# Position Details

## Administrative Services- CSOF6

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| The following information is for applicants | |
| Advertised Job Title | HSE Manager – Australian Centre for Disease Preparedness (ACDP) |
| Job Reference | 96747 |
| Tenure | Indefinite  Full-time |
| Salary Range | AU$126,313 to AU$148,014 pa + 15.4% superannuation |
| Location | Geelong, Victoria (On-site) |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian Citizens Only |
| Position reports to the | HSE Executive Business Partner |
| Client Focus – Internal | 90% |
| Client Focus – External | 10% |
| Number of Direct Reports | 2 |
| Enquire about this job | Contact Stephen Virtue via email [Stephen.Virtue@csiro.au](mailto:Stephen.Virtue@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).

**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

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 wellbeing and HSE culture.

The HSE Manager reports to the HSE Executive Business Partner and will be responsible for proactively partnering with, coaching and positively influencing CSIRO’s operational line management and HSE advisors and delivering HSE goals to broader organisational goals. The HSE Manager will provide tailored support and coordinate the consistent delivery of improving HSE outcomes and metrics, HSE activities and initiatives for all business units across the ACDP facility and the wider organisation. Their key impact is to improve CSIRO’s HSE and wellbeing culture.

**Key relationships:**

**Internal:** Business Unit (BU) Leaders and leadership teams, Operations Managers (ROMs), Corporate Citizens and CBIS (Infrastructure and Facilities Services). Within the HSE Business Unit, critical relationships are with the HSE Executive business partners, HSE Managers (Peers), Wellbeing and Safety Managers, Specialists and HSE Advisors.

**External:** Clients and external stakeholders such as regulators (e.g. Comcare) as required.

### Duties and Key Result Areas:

* Drive, strengthen and support the implementation of CSIRO’s HSE plan whilst helping to improve the HSE performance of the organisation through technical leadership, influence, and strong communication.
* Drive the consistent delivery of CSIRO’s HSE activities across the ACDP facility to cultivate a consistent and organisational approach to HSE.
* Leverage and harness proactive partnering relationships with key site leader and people, HSE Executive Business Partners and external stakeholders through being a trusted advisor, listening, discussing and providing clear advice towards set goals.
* Through HSE conversations & partnering develop knowledge and understanding of any unique HSE needs across the ACDP facility to drive the delivery of HSE priorities and initiatives, with a focus on consistent future-focussed and positive HSE practices becoming embedded across the site.
* Coach to enable the growth and development of BU leaders, Site Leaders, staff and HSE team members in utilising best practice and leveraging capability and communities of practice to improve HSE Performance.
* Lead and implement HSE projects to enable strategic outcomes and improvement.
* Guide, support and empower HSE Advisors to develop solutions to complex and challenging HSE issues in partnership with relevant workgroups.
* Establish, motivate and lead successful teams of people that can seamlessly work across multiple business units to build both positive working relationships and influence positive, consistent HSE outcomes
* Develop and contribute to a cohesive, collaborative, innovative HSE management team, ensuring seamless and proactive connection between all areas of HSE and regional areas more broadly – modelling desired culture, positive behaviours and empowering high-level delivery.
* Be an advocate for the HSE cultural change by leading by example, acknowledging and actively promoting key desired behaviours to enable the growth of a high performing, positive and proactive HSE culture across the business.
* Lead the HSE resourcing requirements across the ACDP facility to meet Business Unit and HSE team requests for support.
* Promote an informed culture of continuous HSE improvement by working closely and proactively with HSE Executive Business Partners, HSE Managers and the HSE team to ensure HSE knowledge, best practice and lessons learnt is shared across CSIRO.
* Drive development of innovative best practice solutions to regulatory non-compliances and HSE performance deficiencies.
* Adhere to the spirit and practice of CSIRO’s Code of Conduct, Health, Safety and Environment procedures and policy, Diversity initiatives and Making Safety Personal goals.
* Other duties as directed.

## **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:** Identifies critical stakeholders and influences them via an influential third party, for example through an established network, to gain support for sometimes contentious, proposals/ideas.
* **Resource Management/Leadership:** Provides leadership that fosters an environment that encourages new ideas and provides support for the development of emerging skills. Creates trust by displaying consistency, understanding, integrity and patience. Plans, seeks, allocates and monitors resources to achieve outcomes.
* **Judgement and Problem Solving:** Anticipates and manages problems in ambiguous situations. Develops and selects an appropriate course of action and provides for contingencies. Evaluates, interprets and integrates complex bodies of information and draws logical conclusions, synthesises proposals and defends options with reasoned arguments.
* **Independence:** Assesses the risk and opportunity of identified strategies, options and actions. Overcomes problems and setbacks in achieving goals. Invariably includes consideration of value-added future impact on bottom line when determining the optimal and efficient use of resources.
* **Adaptability:**Demonstrates flexibility in thinking and adapts to and manages the increasing rate of organisational change by adjusting strategies, goals and priorities.

## **Selection Criteria**

#### Essential

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

1. Bachelor's degree or equivalent and relevant formal academic / vocational qualification with a minimum of 5 years demonstrated management experience in leading and developing teams in a complex or innovation organisation.
2. Comprehensive knowledge and understanding of HSE legislation and codes of practice as well as experience to support research activities in areas including safety in design, change management, adequate diversity and redundancy in the control measures.
3. A significant record of influencing and effecting impactful HSE changes in team culture in alignment with the strategic direction of the organisation. Further, a strong track record of enabling positive organisational change, by innovating and adapting strategies, goals, and priorities, and driving culture change in health and safety.
4. Behaviours that are exemplary and that actively promote collaboration and consultation.
5. Demonstrated experience in utilising team resources to provide a seamless and organisational approach to the delivery of the HSE strategy.
6. A proven ability to coach and be the trusted advisor to leaders by influencing a positive culture where HSE is prioritised and considered ensuring alignment between client needs and CSIRO’s objectives. A strong record of influencing HSE teams and internal and external stakeholders on at times contentious HSE matters to provide a seamless organisational approach to the delivery of the HSE plan.
7. Exemplify strong interpersonal skills in managing client expectations. Communicates clearly (both in orally and in writing).
8. A strong working history of understanding goals and targets, taking accountability, driving outcomes and delivering on commitments and achieving results. Ability to take direction, deliver on set objectives and a passion for continued learning, development and growth in yourself and in others.

Special Requirements

Appointment to this role may be subject to conditions including security/medical/character clearance requirements.

* The successful candidate will be required to obtain and maintain a security clearance at the Negative Vetting 1 level. In order to apply for this clearance, applicants must be Australian Citizens.
* The successful applicant will be required to abide by ACDP (formerly AAHL) - Security Assessment and Microbiological Security Requirements for Personnel Working on the Australian Centre for Disease Preparedness Site.
* The successful candidate may be required to obtain a National Health Security (NHS) Clearance.

**Security Assessment and Microbiological Security Requirements for Personnel Working on the Australian Centre for Disease Preparedness (ACDP) Site**

1. Certain positions including those working in the ACDP microbiological secure area will require security clearance at a level appropriate to duties of the position. Confirmation of the appointment is subject to obtaining that clearance.
2. It is essential that all work on exotic or emerging diseases carried out at ACDP is conducted in a safe manner to prevent the escape of the disease agents used, and to this end, all activities and personnel will be subject to appropriate microbiological security measures. Consequently, while working at ACDP, you may not reside on a property on which are kept any of the following animals: sheep, cattle, pigs, goats, horses, asses, mules and camelids, any other cloven-hoofed animal, fowls, turkeys, geese, domestic ducks, caged birds, emus or ostriches. Personnel working with diseases of aquatic animals may not keep aquarium fish at their place of residence and at times specific species may be excluded depending on the nature of the work conducted.
3. In addition, for a period of seven days after working in the microbiologically secure area of ACDP, personnel may not have close contact with any of the above animals, amphibians or birds or the actual places where these animals are held, or visit any aquatic animal farm or aquatic animal hatchery.
4. Working in the barrier maintained Small Animal Facility or the Werribee Animal Health Farm requires avoidance of additional animals such as mice, rats, guinea pigs, rabbits, ferrets and poultry of a minimum of 3 days prior to arrival.
5. Certain positions will require medical assessment and vaccinations against various agents which may include (where applicable) influenza, Hepatitis b, Rabies, Japanese encephalitis, Q Fever and SARS-CoV-2 or other agents if working with certain viruses. The successful candidate will be required to provide satisfactory evidence of vaccination against certain viruses / diseases prior to commencement and/or may be expected to be vaccinated against other viruses/diseases during the course of their employment.
6. Positions working at PC4 will also require a pre-employment psychological assessment.
7. Given ACDP’s role in the International Regional Program, there may be a requirement for some personnel to travel internationally and if required for this work, suitable staff should be able to obtain a valid passport and obtain applicable vaccinations.
8. In the event of an emergency disease response, ACDP may be required to implement the Emergency Animal Disease Response Plan and personnel may be directed to work in areas other than their usual assignment in order to meet the needs of the response. This direction may include work outside usual working hours, and may require working onsite.
9. Personnel must abide by Occupational Health, Safety and Environment regulations. Safety signs and directives issued by CSIRO personnel must be complied with at all times.
10. Access restrictions apply to the Werribee Animal Health Facility (WAHF) site that is associated with, but remote from, the ACDP site.