# Position Details

## Administrative Services – CSOF3-4

The following information is for applicants

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| Advertised Job Title**:** | HSE Adviser |
| Job Reference: | 61995 |
| 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: | 90% |
| Percentage of Client Focus - External: | 10% |
| Reports to the: | HSE Manager – VIC/TAS |
| Number of Direct Reports: | 0 |
| Name and Contact Details For Applicant Enquiries:  | Danielle McNicol via email: Danielle.Mcnicol@csiro.au  |
| 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 Danielle McNicol. 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.

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 Adviser reports to the HSE Manager and will be responsible for delivering HSE services regionally, and providing technical and practical HSE support to research staff, affiliates, leadership teams, corporate citizens, operational managers and other stakeholders. This role is focussed on delivering consistent education, training, regulatory advice and solutions to the organisation that will improve regional safety and wellbeing, and enhance personal accountability for HSE.

Within the HSE function, the HSE Advisor will closely work with the HSE Managers, HSE Advisers, HSE Business Unit Partners, HSE Specialist Team, and Wellbeing and Injury Management Team.

Within the State/Site, the HSE Advisor will maintain critical relationships with operational and research staff and affiliates, site leaders and HSE corporate citizens.

Note that the position is offered across two salary levels. For appointment at the higher salary level (CSOF4), as well as satisfying the essential criteria (listed below), you will need to demonstrate higher level skills in hazard management and have the ability to influence senior leaders. You will also have considerable/significant/extensive experience in HSE.

## Duties and Key Result Areas:

* Support the implementation of CSIRO’s HSE strategy through the planning and delivery of priority HSE activities and initiatives, with a focus on organisational consistency across CSIRO sites.
* Contribute to HSE projects and positively challenge the status quo in an effort to influence continual HSE improvement across the organisation.
* Develop and maintain strong relationships with site work groups, understand their unique HSE needs and make recommendations to guide management decisions.
* Contribute to a cohesive, collaborative and innovative HSE team, provide hands on HSE practical support to operational staff, and liaise with the HSE Specialist team 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.
* Endorse HSE culture and lead by example, acknowledging and promoting behaviours to enable a positive and proactive HSE culture across the business.
* Be flexible and agile to contribute to multiple teams, managing multiple priorities, and supporting various staff needs.
* Using discipline expertise, develop and review policies, procedures, systems and make recommendations to guide management decisions.
* 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.

## Essential Criteria:

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

1. Relevant tertiary degree in a related discipline such as science, Health, Safety & Environment, risk management, or relevant work experience
2. Demonstrated ability to collaborate with other teams across HSE and specific stakeholders to build strong relationships and the desired culture, with the ability to adapt to changing environments and challenges in the interests of achieving team objectives
3. Experience in leading and participating in ongoing knowledge transfer across HSE teams and stakeholders, and providing support and direction for others in the team by coaching and supporting staff and fostering open communication and strong collaboration
4. Proven experience to understand stakeholder priorities as well as leveraging and contributing to HSE teams in the design, delivery and implementation of communication strategies (written and verbal, e.g., training) to deliver consistent messaging across the organisation
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 ability to partner and improve performance by continually improving the delivery of a consistent, best practice HSE service, e.g., making changes, different ways and methods, reviewing procedures

**For appointment at the higher (CSOF4) salary level, further to satisfying the Essential Criteria listed above, you must also have:**

1. Significant experience in hazard management
2. Higher level communication and interpersonal skills

## Special Requirements:

The person appointed will need to lodge a National Police Check (CSIRO will reimburse all costs associated) and receive clearance before commencing. A further security clearance may be necessary according to site requirements.

To be appointed to this position, the successful candidate must hold a current Australian Drivers Licence as some driving between sites may be required.

## Competencies:

**For appointment at CSOF3 salary level, you will be expected to demonstrate the following competencies-**

1. **Teamwork and Collaboration: Proactively seeks and considers the ideas and opinions of others from within and outside the team to help form decisions, plans or actions.**
2. **Influence and Communication: Puts forward ideas by presenting factual information supported by data, definitions, examples, illustrations or other aids, which will assist in conveying meaning.**
3. **Resource Management/Leadership: Provides instruction and assists other staff to complete allocated tasks and activities.**
4. **Judgement and Problem Solving:** Identifies and considers the implications of a range of available alternatives in order to select the most appropriate response to problems of a familiar or recurring nature.
5. **Independence: Recognise and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).**
6. **Adaptability:** Willingness to change ideas or perceptions based on new information, contrary evidence or other people's points of view. Prepared to try out different approaches.

**For appointment at CSOF4 salary level, you will be expected to demonstrate the following 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.

## About CSIRO:

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