# Administrative Services – CSOF3

Role summary for potential applicants

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| Advertised Job Title**:** | Health, Safety and Environment Advisor |
| Reference Number**:** | 43110 |
| Classification**:** | CSOF3 |
| Salary Range: | AU $59k to AU $75k plus up to 15.4% superannuation |
| Location**:** | St Lucia, QLD |
| Tenure: | Specified Term of 1 year |
| Applications are open to: | Australian Citizens Only  Australian Citizens and Permanent Residents Only   * All Candidates |
| Functional Area**:** | Administrative Services |
| % Client Focus - Internal: | 100% |
| % Client Focus - External: | 0% |
| Reports to the: | HSE Manager, Agriculture and Food |
| Number of Direct Reports: | 0 |

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| **Role Overview:** |
| The role of Administrative Staff in CSIRO is to provide administrative and management services to support the effective provision of research and development activities. This involves the development and implementation and/or administration of policies, systems and procedures that assist the Organisation and the Business Units to achieve their objectives and meet Government and regulatory responsibilities.  The Health, Safety and Environment (HSE) function within CSIRO seeks to continuously improve the safety of the working environment to prevent injuries and illness, while caring for the natural and built environment. The HSE function is responsible for supporting the objectives of striving for Zero Harm in CSIRO and the delivery of a one-CSIRO HSE culture through consistency of strategy, procedure and deployment of initiatives. The HSE function is committed to reinforcing line management accountability by ensuring that professional and skilled HSE support is available, that effective working relationships are developed and sustained, and that best HSE practice can be transferred across CSIRO.  The HSE Advisor works effectively with local staff to deliver high quality HSE support and service on site. The role is the first point of contact for staff, both in responding to their requests for support and for delivering initiatives designed to prevent injury, illness and environmental harm. If staff do experience injury or illness, the HSE Advisor liaises with the Rehabilitation and Injury Management Team and HR staff as required. |

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| **Duties and Key Result Areas:** |
| * Develop strong trusted advisor relationships with CSIRO Agriculture and Food staff across the site to support the identification and control of HSE hazards and the consistent application of CSIROs HSE procedures. * Proactively network with site staff and other site stakeholders to identify opportunities for HSE improvement and communicate these opportunities to the CSIRO Agriculture and Food HSE Manager and site leader where applicable. * In consultation with CSIRO Agriculture and Food HSE Manager, participate in the delivery of HSE improvement initiatives across the site to reduce the potential for injury, illness and environmental harm. * Support the drive toward *One CSIRO* by demonstrating a willingness to assist others where possible and providing advice and support that is consistent with CSIRO procedures and internal best practice and by identifying opportunities to share best practice across work groups. * Actively participate in your team, promoting innovation and best practice, being flexible and adaptive in responding to the requirements put forward by the CSIRO Agriculture and Food HSE Manager. * Strive for “Zero Harm” (physical and psychological) – actively promote a positive safety culture through communicating positive behaviours and promoting safety leadership. * Communicate effectively and respectfully with all staff and collaborators in the interests of good business practice. * Apply practical knowledge, or demonstrate the ability to obtain necessary information, to generate improved solutions in work situations, trying creative ways to deal with problems and promote opportunities. * Work with the Rehabilitation and Injury Management Team so that they can provide effective support to injured/ill staff and their relevant line management. * Adhere to the spirit and practice of CSIRO’s Values, Health, Safety and Environment plans and policies, Inclusion and Diversity initiatives and Zero Harm goals. * Other duties as directed. |

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| **Selection Criteria:** |
| *Under CSIRO policy only those who meet all essential criteria can be appointed*  ***Pre-Requisites:***   1. **Education/Qualifications:** A Bachelor Degree in Occupational Health and Safety Science or similar, and/or relevant work experience. 2. **Communication:** The ability to clearly convey information and ideas, select the most appropriate method of communication, and establish effective interpersonal relationships with key internal and external stakeholders. 3. **Behaviours:**  A history of professional and respectful behaviours and attitudes in a collaborative environment. 4. **Adaptability:**  Demonstrated ability and willingness to change ideas, try different approaches and maintain professionalism and flexibility. 5. **Problem Solving:** Proven ability to investigate routine problems by identifying and considering the implications of a range of available alternative solutions.   ***Essential Criteria:***   1. Demonstrated ability to provide workplace Health Safety and Environment advice to staff in a research environment and deliver outcomes gained through relevant tertiary qualifications and/or strong knowledge of HSE legislation and standards with demonstrated work experience. 2. Demonstrated ability to develop trusted advisor and strong client relationships which foster networks to deliver HSE initiatives whilst contributing positively to a team environment. 3. Sound knowledge of Safety Management Systems and the correlation with legislation, Risk Management Plans and Safe Operating Procedures. 4. Demonstrated ability to identify and consider the implications of a range of available alternatives in order to select the most appropriate response to HSE problems of a familiar or recurring nature. 5. Demonstrated ability and willingness to put forward ideas by presenting factual information supported by data, definitions, examples, illustrations or other aids, which will assist in conveying meaning.   **Desirable Criteria:**   1. Experience working in research laboratories and office environments 2. High level computing skills – Microsoft suite of products   **CSIRO Values:**  As Australia’s Innovation Catalyst, CSIRO has strategic actions underpinned by behaviours aligned to Excellent science, Inclusion, Trust & Respect, Health, Safety & Environment and Deliver on commitments.  In your application and at interview you will need to demonstrate alignment with these behaviours.  ***Special requirements:***  To be eligible for this position you must be willing and able to travel across locations. Primarily based at St Lucia, but will be required to work at other site locations within South East QLD on occasion. |

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| **Other Information:** |
| **How to Apply**  Please apply for this position online at [www.csiro.au/careers](http://www.csiro.au/careers). You may be asked to provide additional information (online) relevant to the selection criteria. If so, then responding will enhance your application so please take the time to provide relevant succinct answers. Applicants who do not provide the information when requested may not be considered.  If you experience difficulties applying online call 1300 301 509 and someone will be able to assist you. Outside business hours please email: [csiro-careers@csiro.au](mailto:csiro-careers@csiro.au).  **Referees**: If you do not already have the names and contact details of two previous supervisors or academic/ professional referees included in your resume/CV please add these before uploading your CV.  **Contact:** If after reading the selection documentation you require further information please contact:  Stephen Virtuevia email: Stephen.Virtue@csiro.au or phone: +61 2 6246 5008  Please do not email your application directly to Stephen Virtue. Applications received via this method will not be considered.  **About CSIRO**  Australia is founding its future on science and innovation. Its national science agency, 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.  Find out more! [www.csiro.au](http://www.csiro.au). |