POSITION DESCRIPTION

Position Title: Health, Safety, Wellness & Facilities Manager
Organisation Unit: Sustainable Minerals Institute
Position Number: 3021577
Type of Employment: Full Time, Fixed Term
Classification: HCE 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 CWTS Leiden Ranking (32), the Performance Ranking of Scientific Papers for World Universities (43), the US News Best Global Universities Rankings (42), QS World University Rankings (48), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (69). Excluding the award component, UQ is now ranked 45th in the world in the ARWU, and is one of the only two Australian universities to be included in the global top 50.

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 52,000-plus strong student community includes more than 16,400 postgraduate scholars and more than 15,400 international students from 135 countries, adding to its proud 250,000-plus alumni. The University has more than 6,600 academic and professional staff (full-time equivalent) and a $1.75 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

One of the UQ’s eight research institutes, the Sustainable Minerals Institute (SMI) consists of some 240 staff and postgraduate students covering the areas of mining and geology, mineral processing, environment and rehabilitation, social responsibility, safety and risk, water and unconventional gas. SMI is industry-focused and consequently works with many leading global resources companies and many small-medium enterprises and suppliers. SMI interacts strongly with governments and community. A priority for SMI is the development of talent and providing an environment for successful and rewarding careers. SMI was founded in 2001 and since its inception has established a reputation as a unique institution for integrated sustainable development research in the resource sector. SMI is a truly global institute with staff and students from around the world. SMI's people are also diverse in their discipline backgrounds, which range across disciplines including anthropology, geology, soil science, sociology, hydrology, environmental science, engineering and mine management.

The Institute recognises and values equity and diversity, and encourages applications from any individual who meets the requirements of this position irrespective of gender, sexuality, race, ethnicity, religion, disability, age or other protected attributes. SMI strives to provide an inclusive working environment, and along with the University is committed to supporting staff with family and caring responsibilities by providing policies, programs and initiatives to help balance work and family responsibilities.

Information about the Institute may be accessed on the Institute’s web site at http://www.uq.edu.au/smi.

SMI comprises seven major research Centres:

- SMI's Production Centres are the:
  - WH Bryan Mining and Geology Research Centre
  - Julius Kruttschnitt Mineral Research Centre
- SMI's People Centres are the:
  - Centre for Social Responsibility in Mining
  - Minerals Industry Safety and Health Centre
- SMI's Environment Centres are the:
  - Centre for Mined Land Rehabilitation
  - Centre for Water in the Minerals Industry
- International Centre of Excellence in Chile

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 purpose of this position is to drive the implementation of the UQ Health, Safety and Wellness Strategy 2017-2021 throughout the Institute and promote the highest practicable standard of occupational health, safety and wellness, while supporting and encouraging a positive OHS culture, and facilitating compliance with legislation and national standards.

The position provides advice and support in health, safety and wellness matters to Institute Executive, and liaises closely with the central UQ Health, Safety and Wellness (HSW) Division to maintain consistency of implementation of the UQ HSW Strategy, and to identify and respond to University-wide HSW priorities.

The position will provide strategic direction and support to Institute leaders, and co-ordinate and implement the University OHS Management system consistently within their area of responsibility. There is considerable capacity to identify and lead innovative projects designed to continually improve workplace health, safety and wellness across the Institute and the University.

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 outlined below.

Duties

Organisational

- Actively engage with UQ HSW Division on matters relevant to UQ’s health and safety performance and the Institute’s management of safety, and actively provide support to the Division with the development and trialing of systems, policies and procedures.
- Participate in the development or review of corporate UQ HSW policies, procedures, guidelines, and corporate HSW programs, and ensure corporate policies and procedures are implemented, communicated and monitored locally.
- Participate in and actively contribute to networks that assist with the provision of health, safety and wellness advice, services and programs across the organisation.

Strategy and Culture

- Coach and mentor local staff and managers on how to effectively demonstrate safety leadership, and to encourage and reinforce the development of a positive safety culture across the Institute.
• Work with the UQ HSW Division and local management to implement the UQ HSW Strategy both at a corporate and at the Institute level.

**Health, Safety and Wellness Program**

• Advise Institute management about responsibilities under the work health and safety, and other related legislation, ensure management maintains a comprehensive understanding of its safety risk position, as well as the overall state of occupational health and safety across the Institute.

• Ensure a uniform and considered approach to HSW issues across the Institute, such as inductions, workplace assessments/inspections/audits, maintaining/supporting the network of First Aid Officers, Fire and Emergency Wardens and other local safety contacts (as dictated by the risks present in the Institute), and local emergency plan.

• Support/advise/coach the local OHS committee, its Chair, any Health and Safety representatives, plus facilitate the effective functioning of OHS committee.

• Identify, develop, implement and monitor/evaluate local programs and projects to improve HSW performance across Institute, including the development and delivery of the Institute annual health and safety management plan based on the UQ HSW Goals and focused on control of local risks.

• Provide advice on risk assessments prepared by Institute personnel to ensure they are of appropriate quality and detail, and reviewed according to UQ guidelines.

• Develop and provide effective OHS, regulatory compliance and risk specific training and other capability development initiatives at a local level (e.g. responsibilities and duties; safety training on specific risks, hazardous areas, local induction).

• Audit the Institute OHS systems and processes to ensure compliance with corporate systems, policies and procedures etc.

• Represent the Institute on UQ related committees, project groups etc.

• Monitor the health and safety performance of the Institute and provide appropriate performance information to management.

• Develop appropriate mechanisms to ensure that incident, injury and hazard reports are completed, and conduct or advise on follow-up investigations.

• Ensure incidents are investigated, seek advice from internal and external parties, identify causative factors, develop and monitor remedial action plans, with a view to preventing recurrence.

• Effectively engage with regulators during inspections, audits, and investigations.

• Advise on and oversee other regulatory compliance elements as relevant e.g. OGTR, Biosecurity, Radiation Health.

• Actively assist in the implementation of return to work plans including the modification of work systems, purchasing and installation of equipment.

**Facilities**

• Assist the DDO in providing strategic and operational management of facilities and infrastructure support services.

• Liaise with Property and Facilities (P&F) on major building and refurbishment projects across the Institute, identifying any WHS risks and ensuring that plans and major works proceeds smoothly.

• Assist the DDO with proposals for future Institute planning, including building refurbishments, risk management and operational plans.

• Provide facilities support to SMI research groups, staff and students by leading and coordinating space and people occupancy requirements, asset management and insurance arrangements, IT procurement, building maintenance and repair requirements and building access.

• Lead and manage operational requirements for research spaces.

• Supervise a team of laboratory, technical, safety and facilities personnel.
**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 Institute Deputy Director Operations.

The position also has a complimentary reporting and communication line to the position of Director, Health, Safety and Wellness Division.

The position supervises and leads a team of laboratory, technical, safety and facilities personnel.

**SELECTION CRITERIA**

**Essential**

- Post-graduate qualifications or progress towards postgraduate qualifications in occupational health and safety, science, biochemistry, health, psychology, engineering or similar, and extensive relevant experience; or extensive experience and management expertise managing OHS in a similar, multiple site setting; or an equivalent combination of relevant experience and/or education / training.
- Thorough understanding of the principles and legislation related to work health and safety, and a demonstrated capacity to design and implement policy or procedures with regard to legislation, Standards and Codes.
- Demonstrated high level interpersonal and communication skills (written and oral).
- Ability to influence teams in a constructive, outcomes-focused manner, and to work collaboratively with management, peers, team members and client groups.
- Demonstrated achievement of personal involvement in driving significant positive health, safety and wellness–related outcomes across an organisation.
- Experience with the engagement of a range of regulators (e.g. Workplace Health and Safety Queensland, Electrical Safety Office, Queensland Radiation Safety, Office of Gene Technology Regulator, Queensland Public Health, Department of Agriculture and Water Resources (Biosecurity)).

**Desirable**

- Significant experience in work health and safety, and wellness management practices and programs in a university or large government setting.
• Substantial experience of workplace health and safety-related practices relevant to the risk types found at the Institute.
• Demonstrated experience in leading change, particularly in the area of enhancing organisational safety climate and culture.
• Demonstrated knowledge of the operational application of the compliance requirements of a range of other related legislation e.g. Gene Technology Act, Biosecurity Act, the Drugs and Poisons Regulation, and relevant Codes of Practice and Australian/NZ Standards.
• Experience in the use of a wide range of computer applications in a networked environment.

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.

This role is a full-time position; however flexible working arrangements may be negotiated.

Accessibility requirements and/or adjustments can be directed to the contact person listed in the job advertisement.