POSİTİON DESCRIPTİON

Position Title: Occupational Hygiene Advisor
Organisation Unit: Occupational Health and Safety Division
Position Number: 3025513
Type of Employment: Part-time, continuing
Classification: Hew Level 8

THE UNIVERSITY OF QUEENSLAND

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.

UQ ranks in the world’s top universities, as measured by several key independent ranking, including the Performance Ranking of Scientific Papers for World Universities (45), the US News Best Global Universities Rankings (52), QS World University Rankings (51), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (60). UQ again topped the nation in the prestigious Nature Index; and secured a greater share of Australian Research Council grants in 2016 ($24.5 million) than any other university nationally.

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 – the UQ Advantage – 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 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 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 230,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.7 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 four 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, 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 $11billion+ (see http://uniquest.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and will have further success in this area as an important strategic aim going forward.

Organisational Environment

The Occupational Hygiene Advisor works as a team member, one of two Occupational Hygiene Advisor positions within the Occupational Health and Safety Division. Staff of the Occupational Health and Safety Division function within a multidisciplinary team environment.

The goal of the Occupational Health and Safety Division is to promote the highest practicable standard of occupational health, safety and wellness within the University of Queensland, drive a positive OHS culture and facilitate compliance with legislation and national standards. The OHS Division is a central operational work unit of the University, and works closely with a network of work health and safety managers and co-ordinators across the Faculties, Schools and Institutes of the University.

Other team members 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 Occupational Health and Safety Division.

The Occupational Hygiene Advisor position provides advice to help achieve compliance of the University with current safety legislation, standards and codes of practice. Working within the OHS Division, the Occupational Hygiene Advisor will also be expected to perform general OHS advisory activities.

The personal qualities of the person that would be a terrific fit for the OHS Division would have the following:

- A demonstrated ability to be able to work independently, enthusiastically and with initiative
- A demonstrated ability to communicate effectively, in both written and oral forms.
- A demonstrated reliability to meet deadlines and be effective in achieving results
- Possess integrity, tact and discretion
- A demonstrated willingness to participate in further professional development
- A positive, constructive and consultative approach to working in a team.
- Ability to apply professional judgement and discretion across particular sets of rules or regulations to make effective decisions.
- A meticulous attention to detail.

Information about the Occupational Health and Safety Division may be accessed on the Division’s web site at http://www.uq.edu.au/ohs/

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available at - http://www.uq.edu.au/current-staff/working-at-uq
DUTY STATEMENT

Primary Purpose of Position

The Occupational Hygiene Adviser is responsible for providing specialist advice to the University and its staff about the prevention of illness/injury arising from exposure to chemical and physical hazards. The Occupational Hygiene Adviser will have the primary responsibility for occupational hygiene issues within the OHS Division including hazardous substances, asbestos and dusts, workplace ventilation, confined spaces, noise and protective equipment.

Duties

Duties and responsibilities include, but are not limited to:

- Survey of University business units to identify and evaluate the chemical, physical or biological hazards used or generated in the University environment
- Assess the risk to workers' health of exposure to chemical, physical and biological hazards by undertaking environmental and personal monitoring and workplace audits, and recommend the appropriate control measures to be implemented
- Reviewing and determining requirements for health surveillance
- Development of policies, procedures and guidelines to minimise exposure to chemical and physical hazards in the workplace
- Investigation of incidents
- Preparation of reports as a basis for improvements to workplaces
- Provision of advice and assistance to business units on OHS matters
- Provision of advice to University engineers and consultants regarding design requirements of various control measures for particular hazards
- Assistance in the development as well as presentation of workplace safety programs and training
- Advising the University with respect to compliance with relevant legislation governing chemical and physical hazards
- Liaison with state and local government departments regarding statutory obligations
- Liaise with internal contacts such as Heads of Schools, Occupational Health and Safety Managers and Co-ordinators, Property and Facilities staff, users of hazardous substances etc
- Liaise with external contacts such as the workplace health and safety regulator, SafeWork Australia, Standards Australia, OHS staff of other Universities, consultant engineers, architects, chemical and equipment companies.
- Any other duties as reasonably directed by your supervisor
Other
Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- the University’s Code of Conduct
- requirements of the Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or Institute/School
- the adoption of sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures
- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related responsibilities and procedures developed by the University

Organisational Relationships
The position reports to the Director, Occupational Health and Safety Division.

SELECTION CRITERIA

Essential

- Postgraduate qualifications or progress towards postgraduate qualifications Occupational Health and Safety, related Science or Health Sciences and extensive relevant experience; or extensive experience and management expertise; or an equivalent combination of relevant experience and/or education/training.
- A sound knowledge of the principles and legislation related to workplace health and safety.
- Knowledge and skill regarding the identification, assessment, control and measurement of chemical, physical and biological hazards used or generated in the workplace. These hazards include:
  - chemical hazards in the form of gases, vapours, mists, dust, and fumes;
  - physical hazards such as noise, heat and cold, vibration, lighting; and
  - biological hazards such as viruses, bacteria, moulds, fungi.
- Sound knowledge and understanding of the relevant legislation governing the safe use, storage, transport and disposal of hazardous chemicals including dangerous goods, scheduled substances and chemicals of security concern.
- Sound knowledge and understanding of the requirements and legislation governing Hazardous Area Classification
- An ability to communicate, motivate and achieve co-operation with management and employee groups.
- An ability to prepare and present reports of a substantial nature.
- An ability to develop and present effective training programs in occupational hygiene.
Desirable

- Minimum of 5 years practical experience in occupational hygiene.

The University of Queensland values diversity and inclusion.

Applications are particularly encouraged from Aboriginal and Torres Strait Islander peoples. For further information please contact our Australian Indigenous Employment Coordinator at: atsi.recruitment@uq.edu.au

Applications are also encouraged from women.