POSITION DESCRIPTION

Job Title: Occupational Health Nurse Adviser (OHNA)

Organisation Unit: Health, Safety and Wellness Division

Position Number: 1019943

Type of Employment: Continuing – Full time

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 Health Nurse Advisor (OHNA), works within the multidisciplinary team environment of the University's HSW Division. The HSW Division is comprised of team members which include generalist OHS practitioners, occupational hygienists, ergonomists, biological safety and quarantine advisors, 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 OHNA is responsible for providing specialist advice and services to the University and its staff in relation to the prevention of illness and injury arising from exposure to occupational health hazards in the workplace. The OHNA 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.

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
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 Health Adviser (OHNA) is a registered nurse working in a specialist advisory role to promote, monitor and conserve the health of staff, students and visitors at the University of Queensland. The OHNA works with other specialist advisers in the HSW Division and in conjunction with practitioners from UQ Health Care and other health providers to reduce the incidence of workplace injury or illness to the lowest practicable level.

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 HSW Division, drive the implementation of the UQ Health, Safety and Wellness Strategy 2017-2021.

Provision of specialist advice and services
- Development and review of occupational health related policies, procedures and guidelines.
- Review and determine requirements for health surveillance
Facilitate the University’s response to complex health issues; e.g. measles outbreak, TB notifications or pandemic influenza.

Co-ordinate and manage University wide programs—e.g. Hearing Conservation Program, First Aid Officer Program, Health Surveillance and UQ Staff vaccination programs.

Plan, develop, implement and evaluate programs designed to prevent illness and injury and promote health, safety and wellness in the workplace.

Participate in occupational health and safety advisory activities within the HSW Division including training, the provision of OHS advice, the conduct of OHS audits etc.

Recommend appropriate control measures designed to eliminate or minimise risk factors.

Participate in incident investigation, action, modifications and changes in work practices where indicated.

Refer to medical practitioners for advice or to other HSW Division professional staff in their specialist areas.

Preparation of reports as a basis for improvements to workplaces.

Provision of advice and assistance to business units on occupational health matters.

Assess workers’ health e.g. the health status of employees or prospective employees before being assigned tasks which may be hazardous to their health; the health of employees who are terminating employment in which they have been exposed to specific hazards e.g. carcinogens listed in Schedule 10 of the Workplace Health and Safety legislation.

Monitor the health of employees exposed to specific hazards, or as required by legislation e.g. hazardous workplace chemicals, allergens, hazardous noise.

Recognise and manage workplace illness and injury, and refer appropriately.

Provide health counseling and arrange appropriate referral for occupational health matters.

Provide accurate medical information to employees and students when requested, e.g. vaccination, infection control information.

Other (HSW-related)

Engage constructively with internal stakeholders, including Heads of Schools and other University management, the OHS network at UQ, etc, to enhance outcomes for the University.

Engage constructively with external stakeholders, including the workplace health and safety regulator, public health regulator, other state and local government departments, health service providers, SafeWork Australia, OHS staff of other Universities.

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 (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 Manager Professional Services, Health, Safety and Wellness Division.

SELECTION CRITERIA

Qualifications

Essential
- Registered Nurse with current AHPRA registration.
- A demonstrated ability to communicate effectively with management, peers and worker groups in both written and oral forms, to apply professional judgement and discretion to make effective decisions, and to work constructively and collaboratively with management, peers and team members.
- A sound knowledge of the principles and legislation related to work health and safety, particularly relating to occupational health issues.
- Knowledge and skill regarding the identification, assessment, control and measurement of health hazards in the workplace.

Desirable
- Postgraduate qualification in occupational health or occupational health and safety or related field, or equivalent relevant experience.
- At least 5 years post-graduate experience in nursing and previous experience in a safety role.
- Previous experience working in the field of occupational health, public health or an OHS related position.
- Prepare and present effective training programs in occupational health and safety.
- Previous experience in performing lung function and hearing assessments.
- Nurse Immuniser qualification or willing to obtain the qualification.
- Demonstrated ability in using standard computer packages such as word and excel and web based OHS programs and medical health care data systems.

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.