POSITION DESCRIPTION

Position Title: Workplace Health and Safety Coordinator and Laboratory Manager
Organisation Unit: Faculty of Health and Behavioural Sciences
Position Number: 3043694
Type of Employment: Full Time, Continuing
Classification: HEW Level 7

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.

Faculty of Health and Behavioural Sciences

The Faculty of Health and Behavioural Sciences is a strong faculty that has a coherent focus on health and well-being underpinned by a clear integrative theme related to preventive health and behaviour change. Furthermore, the Faculty provides the opportunity for the allied health sciences to have a strong voice and great visibility within the University.

The Faculty currently includes:

- School of Dentistry
- School of Health and Rehabilitation Sciences
- School of Human Movement and Nutrition Sciences
- School of Nursing, Midwifery and Social Work
- School of Pharmacy
- School of Psychology
- Centre for Youth Substance Abuse Research (CYSAR)
- RECOVER Injury Research Centre
- Queensland Alliance for Environmental Health Sciences (QAEHS)
- Centre for Business and Economics of Health (CBEH)
- UQ Poche Centre for Indigenous Health
- Southern Queensland Rural Health (SQRH)

More information about the Faculty is available at: http://habs.uq.edu.au/

PACE building

In 2010, the School of Pharmacy relocated to new, purpose built facilities in Brisbane’s PACE (Pharmacy Australia Centre of Excellence) precinct adjacent to hospital, research and industry partners. In 2018, QAEHS joined the School of Pharmacy in the PACE building, and the QAEHS and School of Pharmacy laboratories are now co-located to optimise space, equipment usage, and collaboration opportunities.
The School of Pharmacy

The School of Pharmacy is one of the largest Schools of this type in Australia with over 50 academic staff (including joint appointments with the community, hospital and government pharmacies) who are widely published internationally and have extensive research backgrounds. A team of 20 administrative, scientific and IT staff provide operational support, and over 50 people are employed through the School on research grants and other contracts.

The School of Pharmacy has experienced tremendous growth in student numbers, research productivity and professional pharmacy involvement over recent years. The School offers:

- Bachelor of Pharmacy Honours (4 years)
  The degree is taught in six integrated streams of study (Quality Use of Medicines, Dosage Form Design, Drug Discovery, Data Analysis in Pharmacy, Biological Fate of Drugs and Social and Professional Aspects of Pharmacy)
- Research-focused Major in Clinical and Experimental Therapeutics (on-course)
- Clinical Pharmacy and Pharmacy Practice (postgraduate – flexible delivery options)

The School has active research groups in areas ranging from Therapeutic Targeting, Pharmacometrics, and Pharmacy Education to Quality Use of Medicines. Research funds are obtained from government and private sources – UQ, ARC, NHMRC, Queensland Cancer Fund, Queensland Pharmacy Research Trust, Federal and State governments and the pharmaceutical industry.

Details of the School's activities may be accessed on the school’s web site at http://www.uq.edu.au/pharmacy.

Queensland Alliance for Environmental Health Sciences (QAEHS)

The Queensland Alliance for Environmental Health Sciences (QAEHS) is a UQ Research Centre, jointly funded by Queensland Health and UQ.

QAEHS' vision is to improve human health through environmental health science. The Centre’s mission is to address local, national and global environmental health science challenges and achieve first class outcomes in research, training and partnership engagement while meeting the needs of Queensland and the wider community.

As part of UQ's ongoing and successful environmental health partnership with Queensland Health, QAEHS is committed to establishing and maintaining multidisciplinary research expertise across a range of environmental health sciences. These include environmental aspects of toxicology, human health epidemiology, microbiology, health risk assessment, health risk communication, identification and analysis of emerging environmental health risks, and state-of-the art monitoring and analytical techniques, methodologies and technologies for environmental hazards and exposures.
QAEHS works closely with Queensland Health in developing its research directions, and in providing expert opinion, advice and training to Queensland Health staff. QAEHS staff are pursuing research excellence through competitively-funded research and government or private consultancies. Supervision of research students and some coursework teaching are other core components of QAEHS’ activities.

The University of Queensland plans to bring world-class research and expertise to the Alliance. The University currently stands as the only Queensland University in the QS Top 100 for biological science, pharmacy/pharmacology and medicine. UQ is the pre-eminent Australian university in environmental sciences, ranked 12th in the 2018 QS world rankings.

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 Workplace Health and Safety Coordinator and Laboratory Manager is responsible for managing and maintaining communal scientific infrastructure for QAEHS and the School of Pharmacy, as well as being the Workplace Health and Safety Coordinator for both and chairing the PACE building Health Safety and Wellness committee.

Duties

Duties and responsibilities include, but are not limited to:

Laboratory Manager

- Manage shared scientific equipment to ensure equipment is properly cared for and maintained including coordination of preventative maintenance.
- Develop and deliver in-house training for central laboratory equipment and specialised facilities such as isotope and cytotoxic rooms.
- Assist in identifying and developing plans to address future use of space and equipment replacement.
- Project manage installations of complex equipment.
- Coordinate room infrastructure to accommodate new staff and/or equipment.
- Coordinate approved shipping ensuring adherence to IATA guidelines for the packaging of dangerous goods.
- Maintain freezer/liquid nitrogen storage databases.
- Coordinate external user access to equipment where appropriate.
- Act as the Drugs Officer including maintaining approvals to acquire, store and use schedule drugs and poisons.
- Maintain a regular presence in the laboratories to monitor and reinforce the correct use of equipment, Personal Protective Equipment, waste management, chemical storage, radio-active isotope handling.
• Assist research staff with documentation for Office of the Gene Technology Regulator (OGTR), high risk biological, quarantine, radiation and scheduled medicines and poisons applications, and Work Off-Campus plans.
• Provide advice on biological and biosecurity matters in conjunction with Faculty OHS and UQ Biosafety Advisors.
• Act as primary facility contact for certified facilities and liaise with UQ OHS Division Biosafety Advisors for matters regarding the facility including annual inspections.
• Manage the Approved Arrangement (AA) requirements and importation of commodities.
• Act as secretary of the School and Centre Facilities committee.
• Assist research staff with documentation for Office of the Gene Technology Regulator (OGTR), high risk biological, quarantine, radiation and scheduled medicines and poisons applications.
• Act as the first point of contact between teaching and research staff and PACE UQ Property & Facilities appointed Building Management team and UQ cleaning staff.
• Chair the Laboratory Management Forum (LMF) Meetings, held monthly and attended by at least one representative from each of the lab-based research groups; allowing consultation and discussion with all research groups about relevant laboratory issues.
• Coordinate the annual asset stocktake, hazardous and dangerous chemical, Temperature Controlled Environment, Space, & Sustainability returns.
• As required, be rostered for attending on-call after hour’s equipment breakdowns.

Workplace Health and Safety Coordinator

• Perform the role of Workplace Health and Safety Coordinator (WHSC) for the School of Pharmacy and QAEHS.
• Liaise with the Faculty OH&S and Facilities Manager and the UQ OH&S Division to ensure compliance is maintained and monitored in accordance with UQ Workplace Health and Safety (WHS) policies, procedures and guidelines.
• Represent the School of Pharmacy and QAEHS at Faculty OH&S meetings.
• Act as Chair of the PACE building Health Safety and Wellness committee.
• In consultation with the PACE Health Safety and Wellness Committee, develop and maintain the annual PACE WHS Management Plan and Goals as dictated by OHS Division.
• Advise School and Centre management regarding responsibilities under the WHS Act and other relevant legislation and inform them of the overall state of health and safety within the School/Centre.
• Develop and implement the School and Centre’s health and safety plans, procedures and guidelines using UQ frameworks, in consultation with the Faculty OH&S Advisor Facility Manager as well as School of Pharmacy and QAEHS senior management.
• Lead projects designed to improve workplace health and safety and engage staff.
• Develop and implement effective systems for the provision of WHS information.
• Provide general and specific Health Safety and Wellness induction training to all new staff, students, visitors and volunteers.
• Maintain a regular presence in the research and teaching laboratories to monitor WHS compliance.
• Coordinate and participate in workplace inspections, at least annually, and develop corrective action plans for identified hazards and unsafe workplace conditions or practices.
• Conduct investigations into work injury, illness, incident and dangerous events, identifying any corrective actions and reporting if any additional resources or assistance is needed to undertake this corrective action.
• Ensure all WHS documentation is up to date in accordance with auditing requirements and ensure adequate record keeping, as required under the Act, including OH&S plans, Emergency Evacuation Plans and emergency signage etc.
• Assist in risk management of projects and, where necessary, facilitate the development of risk assessments for research groups.
• Oversee the School and Centre’s additions to the UQ Risk Assessment Database, and regularly audit it for quality in line with UQ HSW goals audit rate.
• Coordinate any necessary on-site OH&S training, including Emergency warden and fire extinguisher training.
• Maintain training records including equipment, AA, PC2 and the UQ mandatory online OHS modules, and auditing of online records to ensure compliance.
• Prepare WHS minor works funding submissions.
• Conduct ergonomic assessments.

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 (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or Institute/School.
• The adoption 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.

Reporting Relationships

This position reports directly to the HaBS Faculty Senior Health and Safety Advisor, and has indirect reporting lines to the School Manager, School of Pharmacy and the Research and Operations Manager, QAEHS. This role supervises the PACE Stores position.
SELECTION CRITERIA

Essential

- Completion of an undergraduate degree with extensive relevant work experience in a teaching/research environment in chemistry/microbiology, or an equivalent combination of relevant experience and/or education/training.
- Certifications, qualifications, continuing education, and instructional/training relevant to the position, e.g. Diploma of OH&S or Current Workplace Health and Safety Advisor certification, OGTR, Biosafety, and Biosecurity qualifications/training.
- Broad experience coordinating laboratory based teaching or research operations, facilities or scientific infrastructure with a chemical and/or biological focus; including purchasing and policy development.
- Demonstrated knowledge of the Workplace Health and Safety, Fire Safety, Electrical Safety, OGTR (Office of the Gene Technology Regulator), DAgWR Biosecurity, Acts and Regulations and experience in implementing in a chemical and/or biological research and teaching facility.
- Knowledge of risk assessment principles and ability to apply to mitigate risks associated with office, laboratory and teaching.
- Ability to effectively coordinate and maintain a scientific oriented maintenance program within a teaching/research organisation, ensuring compliance with all WHS, OGTR and other regulatory body requirements.
- Demonstrated skill in interpreting policies, implementing procedures and developing local guidelines for research and teaching facilities.
- Excellent interpersonal skills including the ability to communicate effectively with diverse groups within and external to the University.
- Experience in the supervision and mentoring of staff.
- Demonstrated ability to work autonomously as well as a willingness to function effectively in a team environment.
- Excellent organisational skills including the ability to prioritise and meet deadlines.
- Ability to negotiate, provide timely advice, and liaise effectively with a wide range of staff, students and agencies and in particular in the promotion of positive HSW culture and good laboratory practice.
- Capacity to use judgement, exercise initiative, act independently and accept responsibility within the framework and guidelines established within the School and Centre.

Desirable

- Current Senior First Aid Certificate or willingness to obtain one.
- Experience in managing large-scale PC2 facility operations including scientific infrastructure and equipment as well as staff engagement, particularly in a shared facility accommodating multiple research groups.
- Knowledge of institutional policies and procedures and legislative requirements as they relate to operational issues in OH&S, OGTR, building and laboratory operations and maintenance.

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 the contact person listed in the job advertisement.