# Position Details

## Administrative Services- CSOF5

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| The following information is for applicants | |
| Advertised Job Title | Health Safety and Environment Training and Education Specialist |
| Job Reference | 68523 |
| Tenure | Specified Term of 2 years |
| Salary Range | AU$98,735 to AU$106,848 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Negotiable - Brisbane, Sydney, Canberra, Melbourne, Hobart or Adelaide |
| 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 Wellbeing and Safety |
| Client Focus – Internal | 80% |
| Client Focus – External | 20% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Mark Rowland via email at Mark.Rowland@csiro.au  *Please do not email your application directly to Mark Rowland. Applications received via this method will not be considered* |
| 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

CSIRO Health, Safety and Environment (HSE) team partners with staff across 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 Training and Education Specialist reports to the Executive Manager Wellbeing and Safety and will be responsible for the development and deployment of HSE training for all staff and CSIRO affiliates. The HSE Training and Education Specialist has a key role in embedding adult learning principles into the development of training content produced by the HSE Specialist.

Key relationships:

Internal: L&D, OD&C, IM&T, HSE Support services and specialists, HR, HSE Managers and Executive Managers, HSE Advisors, Specialist Business Unit roles, Corporate Citizens

External: Education and training providers

### Duties and Key Result Areas:

* Drive and support implementation of CSIRO’s HSE plan through technical leadership and delivery of priority HSE activities and initiatives, with a focus on timely, effective and consistent delivery of HSE training and education
* Implement the HSE education and training road map to improve the HSE knowledge of CSIRO staff, including those in corporate citizen roles.
* Lead the development and implementation of a training matrix to meet the skills development requirements of the HSE function and the HSE corporate citizen roles.
* Build and maintain strong, positive partnering relationships with HSE corporate citizen networks, HSE Advisors, Managers and Business Unit Partners through developing knowledge and understanding of their respective HSE needs and tailoring solutions.
* Guide, support and empower HSE staff and HSE corporate citizens to develop solutions to complex and challenging HSE issues in partnership with relevant workgroups.
* Develop and contribute to a cohesive, collaborative, innovative HSE team by modelling desired culture and empowering high-level delivery. Provide practical HSE support to operational staff, working with HSE Specialists when more specialist HSE support is required.
* Coach, educate and facilitate the growth and development of 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.
* Develop, support, train and coach others in the use of Adult learning principles in the development and delivery of HSE training.
* Endorse HSE culture and lead by example, acknowledging and promoting key desired behaviours to enable the growth of a high performing, positive and proactive HSE culture across CSIRO
* Promote an informed culture by working closely and proactively with relevant HSE team members to ensure HSE knowledge, best practice and lessons learnt is shared across CSIRO
* Facilitate a culture of continuous HSE improvement across the organisation specifically by utilising best practice and educating staff in adult learning principles.
* Actively participate in the development of innovative best practice solutions to regulatory non-compliances and performance deficiencies
* Seek understanding of HSE strategic projects in order to provide input as required, positively challenging the status quo to influence continual HSE improvement.

## **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**

***Pre-Requisites:***

1. Relevant tertiary qualifications and/or relevant training and development delivery experience in a complex environment.
2. A history of demonstrated professional and respectful behaviours and attitudes in a collaborative environment.
3. Demonstrated comprehensive knowledge of adult learning principles and the ability to apply these in complex organisations
4. Demonstrated ability to proactively engage with stakeholders to identify training needs and solutions. Develop training packages and deliver or co-ordinate training.

***Essential Criteria:***

1. Demonstrated collaboration skills – working across all teams within the HSE and People function and other stakeholder teams. Shares and utilises team resources to provide seamless, organisational approaches specifically in training and education.
2. 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 – e.g. training) to deliver consistent messaging across the organisation.
3. Proven ability in creating and maintaining effective and efficient teams and resources. Participates in ongoing knowledge transfer, open communication, coaching and collaboration across the HSE team and stakeholder groups. Ability to work closely with other HSE teams to leverage skills and efficiencies and proactively implement cross skilling and expertise.
4. Proven ability to interpret information from a variety of sources, investigating complex problems and information and developing appropriate responses by creating and testing different solutions.
5. Demonstrated ability to plan, set and work to meet challenging standards and goals for self and others where impact will make a difference.
6. Demonstrated ability to cope with ambiguity and change. Can adapt and adjust to changing circumstances and new responsibilities in the interests of achieving team objectives.

## **Special Requirement:**

The successful candidate will be asked to obtain and provide evidence of a National Police Check or equivalent. Please note that people with criminal records are not automatically deemed ineligible. Each application will be considered on its merits

## **About CSIRO:**

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