POSITION DESCRIPTION

Position Title: Health, Safety and Wellbeing Advisor (Wellness)
Organisational Unit: Health, Safety and Wellness Division
Position Number: NEW
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 (45), QS World University Rankings (48), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (69). UQ again topped the nation in the prestigious Nature Index, and our Academic Ranking of World Universities result in the field of Life and Agricultural Sciences is 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 health, safety and wellness 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, facilitate compliance with legislation and national standards, and manage a high quality Wellness and workers’ compensation self-insurance program for the University.

The broad teams within the HSW Division are:

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

The Health, Safety and Wellness Advisor (Wellness) works as a team member, one of two Wellness Advisor positions within the HSW Division. Staff of the HSW Division function within a multidisciplinary team environment and include generalist OHS practitioners, occupational hygienists, psychologist, 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 personal qualities of the person who would be a terrific fit for the HSW Division include:

- 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.
- 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.
- Meticulous attention to detail.

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 about the UQ Wellness Program may be accessed at https://staff.uq.edu.au/information-and-services/health-safety-wellbeing/personal/wellness

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 Health, Safety and Wellness Advisor (Wellness) will work within the UQ Wellness program, and will work with other program members and partners to develop and implement policies and initiatives that will proactively support the HSW Strategy, with a specific focus on the priority of “enhancing wellbeing”. The UQ Wellness program operates across four primary areas: physical wellbeing, psychological wellbeing, organisational engagement and lifestyle (modifiable risk factors). The HSW Strategy priority of “enhancing wellbeing” is underpinned by an awareness that a socially responsible, sustainable business requires leaders and managers to consider the effect of management practices on people, including their physical and mental wellbeing. Therefore, this position contributes in a significant way to the promotion and enhancement of the psychological wellbeing of staff.

This position will work closely with the Manager, UQ Wellness Program to support, promote and encourage a culture of genuine care and personal commitment by providing staff with opportunities to enhance all aspects of their personal wellbeing, through a proactive rather than reactive approach.

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 UQ Wellness team, actively contribute to the management of the Division to ensure superior outcomes for the University.
- Contribute to the development of corporate HSW planning, strategic and operational planning for the HSW Division.
- Along with other staff, drive the implementation of the UQ Health, Safety and Wellness Strategy 2017-2021, with a particular emphasis on the “Enhancing Wellness” priority of the Strategy.
**Provision of specialist advice and services**

- Provide leadership and direction to senior management on the design, development and delivery of strategies and initiatives to support and enhance the UQ Wellness program, with a focus on positive psychological wellbeing and enhanced organisational engagement.
- Coordinate the implementation of a range of programs within the University that are focused on developing staff psychological wellbeing and organisational engagement at the organisational unit and individual staff member level.
- Promote the importance of psychological wellbeing within the University, including the broad areas of how people are managed and how work is organised, work/life balance, employee work satisfaction and organisational engagement.
- Provide professional advice and support to managers and staff to assist in identifying and addressing work practices that unduly impact upon the work/life balance of staff and their engagement with the University.
- Support and contribute to a coordinated approach with respect to the broader health and wellbeing of staff and students across all related programs.
- Design, coordinate, implement and evaluate effective employee wellbeing programs (including training and awareness programs) across the University.
- Evaluate and report upon the impact of the wellness program on organisational outcomes such as enhanced employee engagement, work/family/life balance and employee health.
- Preparation of reports and proposals as a basis for work unit and organisational improvement.
- Engage constructively with internal and external partners and stakeholders, including service providers such as the corporate health insurance provider, community and service groups/organisations and UQ Health Care; government authorities such as Queensland Health; UQ Employee Relations; Heads of Schools and other University management, the HSW network; Wellness staff of other Universities; etc. to enhance outcomes for the University.

**Other (HSW-related)**

- Contribute to the development and execution of broad corporate HSW prevention strategies.
- Contribute to the development and implementation of innovative systems that reduce compliance burden.
- Any other duties as reasonably directed by your supervisor.

**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; and
- 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

- A degree qualification in an area related to human health and wellbeing such as psychology, health promotion, public health, health sciences, or occupational health and safety.
- (i) Postgraduate qualifications or progress towards postgraduate qualifications in a field related to human health and wellbeing, and extensive relevant experience; or (ii) extensive related experience and management expertise; or (iii) an equivalent combination of relevant experience and/or education/training.
- Demonstrated experience in designing, implementing and evaluating broad organisational wellbeing programs and initiatives in large, complex organisations.
- Demonstrated experience in a broad range of effective psychological wellbeing initiatives and their applicability, including early intervention and prevention strategies, within large complex organisations.
- Demonstrated experience of strong engagement skills and building partnerships across organisational units around the design and implementation of corporate wellbeing initiatives which may comprise complex policy and operational aspects.
- An ability to develop and present effective training and awareness programs in areas related to comprehensive wellbeing programs.
- An ability to communicate and establish positive working relationships with managers, employees and external organisations to achieve the University’s goals and priorities.
- Demonstrated ability to gather, analyse and interpret data to produce succinct, definitive and well-written, compelling reports.

Desirable

Ideally, we are seeking someone with at least five years practical experience in designing, implementing and evaluating effective organisational wellbeing programs.

- Significant experience within a university or large, complex organisational environment.

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 facilities; 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). You will be 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.

Accessibility requirements and/or adjustments can be directed to Vanetta Warren at central-hr-advisory@uq.edu.au