

## Position Description – Technical Officer OHS (Mechanical)

### Position Details

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<b>Position Title:</b>	Technical Officer OHS (Mechanical)
<b>Position number:</b>	50058199
<b>College/Portfolio:</b>	STEM College
<b>School/Group:</b>	STEM College Office
<b>Campus Location:</b>	Based at the Bundoora campus but may be required to work and/or be based at other campuses of the University.
<b>Classification:</b>	HEW 6
<b>Employment Type:</b>	Ongoing
<b>Time Fraction:</b>	1.0 (flexible working arrangement requests will be considered)

### RMIT University

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RMIT is a multi-sector university of technology, design and enterprise with more than 91,000 students and 11,000 staff globally. RMIT offers postgraduate, undergraduate, vocational education and online programs to provide students with a variety of work-relevant pathways.

Our purpose is to offer life-changing experiences for our students, and to help shape the world with research, innovation, teaching and industry engagement. With strong industry connections forged over 130 years, collaboration with industry remains integral to RMIT's leadership in education, applied and innovative research, and to the development of highly skilled, globally focused graduates.

### Culture

Our Values inspire us, wherever we are in the world, and guide how we live and work together.

***Imagination. Agility. Courage. Passion. Impact. Inclusion.***

What unites us is our purpose and our values; they are at the heart of who we are, what we stand for, how we make decisions and connect with each other.

Our people make everything at the University possible. We encourage new approaches to work and learning, stimulating change to drive positive impact. RMIT exists to create transformative experiences for our students, getting them ready for life and work. You will be a part of a productive and collaborative team, who values working relationships and outcomes through open and inclusive planning, continuous information sharing and transparent work practices. [www.rmit.edu.au](http://www.rmit.edu.au)

### STEM College

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The STEM College holds a leading position and expertise in the science, technology, engineering, mathematics, and health (STEMM) fields. We are uniquely positioned to influence and partner with industry, as never before.

STEM College is a community of exceptional STEM researchers, teachers, inventors, designers and game-changers, supported by talented professional staff. We offer higher education programs across all STEM disciplines at the Bachelor, Master and PhD levels, and ensure our students experience an education that is work-aligned and life-changing.

The College is renowned for its exemplary research in many STEM areas including advanced manufacturing and design; computing technologies; health innovation and translational medicine; nano materials and devices; and sustainable systems. Our brilliant researchers attract funding from government and industry sources.

Industry is at the heart of what we do. It ensures our research has real world impact, and our students are truly work-ready. Under the leadership of DVC STEM College & Vice President, Digital Innovation, we have established new hubs of industry-connected digital innovation and endeavour and are engaging with global STEM organisations at scale.

Our diversity and shared values empower our work, and we are proud of the College's inclusive, caring culture. We offer a safe, dynamic work environment, and support every member of our community of achieve their potential. The College appointed Victoria's first ever Dean of STEM, Diversity & Inclusion in 2020, and this role drives gender equity, diversity and inclusion strategies across the College.

STEM College employs 1,000 staff who deliver onshore and offshore programs to approximately 20,000 students.

**We are here to positively impact the world and create the next generation of STEM leaders.**

[www.rmit.edu.au/about/schools-colleges/stem-college](http://www.rmit.edu.au/about/schools-colleges/stem-college)

### **STEM College Office Professional Staff**

The STEM College Office Professional staff provide exceptional and efficient support to the College.

The Learning, Teaching and Quality teams support:

- Quality Enhancement
- Learning and teaching support

The Professional shared services Group delivers service to all four School across five distinct functions:

- Student Lifecycle
- Planning & Operations
- Technical Services
- Program & Governance
- WIL & Engagement

Relevant digital solutions – such as Workday – are used by the five teams to streamline processes and drive operational efficiencies. The Group's end-to-end professional support ensures a consistent approach to the operational and strategic functioning of the College and adherence to University policies and procedures.

The STEM College Office professional staff are instrumental in providing students with a transformative and enriched learning experience, and in supporting our research and engagement administration activities. Centralised in the STEM College Office, at our City and Bundoora campuses, professional staff members have opportunities to cross-skill, engage in professional development and develop their own career paths.

### **Position Summary**

Under the guidance of the Technical Coordinator (OHS), the Technical Officer OHS (Mechanical) will be responsible for developing, administering and reviewing systems and processes to ensure compliance with RMIT's Global Safety Model, Occupational Health & Safety legislation, regulations, standards and safe work practices within STEM laboratories and workspaces.

The successful candidate will provide expert advice to users of the spaces and will work with Technical Services, School, and University staff to establish and maintain OHS systems.

### **Reporting Line**

Reports to: Technical Coordinator (OHS)

Direct reports: Nil

### **Organisational Accountabilities**

RMIT University is committed to the health, safety and wellbeing of its staff. RMIT and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety, privacy and trade

practice. RMIT also expects staff to comply with its policy and procedures, which relate to statutory requirements and our ways of working.

Appointees are accountable for completing training on these matters and ensuring their knowledge and the knowledge of their staff is up to date.

**Key Accountabilities**

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- Be accountable for your own actions and workload to positively influence the team culture and consistently demonstrate RMIT’s value.
- Coordinate and conduct workplace inspections with key stakeholders to ensure the day-to-day operational activities, work practices and working environments within designated STEM laboratories and workplaces align with RMIT’s Global Safety Model and STEM OHS policies and procedures. Where improvements are required proactively work to consult, advise, develop and implement.
- Provide expert safety advice to users of STEM laboratories and workplaces when required and in a timely, client-centric manner.
- Develop, administer and review safety documentation such as, but not limited to, safe work processes, risk assessments, SOPs, SWIs etc.
- Ensure and provide expert safety advice and assistance to key stakeholders on the safety aspects and content of training packages and inductions for equipment/instruments.
- Under the guidance of the Technical Coordinator, work in partnership with relevant stakeholders to understand and ensure their planned activities can be safely delivered.
- Assist in researching, collecting and analysing health and safety data to develop reports and recommendations to inform OHS committees, Senior OHS Advisors and College Executive on health and safety objectives.
- Assist teams across the portfolio and College as required within the scope of this classification.
- Provide safety advice during the acquisition planning phase, installation and commissioning of equipment and physical resources.
- Other duties as directed by the Technical Coordinator, Technical Manager (Central Operations) or the Associate Director Planning and Resources (Technical Services) within the scope of this classification.

**Key Selection Criteria**

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1. Experience and knowledge of current OH&S legislation, regulations and standards with relevant expertise in mechanical/electrical/noise requirements in relation to equipment compliance
2. Proven knowledge and experience working within a laboratory setting to develop, implement or review OHS practices and processes.
3. Demonstrated ability to research and analyse data, produce concise reports and make recommendations.
4. Proven initiative and problem-solving skills, highly organised and the ability to work autonomously and in a team.
5. Effective oral, written communication and interpersonal skills with the ability to work effectively in cross- functional teams and with a diverse range of people from various backgrounds.
6. Demonstrated experience and understanding of working in accordance to the RMIT value statements or similar frameworks in other organisations.
7. A commitment to RMIT’s policies of supporting a diverse workplace along with zero tolerance towards harassment, bullying or discrimination in any form.

**Qualifications**

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Relevant qualification and/or relevant experience. A valid Working with Children Check is mandatory.

<b>Endorsed:</b>	Signature: Name: Title: Date:	<b>Approved:</b>	Signature: Name: Title: Date:
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