



POSITION DESCRIPTION

Faculty of Engineering & Information Technology

Health Safety and Wellbeing (HSW) Advisor

POSITION NO 0062940

CLASSIFICATION UoM 7

SALARY \$106,432 - \$115,211 p.a. (Pro rata for part-time)

SUPERANNUATION Employer contribution of 17%

WORKING HOURS Full-time (1.0 FTE)

**BASIS OF
EMPLOYMENT** Continuing

LOCATION DETAILS The Faculty of Engineering and Information Technology (FEIT) is primarily located on the Parkville Campus. However, in the future as we move to a multi precinct model there may be a requirement to relocate either permanently or flexibly elsewhere including, but not limited to, Melbourne Connect, Heidelberg, Aitkenhead Centre for Medical Discoveries (ACMD), Fishermans Bend.

This position may be required to travel and work across multiple locations.

OTHER BENEFITS <https://about.unimelb.edu.au/careers/staff-benefits>

HOW TO APPLY Online applications are preferred. Go to <http://about.unimelb.edu.au/careers>, select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.

**CONTACT
FOR ENQUIRIES ONLY** Hari Gomatam
Email hari.gomatam@unimelb.edu.au

Please do not send your application to this contact

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

Acknowledgement of Country

The University of Melbourne acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi Wurrung and Bunurong peoples (Burnley, Fishermans Bend, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses), and the Dja Dja Wurrung people (Creswick campus).

The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey.

We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.

We pay respect to Elders past, present and future, and acknowledge the importance of Indigenous knowledge in the Academy. As a community of researchers, teachers, professional staff and students we are privileged to work and learn every day with Indigenous colleagues and partners.

Position Summary

ABOUT HEALTH SAFETY & WELLBEING

You will step into an impactful, purpose-driven role driving health, safety and wellbeing activities across the Faculty. Working collaboratively with other FEIT teams and leaders, you will support the alignment of the Faculties Health, Safety and Wellbeing activities with developing appropriate solutions to a number of health, safety and wellbeing concerns.

ROLE OVERVIEW

The HSW Advisor will play an integral role in delivering the Faculties Health, Safety and Wellbeing strategy. They will be a champion of the Faculties Health Safety and Wellbeing activities through partnering with FEIT leaders and teams to develop appropriate solutions across a range of health, safety and wellbeing matters. The HSW Advisor will provide technical expertise and leverage other specialist OHS partners (internal and external) to drive effective outcomes.

Day to day activities will include mentoring FEIT staff and students in proactive HSW hazard identification and suitable control strategies; proactive HSW communications and provision of expert HSW advice. Success in this role will be driven by a passion for Health Safety and Wellbeing and an ability to influence outcomes through successful networking and relationship building.

This role reports directly to the Manager – Health, Safety and Wellbeing and Business Improvement.

1. Key Responsibilities

- ▶ Partner with Schools to develop appropriate solutions on a range of health, safety and wellbeing matters. Provide technical expertise and where necessary leverage other specialist OHS partners (internal and external) to drive effective outcomes. Provide tactical HSW support and practical tailored advice to FEIT staff and students, in line with legislation, UoM requirements and industry best practice.
- ▶ Maintain, promote and drive improvement of HSW Management Systems to foster best practice and continuous improvement in HSW.
- ▶ Assist in the development and delivery of proactive HSW communications, including risk assessments, safety alerts, training packages, SOPs, and guidance notes, to educate FEIT staff and students on important HSW information.
- ▶ Analyse and keep records of HSW data, including statistical reports, incident investigations, regulatory licencing, and HSW Management Plans to inform individual and team based HSW initiatives.
- ▶ Assist with internal and external audits, provision of advice and support to stakeholders, including the design and implementation of action plans, to support risk management activities.
- ▶ Develop and maintain strong working partnerships with teaching and research teams to identify HSW hazards, opportunities for process improvement and implement practical control strategies.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ A degree in Health and Safety, or a related field.
- ▶ Demonstrated knowledge of health and safety legislation and current industry standards/best practice approach to effectively manage HSW.
- ▶ Experience in delivering HSW advisory services with a client focus and providing accurate and timely support and advice.
- ▶ Proven ability to work effectively within a complex matrix workplace, including the ability to build and maintain strong stakeholder relationships.
- ▶ Strong problem solving and analytical skills with the ability to prioritise problems and develop new solutions to drive improvement of HSW outcomes.
- ▶ Excellent communication skills including the ability to work as part of a team to identify and understand challenges, and influence outcomes which drive a strong HSW culture.
- ▶ Ability to work independently, flexibly and co-operatively as a member of a client-focused team.
- ▶ Demonstrated experience driving continuous improvement of safety management systems.
- ▶ Technical expertise and experience to support HSW of research and teaching activities of FEIT, including but not limited to: chemical and dangerous goods, management, biohazards, lasers, radiation, drones, fieldwork, electrical safety, plant and equipment.

2.2 DESIRABLE

- ▶ Experience in a tertiary education environment.
- ▶ Experience in incidental investigations, ideally ICAM trained.

2.3 OTHER JOB RELATED INFORMATION

- This position will require the incumbent to hold a current and valid Working with Children Check.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

Role operates under broad direction to design and implement health, safety and wellbeing systems across laboratory and workshop environments.

3.2 PROBLEM SOLVING AND JUDGEMENT

Role is focussed on applying existing policy to the local environment and across infrastructure spaces. This also involves applying and adapting procedures to fit the environment and need while upholding the health, safety and wellbeing imperatives.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

Requires detailed knowledge and understanding of academic and administrative policies and operations and the interrelations between these policies and activity to apply health, safety and wellbeing policies and requirements appropriately. Requires a degree and/or training in Health and Safety, or a related field.

3.4 RESOURCE MANAGEMENT

This role does not have responsibility for personnel or budgetary resources.

3.5 BREADTH OF THE POSITION

This positions operates across the single discipline of health, safety and wellbeing with contacts across FEIT and developing policies and approaches that impact users from a range of Schools.

4. 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.

5. Occupational Health and Safety (OHS)

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.

OHS responsibilities applicable to positions are published at:

<https://safety.unimelb.edu.au/people/community/responsibilities-of-personnel>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

6. Other Information

6.1 FACULTY OF ENGINEERING AND INFORMATION TECHNOLOGY

The Faculty of Engineering and Information Technology (FEIT) has been the leading Australian provider of engineering and IT education and research for over 150 years. We are a multidisciplinary Faculty organised into three key Schools; Computing and Information Systems (CIS), Chemical and Biomedical Engineering (CBE) and Electrical, Mechanical and Infrastructure Engineering (EMI). FEIT continues to attract top staff and students with a global reputation and has a commitment to knowledge for the betterment of society.

6.2 ORGANISATION UNIT

The role sits within the broader Infrastructure Team, who provide a range of services to the broader Faculty made up of the following functional areas:

- ▶ Laboratory and Technical Services
- ▶ Infrastructure Operations Services
- ▶ Health Safety Wellbeing and Business Improvement
- ▶ Workspace Services
- ▶ Cultural Collection and Assets

<https://unimelbcloud.sharepoint.com/teams/feit-infrastructure-team>

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

Further information about working at The University of Melbourne is available at

<http://about.unimelb.edu.au/careers>

6.4 ADVANCING MELBOURNE

The University's strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University's commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

- ▶ We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.
- ▶ We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.
- ▶ We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.
- ▶ We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne's academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

6.5 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <https://about.unimelb.edu.au/strategy/governance>