

## POSITION DESCRIPTION

Science Secretariat  
Faculty of Science

# OHS and Work Integrated Learning Coordinator

<b>POSITION NO</b>	0063878
<b>CLASSIFICATION</b>	UOM 7
<b>SALARY</b>	\$106,432 - \$115,211 p.a. (pro rata for part-time)
<b>SUPERANNUATION</b>	Employer contribution of 17%
<b>WORKING HOURS</b>	Full-time
<b>BASIS OF EMPLOYMENT</b>	Continuing
<b>OTHER BENEFITS</b>	<a href="https://about.unimelb.edu.au/careers/staff-benefits">https://about.unimelb.edu.au/careers/staff-benefits</a>
<b>HOW TO APPLY</b>	Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.
<b>CONTACT FOR ENQUIRIES ONLY</b>	Bryan McGowan Tel +61 3 8344 4027 Email <a href="mailto:bmc@unimelb.edu.au">bmc@unimelb.edu.au</a>  <i>Please do not send your application to this contact</i>

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

The OHS and Work Integrated Learning Coordinator is responsible for supporting the development, implementation, and maintenance of the University's safety programs in the Melbourne Veterinary School (MVS). The position will also provide Occupational Health and Safety (OHS) support for work-integrated learning placements in MVS and across the Faculty of Science. It will provide general OHS support and maintain documentation to facilitate effective implementation of the University's OHS Management System.

The position will ensure OHS policies and procedures are implemented and managed to achieve the highest practicable OHS standards with respect to legislative compliance and University requirements.

The OHS and Work Integrated Learning Coordinator supports the School OHS Committee and reports to the OHS Business Partner (Specialist Portfolios).

## ***1. Key Responsibilities***

### **OHS Compliance**

- ▶ Lead the development, implementation, and maintenance of the University's safety programmes and initiatives within the School.
- ▶ Take a leading role in OHS audits and degree accreditation visits, preparing and presenting evidence, interpreting criteria, developing corrective actions and closing out findings relating to safety and distributed clinical practices.
- ▶ Working closely with the Distributed Practice Relationship Coordinator, provide OHS guidance for the School's distributed clinical practices which host students. This includes oversight of an inspection regime to confirm OHS requirements are in place within placement hosts to maintain compliance with national and international accreditation standards.
- ▶ Provide OHS guidance and support for work-integrated learning practices across the Faculty of Science, advising on student placement risks.

- ▶ Support the Faculty in proactively identifying, monitoring, and responding to strategic and operational risks within its work placement programs.
- ▶ Maintain current knowledge and understanding of relevant legislation, regulations, compliance codes and University policies on all workplace OHS matters.
- ▶ Develop, maintain, and review the School's OHS documentation (e.g., risk register, risk assessments, training needs analysis matrix, cyclic events checklist, and standard operating procedures).
- ▶ Maintain the electronic document management system for records and ensure that it is regularly reviewed.
- ▶ Assist where appropriate with the induction program for new staff, students and visitors.
- ▶ Educate staff on contractor management requirements, including induction and compliance.
- ▶ Present safety talks/seminars to work areas and the School when required.
- ▶ Provide health and safety advice and disseminate information to staff and students.
- ▶ Coordinate the School's OHS Committee in consultation with the Chair, preparing meeting documents and following up on action items.
- ▶ Attend Faculty and University OHS meetings as appropriate and ensure that relevant information is communicated to the School.
- ▶ Contribute to an effective OHS culture by having regular interactions with staff and students.
- ▶ Perform any other duties which may be assigned by the supervisor from time to time which are consistent with the incumbent's experience, skill and capacity.

#### **OHS Support to Work Area Supervisors**

- ▶ Assist work area supervisors to identify safety hazards, perform risk assessments and implement risk control measures.
- ▶ Assist work area supervisors to identify training requirements and recommend and arrange safety training and materials.
- ▶ Monitor and occasionally undertake safety inspections of the workplace to ensure adequate procedures are followed and corrective actions are implemented.
- ▶ Coordinate routine hazardous waste disposal through University contractors.

#### **Incident Management and Emergency Response**

- ▶ Promote incident reporting and investigation in a timely manner.
- ▶ Investigate accidents, incidents and near misses where required and recommend corrective actions.
- ▶ Maintain statistics on incidents and recommend areas for improvement in practices.
- ▶ Conduct and document spot checks in and around the School.
- ▶ Encourage all staff and research students to maintain a high level of awareness of OHS issues and to comply with their OHS obligations.
- ▶ Participate in the Emergency Planning Committee to maintain the Emergency Management Plan. Maintain a list of emergency team members.

## **2. Selection Criteria**

### **2.1 ESSENTIAL**

- ▶ A tertiary qualification in science, training in occupational health and safety or a related field, and relevant work experience in the higher education sector; or an equivalent combination of relevant education, training, and experience.
- ▶ Must be motivated to work as part of an OHS team, using the varied skills and experiences of colleagues to develop best practice and deliver positive results for the School and Faculty.
- ▶ Experience working in a science teaching and research environment.
- ▶ Must be comfortable around animals and willing to work in and around animal areas.
- ▶ Understanding of OHS audit methodology, particularly ISO 45001.
- ▶ Knowledge of safety legislation associated with chemicals, compressed gases, laboratory practices and scientific instrumentation.
- ▶ Demonstrated ability to investigate OHS problems and issues and recommend practical solutions.
- ▶ Enthusiasm and strong commitment to continuous improvement, openness to new ideas and creative approaches to problem solving in complex settings.
- ▶ Excellent interpersonal and communication skills and ability to deal with a range of people internal and external to the University from diverse cultural backgrounds.
- ▶ Excellent written and oral communication skills.
- ▶ Experience preparing and delivering OHS information to individuals and groups in an effective manner.
- ▶ High level time management and organisation skills and demonstrated experience in managing competing demands, adapting to changing priorities and the ability to operate within tight timeframes.

### **2.2 DESIRABLE**

- ▶ Basic First Aid Certificate (Level 2), or willingness to complete this training.
- ▶ ICAM incident investigation training.
- ▶ Experience in a veterinary or production animal workplace.

### **2.3 OTHER JOB-RELATED INFORMATION**

- ▶ This position is based at the University's Werribee Campus. Occasional travel to the Parkville Campus for meetings, inspections, incident response, etc. may be required.
- ▶ Occasional work out of ordinary hours.
- ▶ Some lifting and manual handling may be required from time to time
- ▶ A national criminal history check may be required for the management of scheduled poisons.
- ▶ This position requires the incumbent hold a current and valid Working with Children Check. The University of Melbourne is dedicated to safeguarding the welfare of all community members, especially those most vulnerable. As part of our commitment to child safety and in line with the Victorian Child Safe Standards, this position will be required to hold a valid Employee WWCC, regardless of where in the University an employee may work or what work they do.

### ***3. Job Complexity, Skills, Knowledge***

#### **3.1 LEVEL OF SUPERVISION / INDEPENDENCE**

The OHS and Work Integrated Learning Coordinator reports to the OHS Business Partner (Specialist Portfolios) and works closely with School stakeholders and the Science OHS Team.

It is expected that most tasks will be performed independently with the incumbent taking a lead role in problem solving and OHS coordination within the School. The incumbent will have delegated authority for OHS management with complex or policy matters escalated to the Faculty or School. The position provides considerable opportunity for the incumbent to exercise initiative and make recommendations for improvements in OHS management.

#### **3.2 PROBLEM SOLVING AND JUDGEMENT**

The OHS and Work Integrated Learning Coordinator is frequently required to exercise judgement to prioritise tasks and workloads. The application of training and experience to problem solving is required to resolve issues and manage risk. The resolution of technical and administrative problems will be based upon technical training, expertise, experience, and standard operating procedures.

The position requires the use of sound judgement to resolve a wide range of issues which may arise, including responding to incidents.

The incumbent is required to maintain strict confidentiality and exercise sound judgement in carrying out their duties. Excellent problem-solving skills are also required to evaluate OHS problems and implement practical solutions.

#### **3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE**

The incumbent will be required to have a detailed knowledge of laboratory practices as applied to scientific research and a good knowledge of hazardous chemicals, Scheduled Poisons and Dangerous Goods.

The role requires a good working knowledge of University policies and procedures.

A sound knowledge of current OHS legislation, regulations and standards, is required.

#### **3.4 RESOURCE MANAGEMENT**

The incumbent may be required assist with providing advice and guidance on laboratory equipment and assets, including provision of expert advice on purchasing, upgrade and maintenance and ensuring compliance with the various regulations governing laboratory activities.

#### **3.5 BREADTH OF THE POSITION**

The incumbent interacts with a broad range of key stakeholders at all levels across the School, Faculty, University and external practices. The incumbent must conduct all aspects of their role in a professional manner.

### ***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 ORGANISATION UNIT**

<https://mvs.unimelb.edu.au/>

The Melbourne Veterinary School is Australia's number 1 ranked veterinary school with a proud tradition of excellence in research, education, and leadership. The Melbourne Veterinary School has research strengths in animal diseases, zoonotic infectious diseases, production animal systems (including dairy and red meat) and animal welfare. The Melbourne Veterinary School provides the only professional entry veterinary medicine program in Victoria and covers a wide variety of undergraduate and postgraduate subjects across veterinary science with Australia's premiere graduate Doctor of Veterinary Medicine program, which is nationally and internationally accredited by VSAAC, RCVS and the AVMA COE.

### **6.2 BUDGET DIVISION**

<https://science.unimelb.edu.au/>

Science at Melbourne is a global leader across fundamental and impactful scientific research and education. Science begins with curiosity, and we are dedicated to

understanding the universe from the level of sub-atomic particles to the solar system. We aim to be leaders who positively impact the community locally and globally, addressing major societal issues from climate change to disease. Our discoveries help build an understanding of the world around us.

Our strength is our breadth of expertise. We are the second largest faculty in the University comprising seven schools: Agriculture, Food & Ecosystem Sciences, BioSciences, Chemistry, Geography, Earth & Atmospheric Sciences, Mathematics & Statistics, Physics and Veterinary Science.

This depth of knowledge positions the faculty to better understand, explore and impact our world and humanity, within a truly comprehensive Faculty of Science.

We have more than 150 years of experience in pioneering scientific thinking and analysis, leading to outstanding teaching and learning and offer a curriculum based on highly relevant research. We aim to train students with the knowledge and intellectual flexibility to drive the industries of tomorrow and lead across all levels of society.

We offer a range of undergraduate, honours, graduate and research degrees, enrolling more than 11,500 undergraduate and 3,750 graduate students.

We are dedicated to delivering leading transformative educational outcomes, underpinned by research, and an inclusive and inspiring student experience.

Excellence comes in many forms and diversity of thought, perspective and disciplines is essential to deliver globally leading science. At the core of our success is our focus on an inclusive environment for all in our community. Our Faculty's focus on equity, inclusion and belonging is grounded in our endeavour to ensure we are best placed to advance research, teaching and serve diverse national and global communities.

As a Science community we sit across five of the University's campuses – Parkville, Dookie, Burnley, Creswick and Werribee. This reach provides us with a unique perspective that is beneficial to our teaching and research. It also means we can offer our students a greater variety of learning experiences and internships to engage with industry partners to solve real-world issues.

The Faculty is custodian of the Bio21 Molecular Science and Biotechnology Institute, Melbourne Energy Institute, Melbourne Biodiversity Institute, Office for Environmental Programs, Australian Mathematical Sciences Institute (AMSI) and the Indigenous Knowledge Institute and home to numerous Centres.

### **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, 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 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 that will reshape the campus and our contribution to the communities we engage with. This strategy and the priorities proposed are 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>