# Position Details

## Administrative Services- CSOF4

|  |  |
| --- | --- |
| The following information is for applicants | |
| Advertised Job Title | Health, Safety and Environment (HSE) Advisor (FNQ & NT) |
| Job Reference | 98854 |
| Tenure | Indefinite, Full-time |
| Salary Range | AU$96,811 - AU$109,527 per annum (pro-rata for part-time)  plus up to 15.4% superannuation |
| Location(s) | Based – Townsville  Regular visits to other Far North Queensland Sites and Northern Territory (Darwin) |
| 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 Executive Business Partner |
| Client Focus – Internal | 90% |
| Client Focus – External | 10% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Anna Schwartz via email at [anna.schwartz@csiro.au](mailto:anna.schwartz@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 individuals to take personal responsibility for safety. HSE is committed to driving future-focused, innovative programs that significantly enhance CSIRO’s wellbeing and safety culture.

### The HSE Advisor, reporting to the HSE Manager, will be responsible for delivering HSE services across a designated site (or multiple sites). This role provides technical and practical support to research staff, affiliates, leadership teams, operational managers, and other stakeholders, ensuring effective implementation of HSE policies and procedures. The HSE Advisor will focus on delivering consistent education, training, and regulatory advice, offering practical solutions to improve regional safety performance and enhance personal accountability for safety across the organisation.

### The HSE Advisor be responsible for shaping and influencing HSE practices across multiple sites. This includes working independently to identify areas for improvement, advising on complex HSE matters, and leading the development and implementation of strategic HSE initiatives. The HSE Advisor will also mentor and support junior staff, playing a key role in building a collaborative and proactive safety culture within the team and across the organisation.

### In this role, the HSE Advisor will be expected to drive continual safety improvement, leveraging expertise to influence decision-making and contribute to CSIRO’s broader HSE objectives. The advisor will have opportunities for leadership development, managing projects, and helping shape the future direction of HSE programs at CSIRO.

### Duties and Key Result Areas

* Support the implementation of CSIRO’s HSE Plan by planning and delivering key HSE activities and initiatives, ensuring consistency across the CSIRO sites.
* Contribute to HSE Plan projects and positively challenging the status quo to drive continual HSE improvement across the organisation.
* Build and maintain strong relationships with site work groups, understanding their unique HSE needs, and providing 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 support to operational staff and liaising with the HSE Specialist when more specialist HSE support is needed.
* Coach and educate staff by sharing knowledge across relevant teams, utilising best practice and communities of practice to enhance the overall HSE performance.
* Promote and embody the HSE culture by leading by example, encouraging positive behaviours that foster a proactive HSE culture across the organisation.
* Demonstrate flexibility and agility by contributing to multiple teams, managing competing priorities, and supporting the diverse needs of staff.
* Actively participate in developing innovative solutions for regulatory non-compliances and performance gaps, ensuring best practice is followed.
* Under general direction provide discrete support services and participate in planning activities for Business Units or functions across single or multiple sites.
* 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.
* Undertake other tasks as assigned by HSE Manager or senior team members.
* Other duties as directed.

## **Selection Criteria**

#### Essential

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

1. A relevant trade certificate (eg. Cert 4 in Work Health and Safety) or equivalent relevant work experience in Health, Safety & Environment, Risk Management or related fields.
2. Demonstrated ability to collaborate with HSE staff and key stakeholders to foster a positive safety culture and build strong relationships, with a capacity to adapt to changing environments and challenges to achieve team objectives.
3. Proven experience in understanding stakeholder priorities and working with HSE teams to design, deliver, and implement effective communication strategies (both written and verbal, such as training) to ensure consistent messaging across the organisation.
4. Experience in facilitating knowledge transfer within HSE teams and across stakeholders, while providing support, guidance, and coaching to colleagues, encouraging open communication and strong collaboration.
5. Proven ability to interpret legislation and regulatory standards, as well as other relevant information, to proactively identify potential issues and respond appropriately.
6. Ability to travel to other Far North Queensland and Northern Territory sites as required.

## **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.
* The successful candidate must hold a current Australian Drivers Licence, as some driving between sites may be required. Travel and site presence is required at CSIRO sites across Far North Queensland and the Northern Territory (Darwin).

## **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