# Position Details

## Administrative Services- CSOF3

|  |  |
| --- | --- |
| The following information is for applicants | |
| Advertised Job Title | HSE Knowledge Management Coordinator |
| Job Reference | 91524 |
| Tenure | Indefinite, Full-time. |
| Salary Range | AU$68,148 - AU$86,733 per annum (pro-rata for part-time)  plus up to 15.4% superannuation |
| Location(s) | Melbourne, Sydney, Canberra, Brisbane, Hobart or Adelaide.  Other locations negotiable. |
| 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 | HSE Knowledge Manager |
| Client Focus – Internal | 90% |
| Client Focus – External | 10% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Natalie Clancy via email at Natalie.clancy@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. |

**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 Knowledge Management Coordinator reports to the HSE Knowledge Manager and works closely with the broader HSE team. This role is responsible for delivering HSE services through the creation of learning resources, tools and communications. This role involves the development of HSE resources to be accessible through online platforms and facilitated training to enhance CSIRO’s HSE and wellbeing culture. To be successful, the HSE Knowledge Management Coordinator needs to be able to effectively communicate with staff across CSIRO as well as the broader HSE team in the implementation of CSIRO’s HSE plan.

The position will be responsible for some logistical elements of internal and external HSE training packages and the communication with business units regarding Learning Management Systems enquiries. You will work with a range of stakeholders across the organisation to assist with their training requests and queries for HSE resources. The HSE Knowledge Management Coordinator will support a modern and digitally enabled learning approach and challenge the status quo to influence continual HSE improvement.

### Duties and Key Result Areas

* Design and create learning resources and activities to build and maintain effective HSE knowledge and capability in CSIRO.
* Develop and/or maintain effective systems and processes to record and report training activity including participants, suppliers (eg. RTO’s) and payments using Office 365 suite tools.
* Liaise with the CSIRO Learning and Development team to ensure access to a range of internal and external HSE training packages and reporting.
* Monitor and maintain MyCSIRO intranet pages for HSE content and training courses
* Coordinate specialist programs and all mandatory training to meet compliance.
* Deliver timely and accurate administrative activities such as scheduling, reporting, processing and communication of progress eg: training record creation and monitoring.
* 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.
* 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.
* Support the implementation of CSIRO’s HSE plan through the planning and delivery of priority HSE learning activities and initiatives, with a focus on organisational consistency across CSIRO sites.
* 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. Qualifications and/or demonstrated knowledge of organisational training, or instructional design/ website creation platforms.
2. Proven ability in creating and delivering (HSE or similar) impactful learning offerings across all levels of an organisation.
3. Ability to understand stakeholder priorities and contribution in the design, delivery, and implementation of strategies to improve HSE.
4. Proven ability to understand stakeholder priorities (in an HSE context desirable) and work with subject experts to develop high-impact learning solutions.
5. A proven ability to research and analyse and interpret data to investigate problems and monitor impact of (HSE or similar) learning solutions.
6. A strong record in supporting organisational change and challenging cultural norms in alignment with the strategic direction of the organisation.
7. Demonstrated effective written, verbal, presentation and facilitation communication skills.
8. Demonstrated willingness to collaborate and build relationships with stakeholders and other HSE teams to promote the desired culture and achieve team objectives.
9. A strong record in supporting organisational change and challenging cultural norms in alignment with the strategic direction of the organisation.

**Desirable**

1. Experience using programs such as Sitecore (digital platform) and Articulate (e-Learning courses).
2. Relevant HSE qualifications.

## **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 factual 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 approaches.

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.

## **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