POSITION DESCRIPTION

Position Title: Health, Safety and Wellness Advisor (Occupational Hygiene)
Organisation Unit: Health, Safety and Wellness (HSW)
Position Number: 3025513
Type of Employment: Part 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 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 Health, Safety and Wellness Advisor (Occupational Hygiene Advisor) works as a team member within the Health, Safety and Wellness (HSW) Division. The 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 high quality Wellness and workers’ compensation self-insurance programs for the University.

The broad teams within the HSW Division are:

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

Staff of the HSW Division function within a multidisciplinary team environment. Staff within the HSW Division include generalist HSW practitioners, biosafety advisors, an occupational health nurse, radiation safety specialist, workers’ compensation specialists and administrative support staff. The UQ Wellness program also operates from the HSW Division.

The Health, Safety and Wellness Advisor (Occupational Hygiene) position provides advice to help achieve compliance of the University with current safety legislation, standards and codes of practice. Working within the HSW Division, the Advisor will be expected to perform general high-level HSW advisory activities.

The personal qualities of the person that would be a terrific fit for the HSW Division would have the following:

- 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.
- A 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 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 (Occupational Hygiene) is responsible for providing specialist advice to the University and its staff about the prevention of illness/injury arising from exposure to chemical and physical hazards. The Advisor will have the primary responsibility for matters related to the discipline of occupational hygiene within the HSW Division including, but not limited to, hazardous substances, dangerous goods, asbestos and dusts, workplace ventilation, confined spaces, use of medicines and poisons, noise, and personal protective equipment.

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 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.
- Along with other staff drive the implementation of the UQ Health, Safety and Wellness Strategy 2017-2021.
Provision of specialist advice and services

- Survey of University business units to identify and evaluate the chemical, physical or biological hazards used or generated in the University environment including the requirements for health surveillance where necessary.

- Assess the risk to workers’ health of exposure to chemical, physical and biological hazards by undertaking environmental and personal monitoring and workplace inspections and audits, and recommend the appropriate control measures to be implemented.

- Provision of advice and assistance to internal and external stakeholders on health, safety and wellness matters, with a particular emphasis on occupational hygiene related matters.

- Engage constructively with internal stakeholders, including Heads of Schools and other University management, the HSW network at UQ, Property and Facilities staff, users of hazardous substances, drugs, medicines and poisons etc to enhance outcomes for the University.

- Develop, monitor and review policies, procedures and guidelines that minimise exposure to chemical and physical hazards in the workplace.

- Conduct or contribute to incident investigations, particularly where specialist hygiene advice may be required.

- Preparation of reports and proposals as a basis for improvements to workplaces.

- Design, develop and implement workplace HSW programs (including training), with a particular emphasis on occupational hygiene related matters.

- Advise the University with respect to compliance with relevant legislation including those matters governing chemical and physical hazards, and other areas related to the discipline of occupational hygiene.

- Provide advice on requirements and legislation around hazardous area classification.

Other (HSW-related)

- Contribute to the development and implementation of broad workplace HSW programs, including training.

- Contribute to the development and implementation of innovative systems that reduce compliance burden.

- Engage constructively with external stakeholders, including the workplace health and safety regulator, other state and local government departments, SafeWork Australia, Standards Australia, OHS staff of other Universities, consultant engineers, architects, chemical and equipment companies.

- 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](#)
- 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**

- Postgraduate qualifications or progress towards postgraduate qualifications in occupational hygiene, occupational health and safety, related science or health sciences and extensive relevant experience; or extensive related occupational hygiene experience and management expertise; or an equivalent combination of relevant experience and/or education/training.
- Knowledge, skill and experience regarding the identification, assessment (including measurement), and control of chemical, physical and biological hazards used or generated in the workplace. These hazards include:
  - chemical hazards in the form of gases, vapours, mists, dust, and fumes;
  - physical hazards such as noise, heat and cold, vibration, lighting; and
  - biological hazards such as viruses, bacteria, moulds, fungi.
- Sound knowledge and understanding of the relevant legislation governing the safe use, storage, transport and disposal of hazardous chemicals including dangerous goods, scheduled substances and chemicals of security concern.
- Demonstrated experience in developing strategies, policies and procedures, and in conducting and coordinating audits.
- Demonstrated ability to gather, analyse and interpret data to produce succinct, definitive and well-written, compelling reports.
- Demonstrated high level effective interpersonal, presentation and consultation skills along with the ability to manage complex, emotive and contentious issues.
- A record of effective collaboration, engagement and partnership with colleagues, clients and stakeholders.

**Desirable**

- Ideally, we are seeking someone with at least 5 years practical experience practising occupational hygiene.
- A full member of the Australian Institute of Occupational Hygiene Association.
A sound knowledge of the principles and legislation related to workplace health and safety.

**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 part-time position; however flexible working arrangements may be negotiated.*

*Accessibility requirements and/or adjustments can be directed to recruitment@uq.edu.au.*