POSITION DESCRIPTION

Position Title: Occupational Hygiene Advisor
Organisation Unit: Health, Safety and Wellness Division
Position Number: 1080839
Type of Employment: Full-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 (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://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 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 goal of the HSW 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 broad teams within the HSW Division are:

- HSW Governance and Strategy
- Professional Services
- UQ Wellness
- Work Injury Management

The Occupational Hygiene Advisor works as a team member, one of two Occupational Hygiene Advisor positions within the HSW Division. 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.

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 HSW 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 HSW 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.


May 2018
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 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 HSW Division including hazardous substances, asbestos and dusts, workplace ventilation, confined spaces, noise and protective equipment.

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 professional services 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 other staff of the Health, Safety and Wellness Division, drive the implementation of the UQ Health, Safety and Wellness Strategy 2017-2021.
**Provision of specialist advice and services**

- 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

**Other (HSW-related)**

- 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 internal stakeholders, including Heads of Schools and other University management, the OHS network at UQ, Property and Facilities staff, users of hazardous substances etc, to enhance outcomes for the University.
- Engage constructively with external stakeholders, including the workplace health and safety regulator, other state and local government departments, SafeWork Australia, Standards Australia, OHS staff of other Universities, consultant engineers, architects, chemical and equipment companies.

**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 work health and safety 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 Manager Professional Services, Health, Safety and Wellness Division.
SELECTION CRITERIA

Essential

- (i) Postgraduate qualifications or progress towards postgraduate qualifications in occupational hygiene, occupational health and safety, related science or health sciences and extensive relevant experience; or (ii) extensive related occupational hygiene experience and management expertise; or (iii) 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

- Ideally, we are seeking someone with at least 5 years practical experience practising occupational hygiene

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 by email central-hr-advisory@uq.edu.au or phone 07 3443 1369.