# Position Details

## Administrative Services – CSOF4

The following information is for applicants

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| Advertised Job Title**:** | HSE Advisor – QLD (Part time) |
| Job Reference: | 59785 |
| 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: | HSE Manager |
| Number of Direct Reports: | 0 |
| Name and Contact Details For Applicant Enquiries : | Benita ChambersEmail: Benita.Chambers@csiro.auPhone: 07 3327 4307 |
| Contact Details For Applying: | Call 1300 984 220 or email 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 Benita Chambers.   Applications received via this method will not be considered by the selection panel. |

## Role Overview:

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. Australia is founding its future on science and innovation. 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. CSIRO is Australia's premier research body, delivering innovative science for the benefit of Australians.

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.

The HSE Advisor reports to the HSE Manager and will be responsible for delivering HSE service on the ground, regionally, by providing technical and practical HSE support to Corporate Citizens, Operational Managers, Research staff and other stakeholders. This role is focussed on delivering consistent education and training, regulatory advice and solutions to the organisation that will improve regional safety and wellbeing culture.

Key relationships:

Internal: Regional / Site operational and research staff/affiliates, HSE Corporate Citizens. Within the HSE Business Unit, critical relationships are with the HSE Managers, EM HSE BPs and HSE Advisors and HSE Specialist / Support team, Wellbeing and Injury Management.

This position is part time – 0.6Full Time Equivalent (FTE)

## Duties and Key Result Areas:

* Utilising discipline expertise, support implementation of CSIRO’s HSE strategy through planning and delivery of priority HSE activities and initiatives, with a focus on organisational consistency across the CSIRO sites supported.
* Contribute to HSE projects, provide input as required, positively challenging the status quo in an effort to influence continual HSE improvement.
* Develop and maintain strong relationships with site work groups through proactively anticipating their needs, understanding of their unique HSE needs and making recommendations to guide management decisions.
* With limited guidance, develop and review policies, procedures and systems and offer solutions to challenging HSE issues in partnership with relevant work groups.
* Contribute to a cohesive, collaborative, innovative HSE team and model desired culture. Provide hands on HSE practical support to operational staff, liaising with HSE Specialist when more specialist HSE support is required.
* Coach, and educate staff through knowledge sharing across relevant organisational teams utilising best practice and communities of practice to enhance the overall HSE performance.
* Flexibility and agility to contribute to multiple teams, managing multiple priorities, and supporting various staff needs.
* Endorse HSE culture and lead by example, acknowledging and promoting behaviours to enable a positive and proactive HSE culture across the business by sharing HSE knowledge, best practice and lessons learnt.
* Facilitate a culture of continuous HSE improvement across the organisation.
* Actively participate in the development of innovative best practice solutions to regulatory non-compliances and performance deficiencies.
* Communicate openly, effectively and respectfully with all staff, clients and suppliers in the interests of good business practice, collaboration and enhancement of CSIRO’s reputation.
* Work collaboratively as part of a multi-disciplinary, often regionally dispersed research team, and business unit to carry out tasks in support of CSIRO’s scientific objectives.
* Adhere to the spirit and practice of CSIRO’s Code of Conduct, 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: Uses knowledge of other party's priorities and adapts presentations or discussions to appeal to the interests and level of the audience. Anticipates and prepares for others reactions.**
3. **Resource Management/Leadership: Allocates activities, directs tasks and manages resources to meet objectives. Provides coaching and on the job training, recognises and supports staff achievements and fosters open communication in the team.**
4. **Judgement and Problem Solving:** Investigates underlying issues of complex and ill-defined problems and develops appropriate response by adapting/creating and testing alternative solutions.
5. **Independence: Recognise and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).**
6. **Adaptability:** Copes with ambiguity or situations that lack clarity. Adapts readily to changing circumstances and new responsibilities (which may include activities outside own preferences) in the interests of achieving team objectives. Recognises the need for and undertakes personal development as a result of changes.

## Essential Criteria:

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

1. Relevant tertiary degree, in relevant disciplines such as Health and Safety, Risk Management; or relevant work experience.
2. Demonstrated ability to work collaboratively and build strong relationships with all HSE teams and.
3. Proven ability to understand stakeholder priorities as well as leveraging and contributing to HSE teams in the design / delivery / implementation of communication strategies (written and verbal – eg training) to deliver consistent messaging across the organisation.
4. Proven ability in leading and participating in ongoing knowledge transfer across the HSE team and stakeholders. Provide support and direction for others in the team by coaching and supporting staff and fostering open communication and strong collaboration.
5. Proven ability in interpreting legislation and regulatory standards, as well as other information, to proactively identify problems and appropriately respond to issues.
6. Demonstrated to partner and improve performance by continuously improving the delivery of a consistent, best practice HSE services – eg making changes, different ways and methods, reviewing procedures
7. Demonstrated ability to collaborate with other teams across HSE and specific stakeholders to build the desired culture, with the ability to adapt to changing environments and challenges 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/)!