# Position Details

## Administrative Services- CSOF4

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| The following information is for applicants |
| Advertised Job Title | Health, Safety and Environment (HSE) Advisor |
| Job Reference | 96641 |
| Tenure | IndefiniteFull-time |
| Salary Range | AU$96,329 - AU$105,517 per annum (pro-rata for part-time)plus up to 15.4% superannuation |
| Location(s) | Black Mountain, ACT |
| 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 Manager, Enterprise Support Services |
| Client Focus – Internal | 90% |
| Client Focus – External | 10% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Jacinta O’Hanlon via email at Jacinta.ohanlon@csiro.au or Sheridan Gerrard via email at Sheridan.gerrard@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).

**Child Safety**

CSIRO is committed to the safety and wellbeing of all children and young people involved in our activities and programs. View our [Child Safe Policy](https://www.csiro.au/en/about/policies/child-safe-policy).

### 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.

Health, Safety and Environment (HSE) partners with all levels of the organisation coaching and influencing to make safety personal. They provide future focussed, leading-edge development and delivery of HSE programs that result in significant improvement in CSIRO’s wellbeing and safety culture. The HSE Advisor reports to the HSE Manager and will be responsible for delivering HSE services regionally, and providing technical and practical HSE support to research staff, affiliates, leadership teams, corporate citizens, operational managers, and other stakeholders. This role is focussed on delivering consistent education, training, regulatory advice and solutions to the organisation that will improve regional safety and enhance personal accountability for safety.

### Duties and Key Result Areas

* Support the implementation of CSIRO’s HSE strategy through the planning and delivery of priority HSE activities and initiatives, with a focus on organisational consistency across the CSIRO sites
* Contribute to HSE projects and positively challenging the status quo in an effort 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
* With limited guidance, develop and review policies, procedures and systems and offer solutions to challenging HSE issues in partnership with relevant work groups
* Contribute to a cohesive, collaborative and innovative HSE team. Provide hands on HSE practical support to operational staff and liaising with the HSE Specialist when more specialist HSE support is required
* 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
* Flexibility and agility to contribute to multiple teams, managing multiple priorities, and supporting various staff needs.
* Actively participate in the development of innovative best practice solutions to regulatory non-compliances and performance deficiencies
* Under general direction provide a discrete support service, and participate in the planning of group activities, across a Business Unit/s or group of functions for a single site or multiple sites, frequently encountering ambiguity and showing initiative in interpreting policies and procedures
* 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 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**

#### Essential

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

1. Relevant trade certificate/diploma/bachelor’s degree or equivalent relevant work experience in Health, Safety & Environment, Risk Management or related field
2. Demonstrated ability to collaborate with other teams across HSE and specific stakeholders to build the desired culture and strong relationships, with the ability to adapt to changing environments and challenges in the interests of achieving team objectives
3. Proven experience understanding stakeholder priorities as well as leveraging and contributing to HSE teams in the design, delivery and implementation of communication strategies (written and verbal – e.g. training) to deliver consistent messaging across the organisation
4. Extensive experience in leading and participating in ongoing knowledge transfer across HSE teams and stakeholders and providing support and direction for others in the team by coaching and supporting staff and fostering open communication and strong collaboration
5. Proven ability in interpreting legislation and regulatory standards, as well as other information, to proactively identify problems and appropriately respond to issues.

## **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:** Allocates activities, directs tasks and manages resources to meet objectives. Provides coaching and on the job training, recognises and supports staff achievements and fosters open communication in the team.
* **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:** Recognises and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).
* **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 is subject to provision of a pre-employment background check and may be subject to other security/medical/character clearance requirements.

* The successful candidate will undertake a pre-employment background check. 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