



POSITION DESCRIPTION

Position Title:	Health, Safety and Facility Manager
Organisation Unit:	Queensland Alliance for Agriculture and Food Innovation
Position Number:	3023371
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 CWTS Leiden Ranking (32), the Performance Ranking of Scientific Papers for World Universities (40), the US News Best Global Universities Rankings (42), QS World University Rankings (47), Academic Ranking of World Universities (54), and the Times Higher Education World University Rankings (66). 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 53,000-plus strong student community includes more than 16,400 postgraduate scholars and more than 17,000 international students from 135 countries, adding to its proud 260,000-plus alumni. The University has more than 6,600 academic and professional staff (full-time equivalent) and a \$2.15 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+.

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.qaafi.uq.edu.au>

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is [available online](#).

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 and facility matters to the Institute Management team, 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 and facilities 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.

In addition, this position is responsible in achieving statutory compliance with UQ, DAF and legislative requirements including Workplace Health and Safety, Office of the Gene Technology Regulator (OGTR) and Department of Agriculture and Water Resources for all QAAFI personnel (staff, students, contractors, volunteers, and visitors) and QAAFI managed facilities.

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

- Liaise with Property and Facilities (P&F) on building and refurbishment projects across QAAFI sites, identifying WHS risks and ensuring that plans and major works proceed smoothly
- Liaise with internal and external stakeholders to manage QAAFI's facilities, including planning and coordination of projects, maintenance, operations, asset procurement and space and seating allocations.
- Assist QAAFI Executive and research groups with proposals for future planning, including building refurbishments, risk management and operational plan in conjunction with DAF
- Advise QAAFI Executive on strategic and operational management of facilities and infrastructure support services, maintain effective 24/7 emergency support
- Consult and liaise with UQ Property and Facilities, UQ Security, UQ OH&S Division and contractors, concerning building maintenance, safety and repairs as required

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 QAAFI Operations Manager.

The following roles report to the QAAFI Health, Safety and Facilities Manager:

- Facilities and Infrastructure Coordinator (HEW 6)
- Health, Safety and Facilities Officer (HEW 5)
- Health, Safety and Facilities Officer (HEW 6) Elkhorn Facility

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.
- Excellent interpersonal skills, with the ability to communicate effectively to create a positive safety culture across QAAFI, and ensure staff cooperation and compliance with health, safety and facility requirements
- 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)).
- Current drivers licence

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](#) 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.