# MNF Safety Coordinator

Role summary for potential applicants.

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| Advertised Job Title**:** | MNF Safety Coordinator |
| Reference Number**:** | 57907 |
| Classification**:** | CSOF4 |
| Salary Range: | AU $80,833 to $91,451 plus up to 15.4% superannuation |
| Location**:** | Hobart, TAS |
| Tenure: | Term of 12 months |
| Relocation assistance**:** | Will be provided to the successful candidate if required |
| Applications are open to: | Australian/New Zealand citizens and Permanent Residents |
| Functional Area**:** | Technical Services |
| % Client Focus - Internal: | 70% |
| % Client Focus - External: | 30% |
| Reports to the: | MNF Science Operations Manager |
| Number of Direct Reports: | NIL |

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| **Role Overview:** |
| Funded by the Australian Government since 1984, the Marine National Facility (MNF) provides a keystone element of the nation’s research infrastructure by providing the only blue-water research capability available to Australian marine researchers and their international collaborators for work in Australia’s vast marine estate. Access is provided through an independent and peer reviewed applications process focused on scientific and/or technical excellence, the potential to contribute to Australia’s national benefit and the ability of the research team. This ensures research undertaken through the MNF is specifically selected for excellence and contribution to Australia’s national benefit, and provides key information to government, industry and other stakeholders to support evidence-based decision-making focused on research challenges in fisheries management, geological resources, regional and global climate, coastal and offshore developments and marine operations.  Owned and operated by CSIRO and overseen by an independent Steering Committee, the MNF is managed as a CSIRO Business Unit through a small team in Hobart known as the Ships Management Group. Led by the MNF Director, the Ships Management Group is responsible for governance committee support and policy development. The team manages a marine industry ship management contract for the crewing and maintenance of RV *Investigator* and a service level agreement within CSIRO for the provision of technical support and data management for MNF scientific equipment. Major functions include the management of an independent applications for sea time process, ship scheduling and the operational planning, implementation and oversight of MNF multi-disciplinary blue-water marine research voyages.  As part of a dynamic and flexible team, the Safety Coordinator will be responsible for supporting the delivery of voyages for the safe and effective operation of the Marine National Facility (MNF). The Safety Coordinator will work as part of the Ships Management Group in the Operations Team and oversee HSE related aspects in the delivery of multi-disciplinary blue-water research voyages on the RV *Investigator*. They will work collaboratively with the MNF ship management group and its contractors, vessel users and the broader CSIRO HSE team to deliver safe and effective research voyages.  This role is primarily tasked with providing guidance and advice within the context of planning research voyages and ship board laboratory based work. Key activities would be developing and implementing safety documentation (JSEA, SWI, procedure) conducting voyage specific risk assessments, induction and training platforms and supporting the review and close out incidents. The role may involve travel and there may be opportunity to go to sea as part of providing support more broadly in the MNF. |

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| **Duties and Key Result Areas:** |
| **As part of a dynamic and flexible team, under specific direction the MNF Science Operations Manager, the Operations Officer will:**   * Engage with MNF internal and external stakeholders to develop and manage relationships through: * Working adaptively, positively and collaboratively as a member of the MNF Ship Management Group * Having the ability to adapt and respond to ill-defined situations * Effectively communicate complex information to various audiences ensuring optimal outcomes * Provide practical support for research voyages through: * Provide operational advice and support to the MNF management team for research voyages including voyage risk assessments, ship based laboratory work, mobilising and demobilisation activities including working in ports around Australia and overseas * Implement induction and training packages to ensure staff and science participants can work safely at sea. * Continual improvement of voyage HSE documentation and ensuring relevant processes are in place and implemented * Ensuring compliance with organisational and Commonwealth requirements * Development of risk assessments and operating procedures for laboratory work and other research vessel activities including the use of MNF and user supplied scientific equipment * Working with research vessel users to integrate voyage planning for laboratory and other voyage activities with vessel safety systems * Ensuring timely closeout of vessel incident reports through the capture and review HSE reports and engagement with the MNF ship management contractor and ship users * Maintaining servicing requirements for vessel lab equipment. * Other HSE activities as required * Support MNF management by: * Working adaptively, positively and collaboratively as a member of the MNF Ship Management Group and other internal and external stakeholders. |

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| **Selection Criteria:** |
| *Under CSIRO policy only those who meet all essential criteria can be appointed.*  ***Pre-Requisites:***   1. Related tertiary qualification or HSE qualification with relevant experience in marine research operations. 2. A willingness and ability to travel in order to provide operational support in domestic or foreign ports. 3. The ability to obtain a Maritime Security Identification Card.   ***Essential Criteria:***   1. Demonstrated experience and knowledge of the conduct of marine research and vessel operations with a focus to HSE; 2. Demonstrated experience in applying organisational policy in laboratory safety to the research vessel environment and permitting compliance of research operations; 3. Ability to conduct risk assessments and prepare safe working procedures for research vessel activities including laboratory work; 4. Superior communications skills to engage with a wide range of stakeholders and negotiate operational outcomes; 5. Demonstrated experience in providing high level complex support and advice to senior management and effective client and staff liaison in a fast paced and complex environment; 6. Demonstrated ability to work effectively and independently in a professional team environment; and 7. Highly developed time management and organisational skills with the ability to prioritise demands, and escalate issues as appropriate; establishing priorities for managing multiple tasks and deadlines.   ***Desirable Criteria:***   1. Hold a current Australian drivers licence.   **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.**  ***Special requirements:***  This role may provide an opportunity to go to sea on RV *Investigator*. This will require the successful candidate to undertake a pre-voyage medical assessment and be determined fit to deploy. |

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| **Other Information:** |
| **How to Apply**  Please apply for this position online at <https://jobs.csiro.au/> and enter requisition number **57907**. Internal applicants please apply via ‘Jobs Central’ in SAP (click ‘Recruitment’)  Please load your CV and cover letter (Maximum 2MB). You may also be required to respond to some screening questions.  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** Please provide contact details of two previous supervisors or academic/professional referees in your resume/CV.  **Contact:** If after reading the position details you require further information please contact:  Matt Kimbervia email: matt.kimber@csiro.au or phone: +61 3 6232 5186  Please do not email your application directly to Matt Kimber. 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).  **CSIRO Marine National Facility**  The Marine National Facility operates Australia’s only blue-water research vessel dedicated to marine research throughout Australia’s vast ocean territories.  Find out more! <http://www.mnf.csiro.au/> |