POSITION DESCRIPTION

Position Title: Senior Facilities and Safety Advisor
Organisation Unit: Faculty of Health and Behavioural Sciences
Position Number: 3027811
Type of Employment: Full time, Continuing
Classification: Hew Level 6

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 well within the top 100 universities worldwide, measured through a number of major independent university rankings: the Academic Ranking of World Universities, Times Higher Education World University Rankings, US News Best Global Universities Rankings, QS World University Rankings and Performance Ranking of Scientific Papers for World Universities, and is indeed in the top 50 in some of these rankings. Over the past 3 years for which audited data are available UQ has attracted the highest (2013) or second highest (2012, 2014) amount of research funding of any Australian university.

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.

**Faculty of Health and Behavioural Sciences**

The Faculty of Health and Behavioural Sciences is a strong faculty that has a coherent focus on health and well-being underpinned by a clear integrative theme related to preventative health and behaviour change. Furthermore, the Faculty provides the opportunity for the allied health sciences to have a strong voice and great visibility within the University.

The Faculty currently includes six schools and three research centres:

- School of Dentistry
- School of Health and Rehabilitation Sciences
- School of Human Movement and Nutrition Sciences
- School of Nursing, Midwifery and Social Work
- School of Pharmacy
- School of Psychology
- Centre for Youth Substance Abuse Research
- RECOVER Injury Research Centre
- Queensland Alliance for Environmental Health Sciences (QAEHS)

Information about the Faculty may be accessed on the Faculty’s web site at [http://www.habs.uq.edu.au/](http://www.habs.uq.edu.au/)

**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](http://www.uq.edu.au/current-staff/working-at-uq)
DUTY STATEMENT

Primary Purpose of Position

The Senior Facilities and Safety Advisor will be responsible for the maintenance of facilities and other resources specifically within the School of Nursing, Midwifery and Social Work (NMSW). Additionally this position will be responsible for the identification, reporting and rectification of hazards, as well as assisting with the implementation of the Faculty and Schools’ Health and Safety Management plan, initially within the Schools of NMSW and Dentistry. This role will be required to work across multiple locations.

Duties

Duties and responsibilities include, but are not limited to:

Facilities and Operations

- Management of clinic based office and workshop equipment in consultation with the Program Directors, Clinical Lecturers and the Faculty OH&S and Facilities Manager.
- Request repairs, maintenance, alterations and improvements and maintain an overview of maintenance problems for clinic and office equipment.
- Liaise with School staff and Supervisors of Property and Facilities regarding cleaning and maintenance issues.
- Ensure that all standard operating procedures relating to the oversight of the NMSW clinical operations are current and reviewed regularly.
- Assist with facilities and refurbishment matters including signage, furniture requirements, liaising with contractors and the co-ordination of asset stock-takes.
- Assist with all aspects of space planning and allocation of space to staff and students the relocation of offices across all sites and the set-up of equipment/furniture for engagement and other activities;
- Assist in the annual insurance and other compliance audits and returns;
- Provide content and requirements for refurbishments and infrastructure submissions with the University.
- Assist with security matters including monitoring access, undertaking the role of key custodian and liaising with relevant stakeholders with regards to security issues.

Workplace Health and Safety

- Facilitate NMSW’s WHS Committee meetings – acting as secretary/chair and attend Faculty WHS Committee and WHS Forum as the Schools representative.
- Develop SOP and training for equipment use with relevant stakeholders and maintain and update Emergency Evacuation Plans for NMSW.
- Oversee drug and chemical purchasing, manifest updates and disposal in consultation with the School of Dentistry’s Lab Manager and Pre Clinic Coordinator and advise on documentation in relation to same
- Advise the relevant Head of School and School Manager on responsibilities under the Workplace Health & Safety Act and ensure compliance on the overall state of health and safety in the School.
- Liaise with the Program Directors and Clinical Lecturers, and external placement partners to ensure the School is compliant with WH&S requirements.
• Ensure all WH&S documentation is up to date for auditing requirements and ensure adequate record-keeping as required under the Act including OH&S Plans. In consultation with the Fire Safety Officer and local contacts at rural sites, ensure Emergency Evacuation Procedure Manuals are maintained for all School locations.

• Responsible for the School’s Incident, Illness & Injury reporting system and provide advice as required. Identify and report on trends and serious incidents to the School Manager and the Faculty WH&S and Facilities Manager.

• Responsible for the Hazard Reporting process and suggest and implement appropriate risk control measures.

• Advise staff on the requirements to conduct risk assessments and assist staff in conducting risk assessments where required.

• Assist with formal investigations into serious incidents in conjunction with the Faculty WH&S and Facilities Manager and the OHS Division.

• Assist with the implementation of new systems and processes, including conducting local training and local inductions for all new staff.

• Participate in workplace audits organised by the OHS Division and conduct annual workplace inspections including the development and monitoring of corrective action plans.

• Conduct initial ergonomics assessments and liaise with the Faculty OH&S and Facilities Manager as required.

• Instigate and submit minor works funding requests to the OHS Division in consultation with the School Manager and the Faculty WH&S and Facilities Manager.

• Assist other Schools in the Faculty of Health and Behavioural Sciences in relation to WH&S Matters as directed by the Faculty WH&S and Facilities Manager.

• Provide supervision of staff with specialist knowledge of clinical nursing and midwifery teaching requirements (Clinical Technician) including provision of training and dissemination of information relating to relevant policies and procedures.

• Act as a liaison between academic staff and the Clinical Technician in order to provide efficient use of resources across the School, resolving issues and implementing improvements where required.

Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

• 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 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 Faculty WH&S and Facilities Manager with a dual report line to the School Manager, (NMSW) and supervises the Clinical Technician staff in NMSW.

SELECTION CRITERIA

**Essential**

- Completion of an undergraduate degree with subsequent relevant experience; or extensive experience and specialist expertise in a relevant field or an equivalent combination of relevant experience and/or education/training.
- Current Australian Drivers Licence.
- Knowledge of risk management principles, including experience in conducting and document risk assessments.
- Well-developed IT skills appropriate for this position including Microsoft Office Suite and other local systems including the University’s risk management database or the ability to rapidly acquire this knowledge.
- Demonstrated experience in Workplace Health and Safety.
- Openness to change and willingness to explore new options and find creative solutions to problems.
- Flexibility to work across a range of activities.
- Excellent organisational skills and the ability to prioritise tasks.
- Ability to work independently and meet deadlines with high level accuracy and attention to detail
- Effective interpersonal and communication skills at all levels including the ability to exercise tact, judgement and maintain confidentiality.

**Desirable**

- Knowledge of clinical equipment and experience working in clinical environments.
- High level of familiarity with the University’s Occupational Health and Safety policies.
- Extensive and relevant experience working in a University or other large organisation.

**Special Conditions**

It is a condition of employment for this role that if you are required now or in the future, to work in a Queensland Health clinical facility, to be vaccinated against, and remain vaccinated against, certain Vaccine Preventable Diseases (VPDs). The employee is required to provide evidence of vaccinations against VPDs.

*The University of Queensland values diversity and inclusion.*

*Applications are particularly encouraged from Aboriginal and Torres Strait Islander peoples.*