Senior Health and Safety Business Partner

POSITION NUMBER
0054004

PROFESSIONAL CLASSIFICATION
UOM 8 - $108,009 - $116,906 per annum (pro rata for part-time)

STANDARD/SALARY

SUPERANNUATION
Employer contribution of 17%

WORKING HOURS
Full Time (1 FTE)

BASIS OF EMPLOYMENT
Continuing

HOW TO APPLY
Go to http://about.unimelb.edu.au/careers, under Current staff or Prospective staff, select the relevant option (‘Current Opportunities’ or ‘Jobs available to current staff’) and search for the position by title or number.

CONTACT FOR ENQUIRIES ONLY
Stefan Delaney
Email delaneys@unimelb.edu.au

Please do not send your application to this contact
THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia’s premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University of Melbourne employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Find out more about the University’s strategy, ‘Advancing Melbourne’, at https://about.unimelb.edu.au/strategy/advancing-melbourne

CHIEF OPERATING OFFICER PORTFOLIO

The Chief Operating Officer (COO) Portfolio enables quality outcomes for students, staff and partners by delivering University-wide services and operational support to meet the organisation’s evolving needs and strategic goals. The portfolio also works in partnership with teams across the University to drive innovation, transformation and improved performance, within and across functions. It is responsible for the University’s budget and financial performance, and the management of its property and capital.

The COO Portfolio is comprised of six sub-portfolios covering all areas of our operations, including the newly established Operational Performance group. This has been established to drive and manage a program of operational improvement and service transformation, underpinned by contemporary business insights, data modelling, predictive analytics, digital tools, and service planning.

- Business Services
- Chief Finance Officer Group
- Legal and Risk
- Operational Performance Group
- Research, Innovation and Commercialisation
- Student and Scholarly Services
BUSINESS SERVICES

Business Services provides a full range of class leading information technology, facilities management, finance, HR and health and safety services to all operating entities of the University.

EQUAL OPPORTUNITY, DIVERSITY AND INCLUSION

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion, and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the Advancing Melbourne strategy that addresses diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people’s age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Advancing Melbourne.

ABOUT THE ROLE

Position Purpose:
The Senior Health and Safety Business Partner is responsible for the provision of health and safety generalist advice and where applicable, direct assistance/implementation in the management and implementation of University health and safety policy and procedures. Provide expert advice and support to maintain effective and efficient health and safety risk management outcomes and regulatory compliance.

The Senior Health & Safety Business Partner will contribute towards leadership and accountability for the development of strategic initiatives and programs for meeting University-wide health and safety plans.

Reporting line: Manager – Health and Safety Integration
No. of direct reports: 1-5
No. of indirect reports: 0
Direct budget accountability: Nil

Key Dimensions and Responsibilities:
Task level: Significant
Organisational knowledge: Significant
Judgement: Significant
Operational context: University wide

The Senior Health & Safety Business Partner will also provide health and safety support to a portfolio (Within STEM or Chief Operating Officer, Chancellery & HASS).

The Senior Health & Safety Business Partner will consult and advise local staff members in relation to the provision of advice on health and safety matters across the relevant portfolio.

OH&S and compliance: All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct. These include general staff responsibilities and those additional responsibilities that apply for managers, supervisors and other personnel. Specific responsibilities for the role are available at http://safety.unimelb.edu.au/topics/responsibilities/.

Staff must comply with all relevant requirements under the University’s risk management framework including legislation, statutes, regulations and policies.

Core Accountabilities:

- Focus on identifying and delivering sustainable process improvements across all areas of accountability.
- Provision of health and safety generalist advice in the development and implementation of components associated with the health and safety plans.
- Develop and maintain a current knowledge base of all health and safety legislation, regulation, standards and codes and the University’s health and safety policies and procedures.
- Monitor and provide written reports on development and ongoing requirements of relevant regulatory changes in health and safety that may pertain to University operations
- Liaising with relevant industry regulators.
- Provide expert technical assistance and expert written reports in relation to health and safety, other than specialist, to client divisions.
- Assist clients to effectively manage health and safety risk and comply with relevant legislation.
- Develop efficient and effective procedures, tools and templates that will enable clients to effectively manage health and safety risk and comply with relevant legislation.
- Monitor, review and support local health and safety staff for significant incidents to ensure they are suitably investigated, and regulatory compliance is maintained.
- Provide advice and support in internal and external audits.
• Supervise the health and safety business partnering team, to establish objectives and organise resources to achieve objectives and manage ongoing performance.
• Accountability for leadership and professional development of staff and contribution to business planning and budget management.

Selection Criteria:

Education/Qualifications
1. The appointee will have a relevant tertiary qualification, or have an equivalent combination of relevant experience and/or education/training.

Knowledge and skills:
2. Demonstrated knowledge of legislative and regulatory requirements in health and safety.
3. Demonstrated knowledge and experience in the development, implementation and maintenance of auditable health and safety management systems.
4. Ability to lead a small team of health and safety business partners.
5. Excellent communication skills with a broad range of professional staff.
6. Excellent report and technical writing skills.
7. Demonstrated ability to manage competing projects and schedule multiple tasks with competing deadlines.

Desirable:
8. Demonstrated knowledge of University or like organisational culture.
9. Providing health and safety advice to a broad range of environments, including high risk organisations.
10. Demonstrated knowledge of the health and safety management systems requirements for self-insurers.
11. Experience in the preparation and participation in health and safety management system audits.

Other job related information:
• Availability to travel between University campuses or locations as required
• Police or other security checks
• May be required to participate in a 24 hour on-call notifiable incidents roster