# Position details

## Administrative services- CSOF4

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| The following information is for applicants | |
| Advertised job title | Health, Safety and Environment (HSE) Advisor – Australian Centre for Disease Preparedness (ACDP) |
| Job reference | 99832 |
| Tenure and work schedule | Indefinite  Full-time  We will explore options for part-time, job-share and flexible work arrangements based on needs of the role and individual circumstances. |
| Salary range | AU$96,811 - AU$109,527 per annum (pro-rata for part-time)  plus up to 15.4% superannuation  Additional allowances payable to staff working from ACDP site. |
| Location(s) and office arrangements | Geelong Australian Centre of Disease Preparedness (ACDP) Site, VIC.  Land of the Wadawurrung people. |
| Relocation assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian Citizens Only |
| Position reports to the | HSE Manager- ACDP |
| Client focus – internal | 90% |
| Client focus – external | 10% |
| Number of direct reports | 0 |
| Enquire about this job | Please email Phoebe McCormack via email at [phoebe.mccormack@csiro.au](mailto:phoebe.mccormack@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) |

**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).

**About CSIRO**

As Australia's national science agency, CSIRO is solving the greatest challenges through innovative science and technology. Many of our iconic innovations were once considered impossible until someone, just like you, joined us and took on the challenge.

As one of the world’s largest multidisciplinary mission-driven research organisations, we are focused on the issues that matter the most: for our quality of life, for the economy and for our environment. We believe diverse teams are more effective and deliver more innovative outcomes. When we all focus on the big things that really matter, and work in partnership with our communities and [Indigenous Australia](https://www.csiro.au/research/indigenous-science), Australian science and technology can solve seemingly impossible problems and create new value for all Australians. Visit [CSIRO.au](https://www.csiro.au/) for more information.

### Role overview

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, often dealing with ambiguity and demonstrating initiative when 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 the HSE team and internal stakeholders, in the interests of good business practice, collaboration and enhancement of CSIRO’s reputation.
* Work collaboratively as part of a multi-disciplinary team to achieve tasks that support CSIRO’s scientific objectives.
* Adhere to CSIRO’s Values, Code of Conduct, Health, Safety, and Environment procedures, policies, and diversity initiatives.
* Undertake other tasks as assigned by HSE Manager or senior team members.
* Perform 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.

## **Desirable**

1. A demonstrated commitment to health, safety, and wellbeing of staff, willing to challenge the status quo in pursuit of Zero Harm.

**Not sure if you meet all the criteria?**

While it is CSIRO policy that the successful candidate must meet all the essential criteria, there are many ways to demonstrate this. Don’t let the list discourage you. If you are unsure about applying, please reach out to the contact on page 1 of this document so we can discuss the role further.

## **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.

**Setting you up for success**

We understand that not everyone works in the same way and sometimes people may require reasonable support and adjustments to perform at their best. Whether related to the recruitment process and or the role itself, this may include options such as providing different methods of communication, flexible hours or physical adjustments to work methods. If you feel comfortable, we encourage you to share any support and adjustments you may need to carry out the inherent requirements of the role. Please let Sheridan Gerrard (Talent Partner) know via email at [Sheridan.gerrard@csiro.au](mailto:Sheridan.gerrard@csiro.au), if we can help you to equitably participate in our recruitment process or the role itself.

**Life at CSIRO and flexible working arrangements**

We [work flexibly at CSIRO](https://www.csiro.au/en/careers/life-at-csiro/Flexible-work), offering a range of options for how, when and where you work.  We can discuss flexible work arrangements with you during the recruitment process. CSIRO also offers a range of leave entitlements, [benefits](https://www.csiro.au/en/careers/life-at-csiro/Benefits) and [career development](https://www.csiro.au/en/careers/life-at-csiro/Career-development) opportunities. To learn more, visit [Careers at CSIRO](https://www.csiro.au/en/careers).

We celebrate the uniqueness of our workforce and are committed to creating [diverse and inclusive teams](https://www.csiro.au/en/careers/life-at-csiro/Diversity-inclusion-belonging) where everyone feels they belong. CSIRO is an equal employment opportunity organisation dedicated to recruiting people based on merit, and reflecting the diversity of the community we serve. We recognise true diversity encompasses all ages, nationalities, abilities, cultures, genders, sexualities, faiths, levels of education, diversity of thought and many more aspects of identity. By empowering diverse teams, our community is reflected in the solutions we create.

**CSIRO values**

CSIRO is a values-based organisation committed to values-based leadership.

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| **Value** | **Descriptor** | **Behaviour** |
| **People first** | Our priority is the safety and wellbeing of our people. We believe in, and respect, the power of diverse perspectives. We seek out and learn from our differences. | * Respectful * Caring * Inclusive |
| **Further together** | We achieve more together than we ever could alone. We listen and collaborate, in teams, across disciplines, across boundaries. We embrace ambiguity and use discussion and persistence to generate unique solutions to complex problems. | * Accountable * Authentic * Courageous |
| **Making it real** | We do science with real impact. We thrive when taking on the big challenges facing the world. We take educated risks and defy convention. We celebrate successes and failures and leverage them to learn as we strive to be the force for positive change. | * Partnering * Cooperative * Humble |
| **Trusted** | We’re driven by purpose but remain objective. We fight misinformation with facts. We earn trust everywhere through everything we do. We trust each other and we hold each other accountable. Together our actions drive Australia’s trust in CSIRO. | * Curious * Adaptive * Entrepreneurial |

**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).

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 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.

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

* 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.
* 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.
* 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.
* 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.
* 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.