# Position Details

## Administrative Services – CSOF4

The following information is for applicants

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| Advertised Job Title**:** | HSE Advisor |
| Job Reference: | 62365 |
| Relocation Assistance**:** | Will be provided to the successful candidate if required. |
| Applications Are Open To: | Australian Citizens Only |
| Percentage of Client Focus - Internal: | 100% |
| Percentage of Client Focus - External: | 0% |
| Reports to the: | HSE Manager |
| Number of Direct Reports: | 0 |
| 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’)  |
| Contact details to discuss this position: | Andrew Learey via email: Andrew.Learey@csiro.au*Please do not email your application directly to Andrew Learey. Applications received via this method will not be considered.* |
| If you have difficulty applying please contact: | Call 1300 984 220 or email csiro.online@csiro.au between 8.30 am and 5 pm Australian east coast time. |

## Role Overview:

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 Advisor works within the AAHL facility as part of the overarching Quality, Assurance and Compliance Unit to partner with the business in the provision of HSE information.

The HSE Advisor reports to the Quality Assurance and Compliance Unit and will deliver HSE services on the ground, and regionally, by providing technical and practical HSE support to Corporate Citizens, Operational Managers, Research staff and other stakeholders. This Advisor will focus on delivering consistent education and training, regulatory advice and solutions to the organisation that will improve regional safety and wellbeing culture.

**Key relationships:**

Internal: Regional / Site operational and research staff/affiliates, HSE Corporate Citizens. Within the HSE Business Unit, critical relationships are with the HSE Managers, EM HSE BPs and HSE Advisors and HSE Specialist / Support team, Wellbeing and Injury Management.

## Duties and Key Result Areas:

* Support the implementation of CSIRO’s HSE strategy through planning and delivery of priority HSE activities and initiatives, with a focus on organisational consistency across the CSIRO sites supported.
* Contribute to HSE projects, provide input and positively challenging the status quo in an effort to influence continual HSE improvement.
* Develop and maintain strong relationships with site work groups through proactively anticipating their needs, understanding of their unique HSE needs and making recommendations to guide management decisions.
* With limited guidance, develop and review policies, procedures and systems and offer solutions to challenging HSE issues in partnership with relevant work groups.
* Contribute to a cohesive, collaborative, innovative HSE team and model desired culture.
* Provide hands on HSE practical support to operational staff, liaising with HSE Specialist 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
* Flexibility and agility to contribute to multiple teams, managing multiple priorities, and supporting various staff needs.
* Endorse HSE culture and lead by example, acknowledging and promoting behaviours to enable a positive and proactive HSE culture across the business by sharing HSE knowledge, best practice and lessons learnt.
* Facilitate a culture of continuous HSE improvement across the organisation
* 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.

## 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.

## Essential Criteria:

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

1. A relevant tertiary qualifications and / or substantial relevant HSE work experience.
2. Comprehensive knowledge and understanding of HSE legislation, codes of practice and standards
3. Demonstrated experience with Microsoft office suite of programs.
4. Proven ability to understand stakeholder priorities as well as leveraging and contributing to HSE teams in the design / delivery / implementation of communication strategies (written and verbal – eg training) to deliver consistent messaging across the organisation.
5. Proven ability in leading and participating in ongoing knowledge transfer across the HSE team and stakeholders.
6. Proven ability in interpreting legislation and regulatory standards, management of HSE systems, projects and stakeholders, to proactively identify problems and appropriately respond to issues.
7. Strong project management and a demonstrated ability to partner with the business as a trusted advisor.

## Special Requirements:

**Security Assessment and Microbiological Security Requirements for Personnel Working on the Australian Animal Health Laboratory (AAHL) Site:**

1. The nature of our work requires that each person working on site must comply with the conditions described below.
2. Certain positions including those working in the AAHL microbiological secure area will require security clearance at a level appropriate to duties of the position. Confirmation of the appointment is subject to obtaining that clearance.
3. It is essential that all work on exotic or emerging diseases carried out at AAHL is conducted in a safe manner to prevent the escape of the disease agents used, and to this end, all activities and personnel will be subject to appropriate microbiological security measures. Consequently, while working at AAHL, you may not reside on a property on which are kept any of the following animals: sheep, cattle, pigs, goats, horses, asses, mules and camelids, any other cloven-hoofed animal, fowls, turkeys, geese, domestic ducks, caged birds, emus or ostriches. Personnel working with diseases of aquatic animals may not keep aquarium fish at their place of residence and at times specific species may be excluded depending on the nature of the work conducted.
4. In addition, for a period of seven days after working in the microbiologically secure area of AAHL, personnel may not have close contact with any of the above animals, amphibians or birds or the actual places where these animals are held, or visit any aquatic animal farm or aquatic animal hatchery.
5. Working in the barrier maintained Small Animal Facility or the Werribee Animal Health Farm requires avoidance of additional animals such as mice, rats, guinea pigs, rabbits, ferrets and poultry of a minimum of 3 days prior to arrival.
6. Certain positions will require medical assessment and vaccinations against various agents.
7. Positions working at PC4 will also require a pre-employment psychological assessment.
8. Given AAHL’s role in the International Regional Program, there may be a requirement for some personnel to travel internationally and if required for this work, suitable staff should be able to obtain a valid passport and obtain applicable vaccinations.
9. Should an emergency response situation arise, AAHL may be required to implement the Emergency Animal Disease Response Plan and personnel may need to contribute to response requirements, including after hours work
10. Personnel must abide by Occupational Health, Safety and Environment regulations. Safety signs and directives issued by CSIRO personnel must be complied with at all times.
11. Access restrictions apply to the Werribee Animal Health Facility (WAHF) site that is associated with, but remote from, the AAHL site.

Additional information detailing AAHL's micro-security restrictions can be found at it:

<http://www.csiro.au/resources/AAHLStaffRestrictions.html>

## About CSIRO:

At CSIRO we solve the greatest challenges through innovative science and technology. See more [online](http://www.csiro.au/)!