

Position Details

Administrative Services – CSOF3

THE FOLLOWING INFORMATION IS FOR APPLICANTS

Advertised Job Title	Health, Safety and Environment (HSE) Coordinator - SKA-Low Telescope
Job Reference	101284
Tenure	Specified Term – Full-time, Part-time or Job-share
Salary Range	AU\$70 874 - \$90 202 per annum, plus up to 15.4% superannuation + opportunity for overtime when on site
Location(s)	Geraldton, Western Australia and on site at Inyarrimanha Ilgari Bundara the CSIRO Murchison Radio-astronomy Observatory (approx. 8 days per month)
Relocation Assistance	Will be provided to the successful candidate if required
Applications are open to	Australian/New Zealand Citizens and Australian Permanent Residents
Client Focus – Internal	0%
Client Focus – External	100%
Position reports to the	This position will report to the SKA-Low Senior HSE Manager
Number of Direct Reports	0
Enquire about this job	To enquire about this job please reach out to the SKA-Low Senior HSE Manager, Georgia Prentice, on georgia.prentice@csiro.au for more information.
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](#).

The CSIRO Experience

As an employee of CSIRO, you will be eligible for the many benefits of working at Australia's National Science Agency. You can read more here:

1. [Life at CSIRO](#)
2. [Personal Development & Learning](#)
3. [Generous Leave & Conditions](#)
4. [Work / Life Balance](#)

Background

The SKA Observatory is a next-generation radio astronomy facility set to transform our understanding of the Universe and fundamental physics. By deploying cutting-edge technology, it will have a lasting impact on science and society. With investment totalling almost A\$3.5bn, the scale and reach of the facility will be unsurpassed.

The SKA Observatory is an Intergovernmental Organisation, supported on five continents and in both hemispheres under a unique partnership of sixteen nations. The SKA Observatory's facilities include its headquarters in the UK and radio-quiet sites in remote areas of South Africa and Australia, where the mid- and low-frequency telescopes are being built.

By constructing and operating these advanced telescopes, the SKA Observatory will become the world leader in radio astronomy, providing unparalleled research capabilities for decades.

In Australia, the SKA Observatory is collaborating with CSIRO, Australia's national science agency, to construct and operate the SKA-Low Telescope. SKA-Low teams are operating out of:

- Inyarrimanha Ilgari Bundara, the CSIRO Murchison Radio-astronomy Observatory on Wajarri Yamaji Country.
- Our Engineering Operations Centre on Nhanhangardi, Naaguja, Wilyny and Amangu Country in Geraldton.
- Our Science Operations Centre on Whadjuk Noongar Country in Perth.

Further Reading: [Explore CSIRO and the SKA-Low Telescope project](#)

Role Overview

Reporting to the Senior HSE Manager, the HSE Coordinator will be a key member of the SKA-Low Collaboration Team, based at the Engineering Operations Centre (EOC) in Geraldton. The role involves regular travel to the SKA-Low telescope construction site and supports the HSE team in coordinating training, ensuring compliance and records management, assisting with investigations and corrective action follow-up, generating reports, and supporting other HSE initiatives. It offers an excellent opportunity for the successful candidate to develop their knowledge, skills, and experience in the Health and Safety field.

The ideal candidate will bring strong organisational, coordination, communication, and time management skills to help the HSE team deliver expert advice effectively. While formal qualifications or extensive experience in HSE are not essential, a basic understanding of HSE legislation and experience in training or compliance will be beneficial.

This position would suit a junior HSE professional or someone with a background in administration and training who is ready to take the next step in their career. CSIRO supports staff in pursuing further training and qualifications and will provide on-the-job mentoring and guidance to help advance your career in Health and Safety.

CSIRO and the SKA Observatory are committed to fostering an inclusive and respectful workplace culture. We understand the importance of work-life balance and are open to discussing flexible working arrangements. This role is available on a full-time, part-time, or job-share basis—please indicate your preference in your application.

The Engineering Operations Centre is located on Nhanhangardi, Naaguja, Wilyny, and Amangu Country in Geraldton. Construction activities will take place at Inyarrimanha Ilgari Bundara, the CSIRO Murchison Radio-astronomy Observatory on Wajarri Yamaji Country. Regular travel to the construction site is required, approximately every second week to accompany the SKA-Low HSE

Advisor, with access via 9-seat charter aircraft. Infrequent travel to Perth may also be required to visit the Science Operations Centre on Whadjuk Noongar Country.

Duties and Key Result Areas

- Support the implementation of SKA-Low construction project HSE plans and procedures.
- Support SKA-Low teams training requirements by maintaining a systemic approach to managing training bookings, qualifications, certificates and training registers.
- Support the SKA-Low HSE Committee by managing an action register and helping action owners close out their tasks.
- Support teams to complete their risk assessments and make recommendations for reducing risk exposure.
- Reviewing open investigations and corrective actions and assisting owners to close them out in a timely manner.
- Coordinate integrated teams training exercises to test the effectiveness of site Emergency Response Plans.
- Support and improve the compliance and HSE document management on our online systems (SharePoint, Confluence).
- Accurately maintain records of inspections, assurance, training, and other activities.
- Support the ongoing review and improvement of the HSE Management System
- Adhere to the spirit and practice of CSIRO's and SKAO's Values, Code of Conduct, Health, Safety and Environment procedures and policy, Diversity initiatives and Zero Harm goals.

Selection Criteria

Essential

Under CSIRO policy only those who are able to demonstrate how they can meet the essential criteria may be appointed.

- Experience in Health and Safety administration, training, compliance, or a related project administration role.
- Valid C Class Driver's Licence.
- Proficiency in Microsoft Office and Microsoft 365 platforms (e.g. SharePoint, Teams, Outlook).
- Demonstrated experience in records management and compliance processes.
- Demonstrated experience of HSE in a construction environment.

Desirable

- Formal certification in Occupational Health and Safety, or practical site-based experience in a Health and Safety role.
- Willingness to undertake further training in Occupational Health and Safety as part of ongoing professional development.
- Experience working in remote or regional locations.
- Experience collaborating with construction teams or working in a construction environment.

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:** Sets up and maintains effective and efficient work teams and manages performance and resources, to achieve objectives. Chooses appropriate management strategies and communication styles to maintain high levels of motivation and productivity. Gives feedback for development purposes and provides support and direction for improvement.
- **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:** Plans, sets and works to meet challenging standards and goals for self and/or others. Recognises where endeavours will make the most impact or difference, decides on desired outcome and sets realistic goals to reach this target.
- **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

- The successful candidate will be required to gain a National Police Clearance or equivalent. This will be conducted by CSIRO, Talent Services, through our provider HireRight. 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 undertake a pre-employment medical examination prior to commencement.
- The successful candidate will be required to provide (or willing to obtain upon appointment to the role) a Construction Card (WHITE CARD).

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](#).

CSIRO and SKAO Values

Visit [CSIRO Online](#) and [Space and Astronomy](#) and [SKAO online](#) and [SKAO Location](#) for more information. In your application and at interview you will need to demonstrate behaviours aligned to our values of:

CSIRO	SKA Observatory
<ul style="list-style-type: none"> • People First • Further Together • Making it Real • Trusted 	<ul style="list-style-type: none"> • Diversity and Inclusion • Excellence • Collaboration • Creativity and Innovation • Sustainability and Safety