Tertiary qualification in business analysis and/or data analysis.
2. Exceptional written and verbal communication skills, including experience in facilitation and presentation and report writing skills for a wide variety of stakeholders.
3. Strong proven ability to build trusted relationships rapidly and positively influence stakeholders to achieve effective business outcomes.
4. Demonstrated significant experience in capturing business requirements for changes to business processes, business systems and informing change impact to people.
5. Demonstrate significant experience in developing business requirements and process flows for changes involving technology solutions and business processes.
6. Strong organization skills and be responsive and reliable in working to business priorities and timelines.
7. Ability to be a proactive, cooperative and supportive team member in achieving strategic objectives.

**Desirable**

1. Extensive experience in health, safety and environment (HSE) processes, systems and/or safety related compliance activity.
2. Experience in system implementations and developing engagement strategies for stakeholders impacted by system and process changes.

## **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.

Include if relevant:

* 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.
* If the successful candidate is not an Australian Citizen or Permanent Resident, they may be required to undergo additional security clearances, which may include medical examinations and an international standardised test of English language proficiency (i.e. IELTS test).- https://ielts.com.au/

## **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