# Position Details

## Administrative Services- CSOF5

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| The following information is for applicants | |
| Advertised Job Title | HSE Business Partner Advisor |
| Job Reference | 63421 |
| Tenure | Indefinite  Full-time |
| Salary Range | AU$98,735 to AU$106,848 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Negotiable – most major CSIRO sites within Australia |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian/New Zealand Citizens and Australian Permanent Residents Only |
| Position reports to the | Executive Manager – HSE Business Partner |
| Client Focus – Internal | 90% |
| Client Focus – External | 10% |
| Number of Direct Reports | 0 |
| Enquire about this job | Mrs Stephanie Hoss via email: [stephanie.hoss@csiro.au](mailto:stephanie.hoss@csiro.au) |
| How to apply | Apply online at <https://jobs.csiro.au/>  Internal applicants please apply via **Jobs Central**  If you experience difficulties when applying, please email [careers.online@csiro.au](mailto:careers.online@csiro.au) or call 1300 984 220. |

### 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) team partners with all levels of the organisation through coaching and influencing to make safety personal.  The team 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 Business Partner Advisor will report to one of our four (4) HSE Business Partners as well as working as part of the broader HSE team. This role is responsible for delivering HSE services by providing tailored technical and specialist HSE support and being involved in developing and delivering strategic HSE programs to enhance CSIRO’s safety and wellbeing culture focusing on the sector and supporting the HSE Executive Manager.

## **Key relationships:**

## Internal: Business Unit Leadership Teams, Research Directors, Research Operations Managers, HR Managers, EM - HSE Business Partners (BPs), HSE Business Partner Advisors’, 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:

* Contribute to the implementation of CSIRO’s HSE strategy, through planning and delivery of priority HSE activities and initiatives across the sectors, with a focus on organisational consistency.
* Support development of innovative best practice solutions to significantly improve HSE performance both culturally and from a regulatory perspective.
* Develop a working knowledge, establish networks and strong relationships with clients and the HSE team.
* Provide support to staff, liaising with Regional HSE teams and with HSE Specialist when more specialist HSE support is required.
* Develop a deep understanding of the HSE risk profile and design and implement impactful HSE improvement initiatives.
* Project-manage specific HSE initiatives for relevant sector.
* Contribute to a cohesive, collaborative, innovative HSE team and model desired culture.
* Act with flexibility and agility to contribute to multiple teams, manage multiple priorities and supporting various needs.
* Liaise with clients to determine their needs, tailoring solutions to potentially conflicting requirements, taking personal responsibility for client satisfaction, and correcting problems promptly and in a constructive manner.
* Work collaboratively as part of a multi-disciplinary, often regionally dispersed team to carry out tasks in support of CSIRO scientific objectives.
* 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.

## **Required Competencies:**

* **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.
* **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.
* **Resource Management/Leadership:** Sets up and maintains effective and efficient work teams and manages performance and resources, to achieve objectives. Chooses appropriate management strategies and communication styles to maintain high levels of motivation and productivity. Gives feedback for development purposes and provides support and direction for improvement.
* **Judgement and Problem Solving:** Investigates underlying issues of complex and ill-defined problems and develops appropriate response by adapting/creating and testing alternative solutions.
* **Independence:** Plans, sets and works to meet challenging standards and goals for self and/or others. Recognises where endeavours will make the most impact or difference, decides on desired outcome and sets realistic goals to reach this target.
* **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.

## **Selection Criteria**

#### Essential

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

1. Relevant tertiary qualifications and relevant HSE work experience.
2. Proven ability to understand stakeholder priorities and contribution in the design, delivery, and implementation of strategies to improve HSE.
3. Demonstrated ability to work collaboratively and build strong relationships with all HSE teams and stakeholders.
4. Demonstrated highly developed influencing and relationship management skills.
5. Demonstrated success in transition and change management for multi-disciplinary, complex projects.
6. Demonstrated project management and project delivery capabilities.

Special Requirements

Appointment to this role may be subject to conditions including provision of a national police check as well as other security/medical/character clearance requirements.

Please note that people with criminal records are not automatically deemed ineligible. Each application will be considered on its merits.

Interstate and regional travel is required in this role.

## **About CSIRO:**

We solve the greatest challenges through innovative science and technology. To find out more visit us [online](http://www.csiro.au/)!