# Position Description

## General Management – CSOF7

The following information is for applicants

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| Advertised Job Title**:** | Executive Manager – HSE Business Partner |
| Job Reference: | 62866 |
| 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   * All Candidates |
| Percentage of Client Focus - Internal: | 90% |
| Percentage of Client Focus - External: | 10% |
| Reports to the: | Director – Health Safety and Environment |
| Number of Direct Reports: | 0 |
| Name and Contact Details For Applicant Enquiries: | Ms Stephanie Hoss via email: [stephanie.hoss@csiro.au](mailto:stephanie.hoss@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’ through the ‘People Hub’ icon |

## Role Overview:

The Health, Safety and Environment (HSE) team partners with all levels of the organisation through coaching and influencing to make safety personal.  We provide future focussed, leading-edge development and delivery of HSE programs that result in significant improvement in CSIRO’s wellbeing and safety culture.

The Executive Manager reports to the HSE Director and is responsible for partnering with, coaching and positively influencing CSIRO’s senior leaders. The role will provide tailored HSE support and be involved in developing and delivering innovative strategic HSE programs to enhance CSIRO’s safety and wellbeing culture. This role will work with the Chief Operating Officer, Executive Director Growth and Executive Director People.

**Key relationships:**

*Internal*: CSIRO Executive team, Business Unit Directors, Research Directors, Research Operations Managers, HR Managers, EM - HSE Business Partners (BPs) and EM Wellbeing and Safety (counterparts), HSE Specialist Centres of Expertise, HSE Managers, and HSE Advisors.

*External:* Stakeholders such as regulators (e.g. Comcare, ARPANSA), collaborative partner organisations, other organisations in order to learn from them and expand CSIRO’s influence.

## Duties and Key Result Areas:

* Drive the development and implementation of CSIRO’s HSE strategy to deliver a step change improvement in the organisations HSE performance through an innovative, consistent HSE approach while embracing CSIRO’s unique needs.
* Develop, lead and implement HSE strategic projects to enable outcomes and facilitate change across the organisation.
* Build and maintain strong and partnering relationships with Business Unit Executive teams, customers and stakeholders through developing a deep understanding of their respective needs to enable the development and delivery of HSE priorities and initiatives, with a focus on consistent practices embedded across the organisation.
* Coach, mentor and facilitate Business Unit Leadership teams and HSE teams, utilising best practice and leveraging capability and communities of practice to enhance the overall HSE performance.
* Build, motivate and lead successful teams working across multiple sites with ability to establish and maintain positive interpersonal relationships and influence positive, consistent HSE outcomes.
* Develop, influence and contribute to cohesive, collaborative and innovative senior leadership teams within CSIRO leadership and HSE, ensuring seamless and proactive connection between all areas of HSE and the organisation more broadly – modelling desired culture and empowering high-level delivery. Ensure the cohesion and integration through business unit and regional delivery.
* Oversee HSE resourcing requirements across multiple operational sites to meet requests for support.
* Lead development and implementation of the evolving CSIRO 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 organisation, with an emphasis on a consistent, organisational approach to HSE.
* Promote an informed culture by working closely and proactively with HSE BPs, HSE Managers and the HSE Support Services and Specialists to ensure HSE knowledge, best practice and lessons learnt is shared across CSIRO.
* Develop and foster a culture of continuous HSE improvement across the organisation, specifically influencing CSIRO leadership.
* Facilitate development of innovative best practice solutions to significantly improve HSE performance both culturally and from a regulatory perspective.
* 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 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.

## CSIRO Competencies: DO NOT DELETE OR EDIT

1. **Teamwork and Collaboration: Creates and fosters an environment in which there is a high level of cooperation within and between teams. Facilitates positive team relationships to build organisational interaction across CSIRO.**
2. **Influence and Communication: Uses complex influencing strategies, for example, assembling strategic coalitions, building behind the scenes support and the tactical use of information to gain support.**
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 and understanding through 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: Commits significant resources in the face of uncertainty and takes calculated risks to improve performance and achieve challenging goals. Uses personal energy to drive change strategies. Formulates and implements contingency plans to minimise the impact of potential risks. Accepts personal responsibility for the outcomes of decisions/risks taken.**
6. **Adaptability:** Is flexible in response to external change or when faced with external constraints. Identifies and promotes the opportunities arising as a result of change.

## Selection Criteria:

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

1. A relevant tertiary qualification and a minimum of 5 years of experience in HSE leadership and management within large or complex organisations.
2. Extensive HSE business partner experience in the areas of culture change, leadership, legislative framework and the responsibilities of organisations and leaders.
3. Demonstrated collaborative leadership skills, e.g. utilising collective leadership to create connection across all teams within the HSE team and across the broader organisation to provide a seamless, organisational approach, leveraging specialist capability and establishing work priorities to enable delivery of high quality and timely outcomes.
4. Strong interpersonal skills, incorporating excellent communication (written and verbal), complex influencing and persuasiveness strategies and ability to work with staff and stakeholders across geographically-diverse locations on a range of related/non-related business functions to gain support.
5. Proven ability in thinking laterally and strategically, developing and selecting appropriate course of action, providing contingencies, particularly through ambiguity.
6. A proven track record of building, motivating and supporting high performing teams including leadership and partnering to improve performance, drive and deliver challenging goals through managers, teams and others resulting in strategic change.
7. Previous experience fostering a culture committed to flexibility and adaptability, diversity and inclusion, customer centric service delivery while managing technically excellent and cutting-edge work and continuous improvement.

## Special Requirements:

Appointment to this role are subject to a National Police Check.

## About CSIRO:

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