POSITION DESCRIPTION

Position Title: Manager, Professional Services
Organisation Unit: Health, Safety and Wellness Division
Position Number: Type of Employment: Full time / Continuing
Classification: Hew Level 9

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 (43), the US News Best Global Universities Rankings (52), QS World University Rankings (47), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (65). UQ again topped the nation in the prestigious Nature Index and our Life Sciences 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 – 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 240,000-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 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://uniques.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 going forward.

Organisational Environment

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.

Information about the Health, Safety and Wellness 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

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 Manager Professional Services will lead a team of specialist advisors in the Professional Services team within the HSW Division. The core services of this team are to provide specialist advice, information and services; develop policies and procedures; facilitate risk management processes across the University; develop and deliver HSW programs; and develop HSW capability across the University. The position will also support the Director and Associate Director Governance and Strategy 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

Duties and responsibilities include, but are not limited to:

**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.
- Manage the Division’s Professional Services team and actively foster a work environment that encourages high achievement and continuous improvement.
- Along with the Director and the Associate Director Governance and Strategy, drive the implementation of the UQ Health, Safety and Wellness Strategy 2017-2021.

**Provision and coordination of specialist advice**
- Ensure the provision of a range of high level, responsive risk-specific specialist advice across the University.
- Facilitate the consideration of appropriate, evidence-informed information and advice for risk management processes and other decision making.
- Provide high-level HSW advice and issues management support to University management and staff.
- Contribute to the development, implementation and review of HSW policies and procedures for the University, and ensure the inclusion of high-level, evidence-based technical advice.
- Contribute to the development and maintenance of a HSW capability framework and program for the UQ HSW network and other stakeholders.

**Other (HSW-related)**
- Lead and contribute to the development and execution of corporate HSW prevention strategies.
- Contribute to the development and implementation of innovative systems that reduce compliance burden.
- Engage constructively with regulators and stakeholders, including the OHS network at UQ, to enhance outcomes for the University.
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 (OHS) 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, Health, Safety and Wellness Division.

**SELECTION CRITERIA**

**Essential**

- Postgraduate qualifications in the specialist areas of occupational health and safety, science, biochemistry, health, psychology, engineering or similar with extensive experience and/or equivalent combination of relevant extensive training and professional experience.
- Significant experience in work health and safety, and wellness management practices and programs in a university or large complex environment.
- Demonstrated high level interpersonal and communication skills (written and oral), the ability to lead teams in a constructive, outcomes-focussed manner, and to work constructively and collaboratively with management, peers and team members.
- Demonstrated achievement of personal involvement in driving significant positive health, safety and wellness–related outcomes and change in a large, complex organisation.
- 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**

- High level of awareness of the OHS-related compliance and regulatory environment within which UQ operates.
- Demonstrated experience in establishing and monitoring management systems (preferably occupational health and safety management systems) and reporting on organisational performance.
- Experience leading and directing a team of professionals and demonstrable capacity to achieve team-based outcomes.
The University of Queensland values diversity and inclusion and actively encourages applications from those who bring diversity to the University. Please refer to the University's Diversity and Inclusion webpage (http://www.uq.edu.au/equity) for further information and points of contact if you require additional support.

Accessibility requirements and/or adjustments can be directed to Elle Guerrero, HR Advisor on 07 344 31369 or e.guerrero@uq.edu.au.