APPOINTMENT OF
ASSOCIATE DIRECTOR
HEALTH, SAFETY AND WELLNESS
(GOVERNANCE AND STRATEGY)
The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

The University of Queensland is a world class institution which ranks in the world's top universities, as measured by several key independent rankings, including the Performance Ranking of Scientific Papers for World Universities (41), the US News Best Global Universities Rankings (45), QS World University Rankings (47), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (65). UQ secured a greater share of Australian Research Council grants in 2016 than any other university nationally. The University's Life Sciences broad subject field ranking in the Academic Ranking of World Universities was the highest in Australia at 20.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other university in the country and attracting the majority of Queensland’s highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia’s Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 50,000-plus strong student community includes more than 14,000 postgraduate scholars and more than 13,000 international students from 141 countries, adding to its proud 250,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.8 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and six University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, agriculture, as well as social science research.

UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $13 billion+ (see uniquest.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and this will be a strategic focus moving forward.
GOVERNANCE

The University is governed by a 22-member Senate representing University and community interests. Senate is led by a Chancellor and Deputy Chancellor. The Senate has delegated to the Vice-Chancellor many of its powers under the University of Queensland Act 1998 to appoint staff, manage and control University affairs and property, and manage and control finances.

uq.edu.au/about/governance

STRATEGIC DIRECTIONS

The University of Queensland sets its agenda within a truly global context on the pillars of Learning, Discovery and Engagement. It is a university that is connected with the global community, addressing the issues that are impacting on the modern world. UQ’s aim is to attract the best minds of today, and to develop and support the leaders of tomorrow. The University has an ongoing commitment to strengthening its impact and reputation by building greater research capacity and through the delivery of high quality teaching and learning programs.

UQ is educating a broad and representative student body and providing them with qualifications relevant to the local and global workforce. UQ is committed to actively promoting access, equity and diversity and supporting Aboriginal and Torres Strait Islander and international students.

UQ is characterised by an overriding focus on quality and an increasingly internationalised focus across its learning, discovery and engagement activities. It has involved the application of strategic initiative funding to support existing and emerging priorities that leverage external support, and the development of major research institutes, alongside its faculties, as a vehicle for building critical mass and attracting the best students and staff from around the world.

In 2020 UQ seeks to be a major global university that is developing solutions to global problems. UQ will attract students of the highest calibre who are destined and supported to become future leaders – locally, nationally and internationally. We nominate student success, coupled with employers’ conviction that UQ graduates are recognised worldwide as ‘must have’ employees, as the first of six foundations for UQ’s future success.

A larger suite of postgraduate entry programs will cater to the needs of a modern workforce. Growth in UQ’s postgraduate research student population will drive the University’s capacity for discovery.

UQ’s learning, discovery and engagement is fostered through multiple partnership ventures with business and industry, professional groups, and government and research partners.
STRATEGIC PLAN 2018–2021

The University of Queensland positively influences society by engaging in the pursuit of excellence through the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni.

Transforming students into game-changing graduates through excellent teaching, support, and exposure to world-leading research is a focus of the new UQ’s Strategic Plan 2018–2021. The world is changing at a breakneck pace, and it is vital that we prepare our students to not only adapt to this change, but also to make a positive impact on society and collectively build a beneficial global legacy. Evidence-based knowledge, the ability to work collaboratively to solve complex problems, and a passion for innovation will be essential attributes for our students, regardless of the exact future shape of society. UQ’s Strategic Plan 2018–2021 focuses on graduate employability, collaboration and diversity and inclusivity.

The University’s Strategic Plan 2018–2021 is available to view on the following websites:

uq.edu.au/about/planning
uq.edu.au/about/docs/strategicplan/
UQStrategicPlan2018-2021.pdf

OUR VALUES

Pursuit of excellence
We strive for excellence, seeking to apply the highest standards to benefit our communities.

Creativity and independent thinking
We welcome new ideas from our staff and students as well as from our alumni and our external partners. We support intellectual freedom, courage and creativity. We encourage the pursuit of innovation and opportunities.

Honesty and accountability
We act with integrity and professionalism and uphold the highest ethical standards. We are committed to transparency and accountability. Our decisions ensure responsible stewardship of the University’s resources, reputation and values. We lead by example in all areas including our approaches to sustainability.

Mutual respect and diversity
We promote diversity in the University community - through our people, ideas and cultures. We create a vibrant, inclusive environment in which ideas flourish and future generations, regardless of background, are empowered. We respect our colleagues and work together for shared success.

Supporting our people
UQ ensures the safety and wellbeing of our people. We create an inclusive and supportive university community in which achievements are celebrated and rewarded. Our people have the opportunity to enrich their lives and pursue their goal.
The Health, Safety and Wellness (HSW) Division is a central organisational unit of the University, and works closely with a network of work health and safety managers and coordinators across the Faculties, Schools and Institutes of the University. The HSW Division is positioned within the Chief Operating Officer portfolio.

The broad teams within the HSW Division are:
- HSW Governance and Strategy
- Professional Services
- UQ Wellness
- Work Injury Management

Staff of the HSW Division function within a multidisciplinary team environment. Staff within the HSW Division include generalist OHS practitioners, biosafety advisors, ergonomists, an occupational health nurse, diving and boating advisor, radiation safety specialist, workers’ compensation specialists and administrative support staff. The UQ Wellness program also operates from the HSW Division.

Further information is available at uq.edu.au/ohs.
ROLE OF THE ASSOCIATE DIRECTOR – HEALTH, SAFETY AND WELLNESS (GOVERNANCE AND STRATEGY)

UQ has developed its health, safety and wellness vision for 2021, articulated in its Health, Safety and Wellness Strategy 2017-2021. This Strategy includes the development of a set of health, safety and wellness principles for UQ and five health, safety and wellness priorities. The aim of the HSW Division is to promote the highest practicable standard of occupational health, safety and wellness across the Faculty, to drive a positive OHS culture, and facilitate compliance with legislation and national standards.

The Associate Director HSW Governance and Strategy will lead a small group of advisors in the Governance and Strategy team within the HSW Division. This team develops the strategic direction of health, safety and wellness at the University of Queensland in conjunction with relevant parties, and devises, implements and monitors the HSW governance arrangements, policies and systems for the University. The position will also support the Director in leading the HSW function at UQ, working closely with the UQ HSW network and UQ management, and driving the UQ Health, Safety and Wellness Strategy 2017-2021.

There are ten main responsibilities and functions of health, safety and wellness positions at UQ:
1. Supporting UQ health, safety and wellness governance and consultative mechanisms
2. Developing, managing and maintaining UQ’s OHS management system
3. Facilitating risk management processes at UQ
4. Developing and delivering health, safety and wellness programs
5. Providing advice, information and services
6. Monitoring health, safety and wellness performance
7. Developing health, safety and wellness capability
8. Incident investigation
9. Engagement with regulators and stakeholders
10. Workers’ compensation self-insurance, return to work

These are reflected in the duties below.

DUTIES

Health, Safety and Wellness Division leadership
- As a member of the HSW Division leadership team, actively contribute to the management of the Division to ensure superior outcomes for the University.
- Contribute to the development of corporate HSW planning, and strategic and operational planning for the HSW Division.
- Along with the Director, drive the implementation of the UQ Health, Safety and Wellness Strategy 2017-2021.
- Manage the Division’s HSW Governance and Strategy team and actively foster a work environment that encourages high achievement and continuous improvement.

Developing, managing and maintaining UQ’s OHS management system
- Oversee the development, implementation and review of HSW policies and procedures for the University
- Manage the development and implementation of the University’s OHS system
- Foster the (development and) implementation of innovative systems that reduce compliance burden.
- Oversee the development and maintenance of a HSW capability framework and program for the UQ HSW network and other stakeholders.
Supporting UQ OHS governance and consultative mechanisms

- Oversee the implementation and effectiveness of the HSW governance and consultative framework of the University.

Monitoring UQ OHS performance

- Develop, review and report on the University HSW goals.
- Develop and monitor the corporate workplace assessment and internal auditing framework.
- Report on UQ’s HSW performance and any relevant trends.

Other (HSW-related)

- Engage constructively with regulators and stakeholders, including the OHS network at UQ, to enhance outcomes for the University.
- Provide high-level HSW advice and issues management support to University management and staff.
- Lead and contribute to the development and execution of corporate HSW prevention strategies.

REPORTING RELATIONSHIPS

The Associate Director is responsible for managing a team of advisors.

The Associate Director reports to the Director Health, Safety and Wellness.
SELECTION CRITERIA

Essential

• Postgraduate qualifications in occupational health and safety, science, biochemistry, health, psychology, engineering or similar; or equivalent level of expertise gained from a combination of experience, training, professional accreditation and qualification.
• Exceptional high level interpersonal and communication skills (written and oral) with the ability to lead teams in a constructive, outcomes-focused manner, and to work consultatively and collaboratively with executive management, peers and team members.
• Demonstrated achievement of personal involvement in driving significant positive health, safety and wellness-related outcomes in a large, complex organisation.
• Well-developed discovery, analytical and evaluation skills used in conjunction with high-level organisational and problem-solving skills.
• Demonstrated ability to lead and work collaboratively across the organization, building partnerships in order to facilitate change particularly in the area of enhancing organisational safety climate and culture.
• The ability to apply professional judgement and discretion to make effective decisions.
• Demonstrated experience in establishing and monitoring management systems (preferably occupational health and safety management systems) and reporting on organisational performance.
• Thorough understanding of the principles and legislation related to work health and safety as outlined in the Queensland Work Health and Safety Act 2011, and a demonstrated capacity to design and implement policy or procedures with regard to legislation or relevant Codes and Standards.

Desirable

• Significant experience in work health and safety, and wellness management practices and programs in a university or large government setting.
• Significant experience leading and directing a team of professionals and demonstrable capacity to achieve team-based outcomes.
CONDITIONS OF EMPLOYMENT

Tenure
The initial appointment will be for a term of five years. A further appointment may be offered following a review at least one year before the end of the initial term.

Salary and Benefits
An attractive remuneration package will be negotiated with the successful candidate. Remuneration will be subject to periodic review.

The Associate Director, HSW Governance and Strategy is entitled to four weeks annual leave, 10 days personal leave and an additional 5 days carer’s leave. Other terms and conditions of employment will be negotiated.

Relocation
The University will meet all reasonable removal and establishment expenses. In the case of an interstate or international appointee, an accommodation allowance may be available for a limited period. Details will be negotiated as part of the contract of employment.

HOW TO APPLY
Applications should include a full curriculum vitae and a statement addressing the selection criteria. Applicants should provide the names and contact details of at least three potential referees. These referees need not be approached in advance, as they will not be contacted without the prior consent of the applicant.

FURTHER INFORMATION AND WEBSITE ADDRESSES
General information on the University is available through the University’s website.
uq.edu.au

Other documents which you may wish to refer to include:

- Annual Report:
uq.edu.au/about/annual-reports
- Governance:
uq.edu.au/about/governance
- Key statistics:
  pbi.uq.edu.au/Content/UQKeyStatistics.aspx
- Organisation chart:
uq.edu.au/about/docs/org-chart.pdf
- Research at UQ:
uq.edu.au/research
- Strategic Plan 2018–2021:
- UQ Global Strategy:
global-strategy.uq.edu.au