### Position Description

<table>
<thead>
<tr>
<th><strong>Title:</strong></th>
<th>Hazardous Material Compliance Consultant</th>
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<tbody>
<tr>
<td><strong>HEW Level:</strong></td>
<td>HEW Level 8</td>
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<thead>
<tr>
<th><strong>Faculty/Office:</strong></th>
<th>Vice-President, People and Services</th>
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<tr>
<td><strong>Position Number:</strong></td>
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<thead>
<tr>
<th><strong>Department/Team:</strong></th>
<th>Workplace Health and Safety</th>
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<tr>
<td><strong>Date:</strong></td>
<td>October 2020</td>
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| **Position Purpose:**  | To develop and enhance the University’s capability and capacity to manage chemical, radioactive and biological material through the provision of expert advice, development and maintenance of institutional frameworks and training in line with current Australian standards, regulations and legislation. |

#### ORGANISATIONAL CONTEXT

The Vice-President, People and Services provides executive leadership of the University People and Services portfolio and oversees the coordination and execution of a range of University strategies. People and Services is a broad portfolio encompassing various professional and business services of the Macquarie University Group including the University and controlled entities. Reporting into this portfolio are:

- Human Resources
- Information Technology
- Business Intelligence & Reporting
- Workplace Health and Safety
- Campus Life
- Uniforum Program
- Professional Services Transformation Program

The Workplace Health and Safety Team supports the University and its controlled entities to achieve a positive and effective health and safety culture. The WHS Team provides management and oversight of the University’s safety management systems and related training, compliance and investigations, manages key relationships with stakeholders and external agencies; supports and monitors return to work programs; and works with managers and staff to ensure ongoing identification, assessment, control and reporting of WHS risks.

#### ORGANISATION CHART

- VP, People & Services
- Executive Manager
- Executive Assistant
- Manager, Workplace Health & Safety
- Other members of VPPS Leadership Team
- Health & Safety Advisors (x4) and Consultants (x2)
- Group RTW Coordinator
- Hazardous Materials Compliance Consultant
- Administration Assistant
# KEY ACCOUNTABILITIES

- Develop, implement and maintain the University hazardous material and dangerous goods framework, (inclusive of chemical, laser, radioactive and biological materials) manual(s) and related guidelines
- Provide expert advice and recommendations to faculties, senior management, committees, researchers or other stakeholders regarding the use of hazardous materials as they impact on physical or environmental Health and Safety
- Identify areas for development and implement programs to ensure procedures, practices, infrastructure and suppliers are appropriate consistent across University and comply with legislation and regulations and achieve best practice.
- Design, develop and deliver educational and training programs to academic and professional staff and students
- Actively participate in the Institutional Biosafety Committee [IBC] and the Group Health and Safety to provide expertise on the practical application of legislation, regulations and standards
- Actively engage and work collaboratively with chemical safety subject matter experts, the Radiation and Laser Safety Officer(s), IBC Secretariat and Laboratory and Academic staff and students
- Conduct and/or participate in audits and inspections, incidents or breaches and advise on or implement controls as appropriate
- Comply with relevant EEO and WHS regulations.
- Perform any other duties as required and as appropriate for the incumbent’s level of competence

## POSITION CONTEXT

<table>
<thead>
<tr>
<th>Reports to:</th>
<th>Manager, Workplace Health and Safety</th>
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<tbody>
<tr>
<td>Positions Reporting to:</td>
<td>Direct: Nil.</td>
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<tr>
<td>Indirect: Nil</td>
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</table>

### Key Direct Clients:
- Executive Deans, Heads of Department
- Senior Technical Managers
- Academic and professional staff and students across the university

### Other Key Relationships:
- Risk and Assurance team members
- Heads of Office, Senior Managers
- Research Office
- Institutional Biosafety Committee (IBC)
- The Office of Gene Technology Regulator
- Safe Work NSW
- Radiation and Laser Safety Officers

### Budget Accountability:
- Nil

### Role-specific Conditions:
- Criminal history check
- Senior First Aid Certificate

### Scope and autonomy
- Develops and/or modifies programs, processes, systems and/or policies that may impact University-wide projects, process improvements and/or initiatives.

### Problem solving
- Draws on own knowledge, experience and expertise to identify, develop and implement new initiatives, processes and programs.
## CAPABILITY FRAMEWORK

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

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<thead>
<tr>
<th>COMPETENCIES</th>
<th>ATTRIBUTES</th>
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<tr>
<td>Planning and Execution: Managing time and resources to complete tasks and achieve objectives.</td>
<td>Perseverance: Persevering despite obstacles to ensure tasks are completed.</td>
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<td>Implementing Systems: Adopting a systematic and organised approach, and developing and utilising guidelines and procedures.</td>
<td>Flexibility: Responding effectively to unexpected or changing circumstances.</td>
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<td>Influencing and Persuading: Building commitment by convincing others and winning them over to a particular point of view.</td>
<td>Reliability: Meeting commitments and responsibilities.</td>
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<td>Quality Focus: Ensuring accuracy and quality when completing tasks.</td>
<td>Interpersonal Impact: Making a positive impression on others in a range of interpersonal contexts.</td>
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<td>Communication: Effectively articulates key messages, both verbally and in writing, adapting to suit context and audience.</td>
<td>Resilience: Dealing effectively with and recovering quickly from setbacks or pressure.</td>
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<td>Relationship Management: Establishing effective working relationships with others.</td>
<td>Accountability: Assuming responsibility for making decisions and delivering agreed outcomes.</td>
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<td>Teamwork: Working in collaboration with others to achieve shared goals.</td>
<td>Integrity: Maintaining confidentiality, discretion and professionalism.</td>
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### REQUIRED KNOWLEDGE

**Qualifications, technical and/or professional skills and information needed from day one for successful performance.**

- Postgraduate Science degree and experience working in a laboratory environment and with hazardous materials.
- Certificate IV or higher and/or experience in Workplace health and safety or related discipline.
- Knowledge of the relevant legislation, regulations and standards pertaining to the procurement, use and disposal of chemical, radioactive and biological materials.
- Knowledge of workplace health and safety legislation and standards.

### 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.**

- Knowledge of the University’s functions and structure.
- Knowledge of the University’s policies, systems, processes and procedures.
- Knowledge of how the University works and how relevant functions across the University interrelate.
- Understanding the standards and regulations pertaining to the use, storage and disposal of chemicals and this impacts on the higher educational and research environment.
- Understanding of the Radiation Control Act 1990 (NSW) and how this impact on the Higher Educational and Research environment.
- Understanding of the Gene Technology Act 2000 (Cth) and the Biosecurity Act 2015 (Cth) and how this impact on the Higher Educational and Research environment.

### KEY EXPERIENCES

**Practical experiences and exposure to specific environments or activities related to successful performance.**

- Working in laboratories or other research-related environments where research is conducted with hazardous chemicals, biological and radioactive materials.
- Developing and facilitating health and safety educational initiatives.
- Applying workplace health and safety practices and principles.
- Conducting risk, hazard and incident assessments in environments exposed to hazardous material.
- Conducting auditing and workplace inspections. Analysing and reporting on data.
- Building and managing relationships.