# Administrative Services – CSOF2 to CSOF6

The following information is for applicants

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| Advertised Job Title**:** | Health Safety and Environment Manager |
| Job Reference | 58099 |
| Relocation Assistance**:** | Will be provided to the successful candidate if required. |
| Applications Are Open To: | [ ]  Australian Citizens Only[x]  Australian/New Zealand Citizens and Australian Permanent Residents Only* [ ]  All Candidates
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| Percentage of Client Focus - Internal: | 90% |
| Percentage of Client Focus - External: | 10% |
| Reports to the: | Executive Manager, HSE Business Partner |
| Number of Direct Reports: | TBC |
| Name and Contact Details For Applicant Enquiries  | Chris Olchoway 02 9490 8170 |
| Contact Details For Applying | Call 1300 984 220 or email csiro-careers@csiro.au.  |

**Role Overview:**

Administrative staff in CSIRO provides 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 HSE Manager reports to the Executive Manager - HSE Business Partner and will be responsible for proactively partnering with, coaching and positively influencing CSIRO’s operational line management and HSE advisors and aligning HSE goals to broader organisational goals. The HSE Manager will provide tailored support and coordinate the consistent delivery of HSE activities and initiatives for all business units across regions and the wider organisation to improve CSIRO’s safety and wellbeing culture.

Key relationships:

Internal: Business Unit (BU) Leaders and leadership teams, Operations Managers (ROMs), Site Leaders, Research Directors, Corporate Citizens and CBIS. Within the HSE Business Unit, critical relationships are with the EM HSE BPs, HSE Managers (counterpart), Wellbeing and Safety Manager , Specialists and Support

External: Clients, tenants and external stakeholders such as regulators (e.g. Comcare) as required.

**Duties and Key Result Areas:**

* Drive and support the implementation of CSIRO’s HSE strategy through technical leadership, communicating, coordinating and facilitating the consistent delivery of CSIRO’s strategic HSE activities across regions and multiple operational sites to cultivate a consistent and organisational approach to HSE.
* Lead and implement HSE projects to enable strategic outcomes and improvement.
* Build and maintain strong, proactive partnering relationships with key site leaders and staff, EM HSE BP’s and external stakeholders through developing knowledge and understanding of unique HSE needs across the organisation to enable the delivery of HSE priorities and initiatives, with a focus on consistent practices embedded across the organisation
* Guide, support and empower HSE Advisors to develop solutions to complex and challenging HSE issues in partnership with relevant workgroups.
* Build, motivate and lead successful teams with staff working across multiple sites to establish and maintain positive interpersonal relationships and influence positive, consistent HSE outcomes
* Develop and contribute to a cohesive, collaborative, innovative HSE leadership team, ensuring seamless and proactive connection between all areas of HSE and regional areas more broadly – modelling desired culture and empowering high level delivery.
* Coach, and facilitate the growth and development of site leaders and HSE teams utilising best practice and leveraging capability and communities of practice to enhance the overall HSE performance
* Manage HSE resourcing requirements across multiple operational sites to meet business unit requests for support.
* Endorse HSE culture change program and lead by example, acknowledging and promoting key desired behaviours to enable the growth of a high performing, positive and proactive HSE culture across the business.
* Promote an informed culture by working closely and proactively with EM HSE BPs, HSE Managers and the HSE Support Services and Specialists to ensure HSE knowledge, best practice and lessons learnt is shared across CSIRO
* Endorse and facilitate a culture of continuous HSE improvement across the organisation, specifically influencing regional / site leadership and workgroups.
* Facilitate development of innovative best practice solutions to regulatory non-compliances and performance deficiencies
* Adhere to the spirit and practice of CSIRO’s Values, Health, Safety and Environment plans and policies, Diversity initiatives and Zero Harm goals.
* Other duties as directed.

**Selection Criteria:**

*Under CSIRO policy only those who meet all essential criteria can be appointed.*

***Pre-Requisites:***

1. **Education/Qualifications:** A relevant tertiary qualification and/or greater than 5 year’s demonstrated experience in HSE management within large or complex organisations.
2. **Communication:** Able to listen, interpret and convey information and ideas in a clear, accurate manner and establish effective interpersonal relationships with a wide variety of people.
3. **Behaviours:** Able to demonstrate professional and respectful behaviours and attitudes and willingness to collaborate. Ability to professionally handle sensitive and confidential information, and use appropriate judgment and discretion.
4. **Adaptability:** Able to and willing to quickly adapt to technological, structural and procedural changes, and maintain professionalism and flexibility.
5. **Problem Solving:** Able to investigate clearly defined problems where the alternative solutions are limited and prescribed or apparent.

***Essential Criteria:***

1. Comprehensive knowledge and understanding of HSE legislation, codes of practice and standards.
2. Demonstrated collaborative leadership skills – utilising collective leadership skills to create connection across all teams within the HSE function and with other stakeholder teams. Shares and utilises team resources to provide seamless, organisational approach to the delivery of the HSE strategy.
3. Strong interpersonal skills, incorporating excellent communication (written and verbal), able to influence and persuade other HSE teams, business and external stakeholders on sometimes contentious issues.
4. Proven ability in building and leading a high performing teams, establishing work priorities and sharing resources to enable delivery of high quality and timely outcomes. Ability to work closely with other HSE teams to leverage skills and efficiencies and proactively implement cross skilling and expertise.
5. Proven ability in anticipating and managing complex or ill-defined problems and complex information in an often ambiguous environment through to effective resolution via reasoned arguments.
6. Demonstrated ability to partner and improve future performance by assessing risk and opportunities, overcoming problems and achieving strategic goals through peers and teams.
7. Demonstrated flexibility in thinking and adapting and adjusting strategies and actions in relation to organisational change in the interests of achieving team objectives.

**Other Information:**

***How to Apply:***

Please apply online at <https://jobs.csiro.au/> and enter requisition number **58094**. Internal applicants please apply via ‘Jobs Central’ in SAP (click ‘Recruitment’)

Please load your CV (Maximum 2MB). You may also be required to respond to some screening questions.

***Referees****:*

Please provide contact details of two previous supervisor or academic/professional referees in your resume/CV. We will ask your permission before contacting them.

Please do not email your application directly to Chris Olchoway. Applications received via this method may not be considered by the selection panel.

**About CSIRO:**

At CSIRO, we do the extraordinary every day. We innovate for tomorrow and help improve today – for our customers, all Australians and the world.

We imagine. We collaborate. We innovate.

[More about CSIRO](http://www.csiro.au/)

**About Health, Safety & Environment:**

Health, Safety and Environment (HSE) partners with all levels of the organisation coaching and influencing to make safety personal. They provide future focussed, leading-edge development and delivery of HSE programs that result in significant improvement in CSIRO’s wellbeing and safety culture.