# Position Details

## Administrative Services – CSOF6

The following information is for applicants

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| Advertised Job Title**:** | Health, Safety and Environment Manager – ACT / SA / WA Region |
| Job Reference: | 59717 |
| Relocation Assistance**:** | Will be provided to the successful candidate if required. |
| Applications Are Open To: | Australian/New Zealand Citizens and Australian Permanent Residents Only |
| Percentage of Client Focus - Internal: | 80% |
| Percentage of Client Focus - External: | 20% |
| Reports to the: | Executive Manager, HSE Business Partner |
| Number of Direct Reports: | 6 |
| Name and Contact Details For Applicant Enquiries: | **Mr Stephen Virtue**  Email: [Stephen.Virtue@csiro.au](mailto:Stephen.Virtue@csiro.au) |
| Contact Details For Applying: | Call 1300 984 220 or email [careers.online@csiro.au](mailto:careers.online@csiro.au). |
| How to Apply: | Please apply online at [jobs.csiro.au](https://jobs.csiro.au/) and enter the requisition number**.** Internal applicants please apply via ‘Jobs Central’ in SAP (click ‘Recruitment’)  Please do not email your application directly to Stephen Virtue.   Applications received via this method will not be considered by the selection panel. |

## 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 **Health, Safety and Environment (HSE) Manager** reports to the Executive Manager (EM) - HSE Business Partner and holds responsibility for proactive partnering, coaching and positively influencing CSIRO’s operational line management and HSE advisors. In order to improve CSIRO’s safety and wellbeing culture, the position facilitates the alignment of HSE goals to broader organisational goals. It provides tailored support, and coordinates the consistent delivery of HSE activities and initiatives for all business units across regions and the wider organisation.

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, Executive Management HSE Business Partners (EM HSE BPs) 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.
* 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 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 are 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.

## Competencies:

1. **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.
2. **Influence and Communication:** Identifies critical stakeholders and influences them via an influential third party, for example through an established network, to gain support for sometimes contentious, proposals/ideas
3. **Resource Management/Leadership:** Provides leadership that fosters an environment that encourages new ideas and provides support for the development of emerging skills. Creates trust by displaying consistency, understanding, integrity and patience. Plans, seeks, allocates and monitors resources to achieve outcomes.
4. **Judgement and Problem Solving:** Anticipates and manages problems in ambiguous situations. Develops and selects an appropriate course of action and provides for contingencies. Evaluates, interprets and integrates complex bodies of information and draws logical conclusions, synthesises proposals and defends options with reasoned arguments.
5. **Independence:** Assesses the risk and opportunity of identified strategies, options and actions. Overcomes problems and setbacks in achieving goals. Invariably includes consideration of value-added future impact on bottom line when determining the optimal and efficient use of resources.
6. **Adaptability:**Demonstrates flexibility in thinking and adapts to and manages the increasing rate of organisational change by adjusting strategies, goals and priorities.

## Essential Criteria:

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

1. Relevant tertiary qualifications or significant experience (~5+ years) in HSE management within large or complex organisations.
2. 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.
3. A history of building and leading high performing teams, establishing work priorities and sharing resources to enable delivery of high quality and timely outcomes.
4. Proven ability to work closely with other HSE teams to leverage skills and efficiencies and proactively implementing cross skilling and expertise.
5. 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.
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. 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.

**Special Requirements**

The person appointed will need to lodge a National Police Check (CSIRO will reimburse all costs associated) and receive clearance before commencing.

To be appointed to this position, the successful candidate must hold a current Australian Drivers Licence

## About CSIRO:

We imagine. We collaborate. We innovate. To find out more visit us [online](http://www.csiro.au/)!