# Manager – Health, Wellbeing and Injury Management

Role summary for potential applicants

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| Advertised Job Title**:** | Manager – Health, Wellbeing and Injury Management |
| Reference Number**:** | 58168 |
| Classification**:** | CSOF6 |
| Salary Range: | AU $111k to AU $130k per annum, plus up to 15.4% superannuation |
| Location**:** | Negotiable – Brisbane, Sydney, Canberra, Melbourne or Adelaide |
| Tenure: | Indefinite |
| Relocation assistance**:** | Will be provided to the successful candidate if required |
| Applications are open to: | Australian Citizens Only  Australian/New Zealand Citizens and Australian Permanent Residents Only |
| Functional Area**:** | Administrative Services |
| % Client Focus - Internal: | 80% |
| % Client Focus - External: | 20% |
| Reports to the: | Executive Manager, Wellbeing and Safety |
| Number of Direct Reports: | 7.5 FTE |

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| **Role Overview:** |
| The position of **Manager – Health, Wellbeing and Injury Management** reports to the Executive Manager (EM) – Wellbeing and Safety and has primary responsibility for leading and managing the Health, Wellbeing and Injury Management team. The role also holds responsibility for designing, implementing and providing continuous improvement to CSIRO’s approach to wellbeing including psychological and physical health as well as holistic injury management. Drawing on knowledge of best practice, internal and external data and staff feedback, this position will drive the development of programs, systems and processes to create and maintain a resilient and flourishing workforce.  **Key relationships:**  Internal: Business Unit (BU) Leaders, Human Resources Managers, Organisational Development and Change, Workplace Relations, HSE and Employment lawyers. Within the HSE Business Unit, critical relationships are with the EM HSE BPs, HSE Managers (counterpart), EM Wellbeing and Safety, Specialists and Support.  External: Comcare, Rehabilitation Providers. |

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| **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 Health, Wellbeing and Injury Management activities across regions and multiple operational sites to cultivate a consistent and organisational approach to HSE. * Lead and implement Health, Wellbeing and Injury Management projects to enable strategic outcomes and improvement. * Build and maintain strong, proactive partnering relationships with key internal and external stakeholders through developing knowledge and understanding of organisational Health, Wellbeing and Injury management needs to enable the delivery of HSE priorities and initiatives, with a focus on consistent practices embedded across the organisation. * Guide, support and empower HSE Team and stakeholders to develop solutions to complex and challenging Health, Wellbeing and Injury Management issues including best practice case management, in partnership with relevant workgroups. * Build, motivate and lead successful teams with staff working across multiple sites. * Establish and maintain positive interpersonal relationships and influence positive Health, Wellbeing and Injury Management outcomes. * Communicate effectively and respectfully with all staff, clients and suppliers in the interests of good business practice, collaboration and enhancement of CSIRO’s reputation. * Develop and contribute to a cohesive, collaborative, innovative HSE leadership team, ensuring seamless and proactive connections between all areas of HSE and the organisation more broadly – modelling desired culture and empowering high level delivery. * Coach, and facilitate the growth and development of key organisational leaders and HSE teams, utilising best practice and leveraging capability and communities of practice to enhance the overall Wellbeing and Injury Management performance. * Manage Health, Wellbeing and Injury Management resourcing requirements to meet innovative responses to new areas of musculoskeletal, wellbeing and the organisations psychosocial injury prevention including setting, measuring and reporting on KPI’s. * 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 Executive Management HSE Business Partners (EM HSE BPs), HSE Managers and the HSE Support Services and Specialists to ensure Health, Wellbeing and Injury Management knowledge, best practice and lessons learnt are shared across CSIRO. * Endorse and facilitate a culture of continuous HSE improvement across the organisation. * Facilitate development of innovative best practice solutions to regulatory non-compliances and performance deficiencies. * Take responsibility for the Rehabilitation Management System for CSIRO including the annual audit, CEO certification, and corrective action plan, and lead the team in achieving continuous improvement. * 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:** Relevant tertiary qualifications in a Medical, Allied Health or Public Health field and/or significant experience (~5+ years) in Health, Wellbeing or Injury Management within large or complex organisations. 2. **Communication:** Excellent written and verbal communication skills, evidenced by high-level reporting, presentation and negotiation abilities. 3. **Interpersonal/Influence:** Strong interpersonal skills including the ability to influence and persuade on sometimes contentious issues, and maintain strong connections with critical stakeholders. 4. **Behaviours:** A history of professional and respectful behaviours and attitudes in a collaborative environment. 5. **Knowledge:** Comprehensive knowledge and understanding of HSE legislation, codes of practice and standards, including:    1. Working knowledge of developing and achieving continuous improvement within a Rehabilitation Management System and of managing return to work cases under the *SRC Act 1988*.    2. Demonstrated experience in the application of the *Disability Discrimination Act 1992* to compensable and non-compensable claims.   ***Essential Criteria:***   1. Demonstrated collaborative leadership skills – utilising collective leadership skills to create connection across all teams within the HSE function and with other stakeholder teams; including the ability to share and utilise team resources to provide seamless, organisational approach to the delivery of the HSE strategy. 2. A history of building and leading high performing teams, establishing work priorities and sharing resources to enable delivery of high quality and timely outcomes. 3. Proven ability to work closely with other parts of the function to leverage skills and efficiencies and proactively implement cross skilling and expertise. 4. The ability to anticipate and manage complex or ill-defined problems and complex information in an often ambiguous environment, through to effective resolution using innovative approaches and reasoned arguments. 5. Demonstrated ability to partner and improve future performance by assessing risk and opportunities, overcoming problems and achieving strategic goals through peers and teams. 6. Flexibility in thinking, including the ability to adapt and adjust strategies and actions in relation to organisational change, in the interests of achieving team objectives.   **As Australia’s Innovation Catalyst, CSIRO has strategic actions underpinned by behaviours aligned to**:   * Excellent science * Inclusion, trust & respect * Health, safety & environment * Delivery 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 <https://jobs.csiro.au/> and enter requisition number **58168**. Internal applicants please apply via ‘Jobs Central’ in SAP (click ‘Recruitment’).  Please load one document containing your CV and a brief cover letter which outlines your suitability for the role and your motivations for applying (Maximum 2MB). At the end of the online application process, you will also be required to respond to some screening questions. Where text responses are required, to avoid being timed out of the system we recommend that you prepare your responses offline and paste them into the appropriate spot prior to submitting your application.  If you experience difficulties applying online call 1300 984 220 for assistance. Outside Australian 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:  **Ms Chris Olchoway** via email: [Chris.Olchoway@csiro.au](mailto:Chris.Olchoway@csiro.au)  Please do not email your application directly to Ms Olchoway. 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).  We work flexibly at CSIRO, offering a range of options for how, when and where you work. Talk to us about how this role could be flexible for you.  Find out more! [Balance](https://www.csiro.au/en/Careers/The-CSIRO-Experience/Balance).  The **CSIRO Health, Safety and Environment (HSE) team** successfully partners with staff across 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. |