


Position Description

Title: Health and Safety Advisor	HEW Level: Level 7
Faculty/Office: Chief Operating Officer	Position Number:
Department/Team: Risk and Assurance	Date: January 2018
Position Purpose: To provide workplace health and safety advice and support to staff and students in a safety sub-speciality and allocated client portfolio.	
<p style="text-align: center;">ORGANISATIONAL CONTEXT</p> <p>The University established the Risk and Assurance Unit in 2015 to support and build its capability to effectively manage the enterprise risks of the University's operations and those of its Controlled Entities. It was also established to provide the Council and the Audit & Risk Committee oversight and assurance as to the University's risk management performance.</p> <p>The Risk and Assurance Unit reports into the Office of the Chief Operating Officer.</p> <p>The Risk and Assurance Unit supports the University in identifying, evaluating and managing the following types of risk:</p> <ul style="list-style-type: none"> • Compliance with and performance against Legislation and Regulations • Strategic and Business Risk • Insurance and Insurable Risk • Health and Safety <p>The Risk and Assurance Unit also manages:</p> <ul style="list-style-type: none"> • The Workers Compensation and the Return to Work program, and • The Internal Audit Program. 	<p style="text-align: center;">ORGANISATION CHART</p>  <pre> graph TD Director[Director, Risk & Assurance] --- CM[Risk and Compliance Manager] Director --- STC[Systems and Training Consultant] Director --- IM[Insurance Manager] Director --- GRWC[Group Return to Work Coordinator] Director --- HSTL[Health and Safety Team Lead] Director --- BRQC[Biosafety, Radiation and Quarantine Consultant] HSTL --- HSA[Health and Safety Advisors (5.0 FTE)] </pre>

KEY ACCOUNTABILITIES	POSITION CONTEXT	
<ul style="list-style-type: none"> • Effectively build and manage relationships with senior executive and managers, Health & Safety representatives (HSR's) related to their sub-specialty area and allocated client portfolio. • Provide advice, training and support in their sub-specialty and the allocated portfolio, to build the University's capability to identify, assess and manage hazards, prevent incidents and mitigate safety risks. • Actively review and enhance procedures, training and tools related to their safety sub-specialty offered by the Health and Safety team and promote consistent advice and support by the team. • Actively work with stakeholders to integrate safety as a consideration in decision making and build a safety culture based on trust and, positive support and advice. • Conduct hazard and incident investigations audits and assessments as required. • Ensure timely feedback and communication of issues to actively contribute to ongoing improvement of the Health and Safety Management System, training and tools. • Establish ongoing liaison and communication forums related to their safety sub-specialty and allocated portfolio. • Identify, implement and deliver on related initiatives to achieve the University's Health and Safety goals. • Actively engage with the Risk and Assurance team members to understand and leverage against the activities of the team. • Comply with relevant EEO and WHS regulations • Perform any other duties as required and appropriate for this classification. 	Reports to:	Director of Risk and Assurance
	Positions Reporting to:	Direct: Nil Indirect: Nil
	Key Direct Clients:	<ul style="list-style-type: none"> • Heads of Office, Heads of Dept, Senior Managers • Risk and Assurance team • MQ staff in general • MQ students • Other external contacts
	Other Key Relationships:	<ul style="list-style-type: none"> • Executive • Heads of Office, Heads of Dept, Senior Managers • Risk and Assurance team • Health and Safety committees and representatives • Other external contacts
	Budget Accountability:	Nil.
	Role-specific Conditions:	<ul style="list-style-type: none"> • Criminal check • Senior First Aid Certificate
	Scope and autonomy	Develops and modifies processes, procedures, systems and/or techniques for the work area and/or contributes to the development of University-wide systems, processes and procedures.
	Problem solving	Analyses, designs and develops a range of alternatives and then uses expertise to decide on or recommend the best course of action

CAPABILITY FRAMEWORK

Capability Frameworks describe the behaviours, skills, attributes and experience required to successfully perform a position or group of similar positions.

COMPETENCIES Clusters of behaviours required for successful performance.

Planning and Execution: Managing time and resources to complete tasks and achieve objectives.

Implementing Systems: Adopting a systematic and organised approach, and developing and utilising guidelines and procedures.

Influencing and Persuading: Building commitment by convincing others and winning them over to a particular point of view.

Quality Focus: Ensuring accuracy and quality when completing tasks.

Communication: Effectively articulates key messages, both verbally and in writing, adapting to suit context and audience.

Relationship Management: Establishing effective working relationships with others.

Teamwork: Working in collaboration with others to achieve shared goals.

ATTRIBUTES Personal qualities related to successful performance.

Perseverance: Persevering despite obstacles to ensure tasks are completed.

Flexibility: Responding effectively to unexpected or changing circumstances.

Reliability: Meeting commitments and responsibilities.

Interpersonal Impact: Making a positive impression on others in a range of interpersonal contexts.

Resilience: Dealing effectively with and recovering quickly from setbacks or pressure.

Accountability: Assuming responsibility for making decisions and delivering agreed outcomes.

Integrity: Maintaining confidentiality, discretion and professionalism.

<p>REQUIRED KNOWLEDGE Qualifications, technical and/or professional skills and information needed from day one for successful performance.</p> <p>Degree or equivalent experience in Workplace health and safety or related discipline. Computer skills including Microsoft Office and internet. Knowledge of workplace health and safety legislation and standards. Certificate IV in Training and assessment. Senior First Aid Certificate</p> <p>ACQUIRED KNOWLEDGE Organisational and/or professional skills and information to be developed within the first 3 to 6 months in the role for successful performance.</p> <p>Knowledge of University policies, systems, processes and procedures and how to adapt these at the faculty/office level. Knowledge of what other areas of the University do and how they interact with the faculty/office.</p>	<p>KEY EXPERIENCES Practical experiences and exposure to specific environments or activities related to successful performance.</p> <p>Practical application of health and safety practices and principles in an education, research and broad based organisational context. Conduct of safety risk, hazard and incident assessments. Conduct of safety audits and workplace inspections. Managing stakeholder expectations and competing priorities. Management of high risk activities that may arise at the University (travel to DFAT 3+ destinations, hazardous materials and dangerous goods, extreme sports etc.). Developing the capability of non-health and safety staff members to maintain and conduct their activities in a safe manner. Drafting reports.</p>
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