# HSE Administration Support

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| Advertised Job Title**:** | Administration Support |
| Classification**:** | CSOF3 |
| Location**:** | Various – Canberra ACT, Clayton VIC, Kensington WA) |
| Tenure: | Specified Term of 12 months |
| Relocation assistance**:** | Will be granted to the successful candidate |
| Applications are open to: | Australian Citizens and Permanent Residents Only |
| Functional Area**:** | Administrative Services |
| Reports to the: | Executive Manager x 3, Health, Safety & Environment |

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| **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 Administration Support Officer reports to three Executive Managers (Business Unit Partners), Health Safety & Environment and will be responsible for supporting and coordinating day to day responsibilities to provide effective, organised HSE service delivery that is responsive to the needs of the wider organisation.  Key Relationships:  Internal: Executive Manager (Business Unit Partner and EM Wellbeing and Safety counterpart), wider HSE team, CSIRO Executive team, Business Unit Directors, Research Directors, Research Operations Managers and wider CSIRO community.  External: Stakeholders such as regulators (eg Comcare, ARPANSA) Collaborative partner organisations. |
| **Duties and Key Results Areas:** | |
| Under guidance, support implementation of CSIRO’s HSE strategy through administrative support of priority HSE activities and initiatives, including:  diary management, including arranging travel and management of expenses  administration of key HSE systems  Providing a proactive point of contact for Business Unit Partners.   * + Manage the storage and retrieval of information in an electronic form. * Develop effective working relationships with key internal, and external, contacts and groups, acting as a key communication point for Business Unit Partners, HSE and the wider CSIRO community, driving the follow up of actions and reporting back on progress. * Contribute to a cohesive, collaborative, innovative HSE team and model desired culture. Provide HSE practical support, utilising organisational resources. * Knowledge sharing across relevant organisational teams utilising best practice and communities of practice to enhance the overall HSE performance * Support a culture of continuous HSE improvement across the organisation | |

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| **Selection Criteria** |
| **Pre-Requisites:**   1. Demonstrated experience providing high level administrative assistance, with strong organisational and prioritising skills and the ability to adapt quickly to new technology. 2. Demonstrated professional and respectful behaviours and attitudes in a team environment. 3. Demonstrated ability to professionally handle sensitive and confidential information, and use appropriate judgment and discretion. 4. Demonstrated experience with Microsoft office suite of programs.   **Essential Criteria**   1. Demonstrated ability to proactively contribute to teams – both within HSE and the wider organisation. Contributes with ideas and opinions and considers others ideas to inform decisions, plans or actions. 2. Ability to understand stakeholders and provide procedural interpretation, training and advice to meet their needs. 3. Proven ability to prioritise work and share knowledge across the team with limited supervision. 4. Ability to identify and consider 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. Ability to demonstrate stakeholder satisfaction by continuously improving the delivery of a consistent, best practice HSE services. 6. Collaborates with other teams across HSE and specific stakeholders to build the desired culture, with the ability to adapt to changing environments in the interests of achieving team objectives. |