POSITION DESCRIPTION

Position Title: Health Safety and Wellness Manager
Organisation Unit: Faculty of Health and Behavioural Sciences
Position Number: 3034901
Type of Employment: Full Time, Fixed Term
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 Universities 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.

Faculty of Health and Behavioural Sciences

The Faculty of Health and Behavioural Sciences is a world-class Faculty that has a coherent focus on health, well-being and behaviour change, underpinned by a strong commitment to interprofessional education and interdisciplinary research.

The Faculty presently consists of:

- 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
- National Centre for Youth Substance Use Research (NCYSUR)
- RECOVER Injury Research Centre
- Queensland Alliance for Environmental Health Sciences (QAEHS)
- Centre for the Business and Economics of Health
- POCHÉ Centre for Indigenous Health
- Southern Queensland Rural Health (SQRH)

More information about the Faculty is available at habs.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 main purpose of this role is to provide support to the HSW and Facilities Senior Manager in the Faculty by leading and implementing policies and procedures to promote a positive safety culture and achieve compliance with statutory requirements and organisational objectives. This position will work closely with senior staff in Schools and Centres and Workplace Health and Safety Coordinators to provide advice and support. The position will be responsible for working at all levels of the organisation and will be required to undertake visits to various campuses and sites within the Faculty including rural clinics.

Duties

Duties and responsibilities include, but are not limited to:

Health and Safety
• Advise Schools and Centres on responsibilities under the Workplace Health & Safety Act and ensure compliance on the overall state of health and safety in the Schools and Centres within Health and Behavioural Sciences.

• Initiate and maintain functional relationships with the central University HSW team, other members of the Faculty’s HSW team, as well as key stakeholder safety-related personnel at off-campus sites;

• Provide HSW advice and support where required on all Schools and Centres activities.

• Assessing and recommending best practice approaches to HSW within the Schools and Centres. Make recommendations for School/Centre procedural changes to ensure compliance with HSW auditing requirements using UQ framework in consultation with the Faculty HSW and Facilities Senior Manager.

• Advise Schools and centres on developing WHSMP and assist in their implementation.

• Lead change and initiate new concepts as required for HSW and compliance matters and to meet the UQ HSW strategy

• Lead projects designed to improve workplace health and safety and engage staff.

• Coordinate workplace inspections and audits to identify hazards and unsafe workplace conditions and work practices and monitor completion of action plans in consultation with the Work Health and Safety Coordinators (WHSC).

• Coordinate and oversee internal audits organised by the UQ HSW Division.

• Review and investigate all work injury, illness, incidents, near misses and dangerous events, assist with the preparation of corrective action plans where appropriate and advise the Faculty HSW and Facilities Senior Manager of any additional resources or assistance required to undertake corrective action in a timely manner;

• Lead and document investigations into high risk work injury, illness, incidents, near misses and dangerous events, identifying any corrective action and reporting any additional resources or assistance required to undertake this corrective action.

• Identify notifiable incidents and report immediately to HSW Division and take appropriate actions.

• Where needs are identified, assist the Faculty HSW and Facilities Senior Manager with the coordination of delivery of in-house training for specialised or high-risk equipment or facilities;

• Regularly audit the Faculty risk assessment library to ensure compliance with UQ requirements and to ensure quality control and oversight and advise staff on the requirements to conduct risk assessments and assist in their completion.

• Attend Faculty WHS Committee and School and Centre WHS committees as an advisor and assist with minute taking.

• Consult and liaise with UQ Property and Facilities, UQ Security, UQ HSW Division and contractors, concerning Faculty initiated refurbishment projects, building maintenance, safety and repairs as required.

• Conduct initial ergonomic assessments.

• Conduct inductions for staff, students, visitors and volunteers.

• Review and evaluate applications for travel involving off-campus work or fieldwork
• Monitor training completions in schools and centres and take steps to ensure compliance goals are met.
• Prepare reports to provide relevant information to Faculty, Schools and Centres.
• Provide appropriate advice for the purchase of plant, equipment and furniture.
• Facilitate resolution of issues raised by Schools and Centres and identified in hazard reports.
• Assist local areas with record keeping as required under the WHS Act.
• Any other duties as reasonably directed by your supervisor.
• Travel to other UQ sites.

**Biological Safety and Biosecurity**

• Provide advice on biological and biosecurity matters for areas of responsibility and liaise with Faculty HSW and Facilities Senior Manager and central UQ HSW Division Biosafety Advisors as required;
• Assist with advice on biosecurity management systems and import permits and clearances in local areas of responsibility.

**Chemical Safety**

• Assist the Faculty HSW and Facilities Senior Manager to develop and implement a co-ordinated chemical inventory system across all sites in the Faculty consistent with UQ systems and requirements.
• Review applications for the purchase of Medicines and Poisons via the University procurement system to ensure consistency of application and appropriate approvals and storage and record systems are in place to comply with UQ SSMP in conjunction with the Faculty Drugs Officer.
• Identify Dangerous Goods and regulated substances, coordinate their safe storage, use, disposal and transportation in areas of responsibility;
• Identify health surveillance requirements in local areas of responsibility and liaise with Faculty HSW and Facilities Senior Manager for the consistent delivery of programs.

**Radiation Safety**

• Assist the Faculty HSW and Facilities Senior Manager to coordinate a radiation safety management system for the Faculty;
• Working with the relevant personnel to ensure Radiation Approval Licences and Radiation User Licences are in place in the relevant areas for the Faculty;
• Review to ensure radiation laboratories are certified and maintained.

**Other**

• Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:
  o the [University’s Code of Conduct](#)
  o 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

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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 HSW and Facilities, Senior Manager, Faculty of Health and Behavioural Sciences.

SELECTION CRITERIA

Essential

• A relevant degree and postgraduate qualification or postgraduate certificate in workplace health and safety or a related discipline, or an equivalent combination of relevant experience and/or education/training.
• Current Workplace Health and Safety Advisor certification or Certificate IV in OHS.
• Minimum of four years’ experience in a related environment, preferably in behavioural sciences or clinical and research facilities.
• Demonstrated knowledge of the principles and practices of Health and Safety, and how they apply to office, clinical and laboratory situations, and of the relevant regulatory bodies.
• Excellent interpersonal, communication and negotiation skills to enable effective communication with a wide range of individuals and agencies and in particular to promote HSW culture and training.
• High level computer proficiency including competency with word processing, spreadsheets, databases, email, internet software. Experience in the University’s in-house programs, or the capacity to acquire knowledge of their use.
• Demonstrated capacity to interpret and apply current legislation Codes of Practice and Australian Standards relevant to teaching and research environment.
• Demonstrated knowledge of risk assessment principles.
• Demonstrated ability to use judgment, act independently and take initiative within the framework and guidelines established within the School.
• Demonstrated ability to work cooperatively and constructively with staff from within the School and from elsewhere in the University and the external environment (for example, Queensland Health).

Desirable

• High level of familiarity with the University’s Health and Safety policies.

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 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.