POSITION DESCRIPTION

Position Title: Health, Safety and Facility Officer
Organisation Unit: Queensland Alliance for Agriculture and Food Innovation
Position Number: 3028694
Type of Employment: Full time, fixed term
Classification: HEW 5

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 Queensland Alliance for Agriculture and Food Innovation (QAAFI) is a research institute of the University of Queensland (UQ) which was established in 2010 and comprises of four research centres – the Centre for Crop Science, the Centre for Horticultural Science, the Centre for Animal Science and the Centre for Nutrition and Food Sciences.

QAAFI’s team of 450 researchers, postgraduate students and support staff undertake high impact science for agriculture and food industries. The institute’s strong partnership with the Queensland Government provides our researchers with a direct link to the agriculture industry in Queensland, and world class field research facilities throughout Queensland. Agriculture is one of UQ’s highest ranked research fields nationally and internationally and QAAFI is a global leader in agricultural research in subtropical and tropical production systems.

QAAFI scientists are driven to make a difference to the agriculture and food industries and have over 150 collaborators worldwide.

Details of the research interests of the Institute may be accessed on the Institute’s web site at http://www.qaaфи.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

**DUTY STATEMENT**

**Primary Purpose of Position**

To support the Health, Safety and Facility Manager (HSF Manager) to achieve compliance with UQ, DAF and legislative requirements including Workplace Health and Safety (WH&S), Office of the Gene Technology Regulator (OGTR) and Department of Agriculture - Quarantine for all QAAFI personnel (personnel, students, contractors, volunteers and visitors) and QAAFI managed facilities.

**Duties**

Duties and responsibilities include, but are not limited to:

**Training**

- Provide WH&S training and information sessions with QAAFI personnel as required, and identify appropriate training programs in occupational health and safety, in consultation with the OH&S Division.
• Provide WH&S inductions for all QAAFI personnel and visitors within UQ St Lucia Facilities, and other facilities, including DAF facilities where UQ staff and students are located.
• Maintain QAAFI Induction and Training records including follow-up and renewal notifications.

Risk Management
• Provide advice on risk assessments for workplaces and tasks.
• Assist with ensuring all risk assessments and standard operating procedures are reviewed as required.
• Assist with ensuring all risk assessments are audited according to UQ requirements.
• Support HSF Manager to analyse and advise on incidents and their investigations to QAAFI personnel and Management.
• Report identified hazards and appropriate risk control measures to the HSF Manager.
• Assist QAAFI personnel with UQ injury, illness and incident reporting requirements, hazard reporting and Work Injury Management.
• Review travel requests and Off-Campus plans to ensure management of risks associated with the travel.

Communication
• Support HSF Manager to develop and foster WH&S networks with DAF WH&S officers and participate on WH&S Committees as appropriate at DAF and at UQ.
• Support HSF Manager to liaise with DAF WH&S Officers to ensure a coordinated and effective provision of WH&S services.
• Consult with QAAFI personnel and identify and nominate a WH&S representative at each of the QAAFI Workgroups.
• Establish and maintain an email distribution list for promotion of WH&S Alerts, guidelines, policy and training.
• Assist with the development and fostering of networks with DAF as appropriate to ensure all QAAFI personnel comply with DAF, UQ and legislated requirements.
• Undertake travel to nominated DAF facilities to carry out duties.

Facilities
• Follow up maintenance requests and cleaning issues with P&F or local facility management where issues are not resolved in a timely manner.
• Maintain records to ensure first aid kits and first aider requirements are maintained.
• Audit records to ensure regular inspection and checks of laboratory emergency equipment such as spill kits, safety showers and eye-wash stations.
• Ensure emergency contact listings are kept up-to-date with P&F and other local facility management.
• Ensure all equipment that requires regular servicing or maintenance is being maintained according to manufacturer and legislated requirements (including electrical testing and tagging).
• Ensure regular housekeeping inspections are completed for all QAAFI facilities.
• Arrange building access where required.
• Any other duties as reasonably directed by your supervisor.

**Quarantine and OGTR**
• Monitor compliance with Quarantine and OGTR requirements as required including providing advice regarding permit requirements and support during internal and external facility audit processes.

**Chemicals Management**
• Ensure all QAAFI personnel understand UQ, legislated and local chemicals management processes including tracking inventories, purchasing, storage, usage and waste disposal.

**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 Health, Safety and Facility Manager.
SELECTION CRITERIA

Essential

- Qualifications and training equivalent to an undergraduate degree; or an equivalent combination of relevant experience and/or education/training.
- Demonstrated experience within a diverse laboratory environment;
- Knowledge and application of risk management processes;
- Understanding of legislative requirements associated with laboratories and workplace health and safety;
- Proven experience completing workplace inspections;
- Current drivers licence.

Desirable

- Knowledge of Workplace Health and Safety (WH&S), OGTR and Department of Agriculture - Quarantine legislation and associated Australian Standards;
- Experience as a laboratory technician with a knowledge of varied laboratory equipment and hazardous chemicals.

Vaccinations and Immunisation

It is a condition of employment for this role that if you are required now or in the future, to work or interact in Queensland Health clinical facility; or in an equivalent clinical health facility; or health care role; or will be required to perform work tasks that put you at risk of exposure to vaccine-preventable disease you are required to be immunised against, and remain immunised against, certain vaccine preventable diseases (VPDs) in accordance with the University’s Vaccinations and Immunisation Guidelines (PPL 2.60.08). The employee is required to provide evidence of immunisation against VPDs.

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 recruitment@uq.edu.au