# Position Details

Role summary for potential applicants

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| **Advertised Job Title:** | HSE Advisor (Part-time 12 hours per week) |
| **Reference Number:** | 48244 |
| **Classification:** | CSOF4 |
| **Salary Range:** | AU $80k to AU $91k plus up to 15.4% superannuations (pro rata) |
| **Location:** | Lucas Heights, NSW |
| **Tenure:** | 12 Month |
| **Relocation assistance:** | Will be provided to the successful candidate if required. |
| **Applications are open to:** | Australian Citizens and Permanent Residents Only |

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| **Role Overview:** |
| The Health Safety and Environment function is responsible for supporting the objectives of striving for Zero Harm in CSIRO and the delivery of a one-CSIRO HSE culture by developing and implementing strategies, processes, systems and procedures as well as deployment of initiatives.  The HSE function is committed to supporting those with line management responsibility and accountability by ensuring that professional and skilled HSE support is available, effective working relationships are developed and sustained, and that best HSE practice is shared across CSIRO.  The HSE Advisor (Hobart) will deliver high quality HSE support and service on site. The advisor aids line management by timely response to their requests for support/guidance and delivering initiatives designed to prevent injury, illness and environmental harm. Advisors aim to influence culture with the intent of HSE being part of the ‘way we do business’. |

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| **Duties and Key Result Areas:** |
| * Develop strong coaching and mentoring relationships with line supervisors across multiple sites to support the identification and control of HSE risks and the consistent application of CSIRO’s HSE procedures. * Initiate collaboration with local representatives of other supporting functions to ensure they are provided with reliable and consistent advice and support. * In consultation with relevant HSE Managers, lead the delivery of HSE improvement initiatives across sites to reduce the potential for injury, illness and environmental harm. * Proactively network with site staff to identify opportunities for HSE improvement and communicate these opportunities to the HSE Manager. * Support the drive toward *One CSIRO* by 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 your HSE Manager. * Actively participate in development opportunities and demonstrate a commitment to learning and development, as well as sharing knowledge across your team, and where opportunities are provided, across the HSE function. * Strive for “Zero Harm” (physical and psychological) - promote a strong safety culture through active management of HSE performance. |

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| **Selection Criteria:** |
| *Please note: Under CSIRO policy only applicants who meet all the essential criteria can be appointed.*  Pre-Requisite   1. **Travel**: Ability and willingness to travel across locations as required. 2. **Education/Qualifications:** A relevant Degree, such as Health Safety & Environment;or Diploma in Health Safety and Environment and a degree in associated/complimentary field; or Diploma in Health Safety and Environment and significant HSE work experience 3. **Communication:** The ability to clearly convey information and ideas, adapted to others needs and priorities, and establish effective interpersonal relationships with key internal and external stakeholders. 4. **Behaviours:** A history of professional and respectful behaviours and attitudes in a collaborative environment. 5. **Adaptability:** Demonstrated ability to deal with ambiguity and adapt to changing circumstances and new responsibilities. 6. **Problem Solving:** Proven ability to investigate underlying issues of complex and ill-defined problems and develop appropriate responses through abstract thinking and using creative solutions.   Essential Criteria:   1. Ability to influence and promote a positive safety culture 2. Ability to develop strong internal and external client relationships to deliver HSE initiatives whilst contributing positively to a team environment 3. Ability to achieve outcomes across organisational boundaries and levels, with an appreciation of diversity and adopting an approach of inclusiveness 4. Strong coaching, mentoring and relationship building skills so as to influence others 5. Ability to manage an effective work schedule and operate autonomously   *Desirable Criteria:*   1. Industry experience in Remote Work and/or Chemical and/or Boating 2. Exposure to Office and Workshop Risk Management 3. Experience in HSE project management 4. Previous experience in coordinating small groups 5. Facilitation of Risk Workshops and understanding of Critical Controls 6. Development of Safety Management Systems 7. Exposure to ICAM Investigation 8. Contractor Management 9. Computing skills   **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. |

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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:  Barry Henderson via email at: Barry.Henderson@csiro.au or by phone on:  08 6436 8755.  *Please do not email your application directly to Barry Henderson. 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). |