# Position Details

## HSE Occupational Hygiene Specialist CSOF5

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| The following information is for applicants | |
| Advertised Job Title | HSE Occupational Hygiene Specialist |
| Job Reference | 69668 |
| Tenure | Specified term of 3 years  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 |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | * Australian/New Zealand Citizens and Australian Permanent Residents Only * Temporary residents with full work-rights who do not require visa sponsorship |
| Position reports to the | Executive Manager HSE |
| Client Focus – Internal | 90% |
| Client Focus – External | 10% |
| Number of Direct Reports | As required |
| Enquire about this job | Joanna Knight via email - [joanna.knight@csiro.au](mailto:joanna.knight@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

### 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.

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

### The Occupational Hygiene Specialist reports to the HSE Executive Business Partner and will be responsible for proactively partnering with, coaching and positively influencing CSIRO’s operational line management and aligning HSE goals to broader organisational goals. They will be responsible for providing technical and occupational hygiene support to corporate citizens, operational mangers, research staff, HSE team members and other stakeholders to improve CSIRO’s HSE and wellbeing culture. This role is focused on driving and delivering consistent education and training, regulatory advice and risk management solutions to the organisation that will improve the management of occupational potential risks and exposures across the organisation.

### Key relationships:

### Internal: Business Unit Research Operations Managers, CBIS teams, Business Unit Compliance/Regulatory Officers, EM HSE BPs, EM HSE, health and wellbeing team members, HSE Managers and Advisors, and area custodians.

### External: Occupational Health consultants, health providers, occupational physicians and corporate citizens.

### Duties and Key Result Areas:

* Utilising discipline expertise, support implementation of CSIRO’s HSE plan through planning and delivery of priority HSE activities and initiatives with a focus on organisational consistency, across the CSIRO regions and sites.
* Lead and drive positive change and challenge the status quo to influence continual HSE improvement.
* Identify all occupational hygiene hazards using a risk-based approach, develop a monitoring hygiene monitoring program to manage the potential risks. Including focus areas of monitoring such as noise, asbestos, chemicals, biological, vibration and thermal.
* Develop and oversee a hearing conservation program.
* Provide expert support on asbestos management across CSIRO to ensure legislation requirements are communicated and met.
* Develop and oversee the business occupational hygiene monitoring program utilising the findings from the health risk assessments and report all exceedances to relevant stakeholders.
* Develop and distribute regular occupational hygiene reports including data, findings, trends and actions from occupational hygiene monitoring data. Identifying all personal exceedances, providing all notifications in line with CSIRO and legislative requirements.
* Establish an appropriate health surveillance programme and a process to communicate findings throughout CSIRO business to key stakeholders.
* Develop and maintain strong relationships with science work groups, research operations managers, and the HSE team through proactively anticipating their needs, understanding their unique HSE needs and making recommendations to guide management decisions.
* Develop and review policies, procedures and systems and offer solutions to challenging occupational hygiene issues in partnership with relevant work groups and key stakeholders.
* Liaise with regulatory and other bodies in relation to occupational hygiene issues as required to manage potential risk mitigation.
* Contribute to a cohesive, collaborative, innovative HSE team and model desired culture. Provide hands on HSE practical support (particularly in the occupational hygiene specialist area) to operational staff and HSE team members.
* Coach, and educate staff through knowledge sharing across relevant organisational teams utilising best practice and communities of practice to enhance the overall HSE performance.
* Demonstrate flexibility and agility to contribute to multiple teams, managing multiple priorities, and supporting various staff needs in an effective and efficient manner.
* 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 practise and lessons learnt.
* Educate and support the development of a culture of continuous HSE improvement across the organisation in relation to the occupational hygiene.
* Actively participate in the development of innovative best practice solutions to regulatory non-compliances and performance deficiencies
* Act as a single point of contact for critical partners, responding to enquiries related to occupational hygiene and provide advice, assist in the development of practical solutions and escalate complex issues to relevant key stakeholders as required.
* Develop and/or coordinate the delivery of occupational hygiene training and educational material as best practice and meeting legislative requirements.
* 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**

*Under CSIRO policy only those who meet all pre-requisites and essential criteria can be appointed.*

***Pre-Requisites:***

1. **QUALIFICATIONS:** Relevant tertiary qualifications in occupational hygiene and relevant work experience in a large complex environment. Master’s in Occupational Hygiene preferred.
2. **MEMBERSHIP:** Membership or eligibility to become a Member with the Australian Institute of Occupational Hygienists (AIOH).
3. **LEGISLATIVE KNOWLEDGE:** Proven ability in interpreting legislation, regulatory standards, and internationally accepted occupational hygiene approaches as well as other information, to proactively identify occupational hygiene problems and respond to issues.
4. **WORK EXPERIENCE:** Minimum 5 years’ experience as an Occupational Hygienist in industry
5. Sound understanding of Chem-Alert.

***Essential***

1. **TEAM LEADER:** Demonstrated experience in inspiring, encouraging, and motivating HSE teams through consultation and collaboration to achieve team goals. Is a leader that empowers the team but also is accountable for actions and outputs.
2. **COLLABORATIVE TEAM PLAYER:** Acts on the understanding that “we achieve more together” and has demonstrated collaborative leadership skills and the ability to & lead remotely – utilising collective leadership skills to create connection across all teams within the HSE function and with other stakeholder teams. Demonstrated experience in collaboratively sharing and utilising team resources to provide a seamless and organisational approach to the delivery of the HSE plan.
3. **TRUSTED ADVISOR:** A proven ability to coach and be the trusted advisor to leaders by influencing a positive culture where HSE is prioritised and considered ensuring alignment between client needs and CSIRO’s objectives. Creates trust by displaying consistency andunderstanding throughintegrity and patience. Sound experience in effectively managing occupational hygiene programs to mitigate and manage risk.
4. **DELIVERS POSITIVE CHANGE:** Track record in enabling positive organisational change, by adapting strategies, goals, and priorities, and driving culture change in health and safety. Demonstrated ability to embrace ambiguity and positively persist towards an end goal.
5. **INTERPERSONAL SKILLS:** Exemplify strong interpersonal skills (respectful, collaborative, builds trust, listens, uses discussions to find common ground) in managing client expectations.

Communicates clearly (both in orally and in writing).

1. **INFLUENCE:** Uses complex influencing strategies, for example, assembling strategic coalitions, building behind the scenes support and the tactical use of information to gain support to engage and facilitate delivery of projects and HSE improvements. Influencing HSE teams and internal and external stakeholders on at times contentious HSE matters to provide a seamless organisational approach to the delivery of the HSE plan.
2. **DELIVERY FOCUS:** *A strong working history of understanding goals and targets, taking* accountability, driving outcomes and delivering on commitments & achieving results.
3. **GROWTH MINDSET:** Ability to take direction, deliver on set objectives and a passion for continued learning, development and growth in yourself and in others.

Special Requirements

* 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:**

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

CSIRO is a values-based organisation. In your application and at interview you will need to demonstrate behaviours aligned to our values of:

* People First
* Further Together
* Making it Real
* Trusted