

## Position Details

### Administrative Services – CSOF4

**THE FOLLOWING INFORMATION IS FOR APPLICANTS**

Advertised Job Title	Health, Safety and Environment (HSE) Advisor - SKA-Low Telescope
Job Reference	102988
Tenure	Indefinite - Full-time, Part-time or Job-share
Salary Range	CSOF4 - AU\$100,103 to AU\$113,251 per annum, plus 15.4% superannuation plus overtime and applicable allowances for site based work
Location(s)	Geraldton, Western Australia - FIFO to Inyarrimanha Ilgari Bundara, the CSIRO Murchison Radio-astronomy Observatory
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 Advisor
Number of Direct Reports	0
Enquire about this job	To enquire about this job please reach out to the SKA-Low Senior HSE Advisor, Brendon Pham, on <a href="mailto:Brendon.pham@csiro.au">Brendon.pham@csiro.au</a> for more information.
Support and workplace adjustments	We offer a range of reasonable supports and workplace adjustments. Please let us know via email to <a href="mailto:mark.rice@csiro.au">mark.rice@csiro.au</a> if we can help you to equitably participate in our recruitment process or the role itself.
How to apply	Apply online at <a href="https://jobs.csiro.au/">https://jobs.csiro.au/</a> Internal applicants please apply via <b>Jobs Central</b> If you experience difficulties when applying, please email <a href="mailto:careers.online@csiro.au">careers.online@csiro.au</a> 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](#).

#### 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](#), Australian science and technology can solve seemingly impossible problems and create new value for all Australians. Visit [CSIRO.au](#) for more information.

## Background

The SKA Observatory (SKAO) is a global, next-generation radio astronomy facility that will revolutionise our understanding of the Universe.

The SKAO's two telescopes – SKA-Low in Western Australia and SKA-Mid in South Africa, will deliver more than half a century of transformational science for the international community. The SKA telescopes promise to have a major impact on society, in science and beyond, including developing new technologies that will deliver significant benefits to our everyday lives in years to come. By constructing and operating these advanced telescopes, the SKA Observatory will become the world leader in radio astronomy, providing unparalleled research capabilities for decades.

The SKAO is an intergovernmental organisation of 16 member and participating countries, with global headquarters in the UK. In Australia, the SKAO is partnering with CSIRO, Australia's national science agency, to construct and operate the SKA-Low telescope.

SKA-Low teams work across three sites:

- Inyarrimanha Ilgari Bundara, the CSIRO Murchison Radio-astronomy Observatory on Wajarri Yamaji Country.
- Our Engineering Operations Centre on Nhanhangardi, Naaguja, Wilynyu 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 Advisor, the HSE Advisor will be part of the SKA-Low Project Team based at the Engineering Operations Centre (EOC) with site travel to occur every second week.

This role will use a collaborative style for cultivating effective relationships with our people, contractors and other stakeholders. The HSE Advisor will have experience in providing field HSE support, be able to anticipate problems and provide solutions for changing circumstances, whilst managing priorities to service the needs of multiple work-fronts. Using a hands-on approach, the HSE Advisor will choose appropriate strategies for empowering all staff and contractors to work to a high HSE standard.

The HSE Advisor will provide diverse HSE Advisory support by performing and reviewing risk assessments, being proactive in providing a course of action to manage HSE issues, review contractor activities, monitor and test emergency plans, support investigations, help prepare HSE reports, support continuous improvement programs, and provide onsite HSE coaching and support to team members.

Our Engineering Operations Centre (EOC) is on Nhanhangardi, Naaguja, Wilynyu and Amangu Country in Geraldton. Construction will take place at Inyarrimanha Ilgari Bundara, the CSIRO Murchison Radio-astronomy Observatory on Wajarri Yamaji Country.

This role is based at both the EOC and site and will require rostered, regular travel to site. The fortnightly roster will be Monday – Friday in Geraldton, then four days on site the following week (generally travel by small 9-16 seater aircraft, Monday – Thursday). Please note that overtime rates for working days over 7.6 hours/day and weekend work will apply.

This role will also require infrequent domestic travel to Perth to our Science Operations Centre on Whadjuk Noongar Country.

CSIRO and the SKA Observatory value and respect difference, and we are committed to building an inclusive culture by creating an environment where you can balance a successful career with your commitments and interests outside of work. We believe that you will do your best at work if you have a work / life balance. We are open to discussing flexible working opportunities with this role being offered on a full-time, part-time or job share basis. Please raise your preference in your application.

### Duties and Key Result Areas

- Support the implementation of SKA project HSE plans and procedures.
- Support the SKA-Low site project leaders in ensuring site activities are aligned with project HSE plans through establishing forums and lines of communication that inform the site leaders adequately.
- Acquire a deep understanding of the respective business HSE risk profile and design and implement impactful HSE improvement initiatives.
- Be visible across project sites, building and maintaining relationships with internal and external stakeholders.
- Perform and review risk assessments and make recommendations for reducing risk exposure, drive activities for verifying the effectiveness of controls in the HSE area, monitor changing site conditions to ensure any additional risks are assessed and effectively controlled, and recommend improvements for maintaining the project Risk Register.
- Coordinate and support teams to complete external training such as 4WD, Emergency response, white card etc.
- Support incident investigations to identify the underlying causes and facilitate the development of actions to avoid recurrence.
- Engage with relevant stakeholders to enable the effective roll-out and communication of HSE programs and initiatives for cultivating a positive culture across the project.
- Lead HSE inductions and awareness training.
- Accurately maintain records of inspections, assurance, training, and other activities.
- Contribute to the development of the Annual HSE Improvement Plan and support the ongoing review and improvement of the HSE Management System.
- Adhere to the spirit and practice of CSIRO's Values, Code of Conduct, Health, Safety and Environment procedures and policy and diversity initiatives.
- 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.
- Other reasonable duties as directed.

### Selection Criteria

#### Essential

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

- Qualification in Occupational Health and Safety.
- Demonstrated ability to provide practical, field-based HSE advice and support.
- Demonstrated experience supporting emergency response planning and training.
- Strong communication and interpersonal skills, with the ability to build and maintain effective working relationships with project teams, contractors and site leaders.
- Proven ability to undertake, review and verify risk assessments, monitor changing site conditions, and validate the effectiveness of controls for the high-risk activities in a project setting.

#### Desirable

- Degree in Occupational Health and Safety or equivalent or willingness to undertake higher training as part of your ongoing professional development.
- Experience working in remote, site-based or FIFO environments.
- Experience providing HSE support to construction or major project teams.

- Familiarity with online Health and Safety Systems (Donesafe and Rapid Global preferred).

### Not sure if you need 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:** 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.

### 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 us know via email [mark.rice@csiro.au](mailto:mark.rice@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](#), 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](#) and [career development](#) opportunities. To learn more, visit [Careers at CSIRO](#).

We celebrate the uniqueness of our workforce and are committed to creating [diverse and inclusive teams](#) 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.

### 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.
- Due to the specific duties and/or conditions associated with this role, the preferred candidate will be required to undergo a pre-employment medical examination. A medical condition or physical disability will not impact eligibility unless it poses a health and safety risk or impacts the ability to perform the essential requirements of the role.

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