Position Description

Position Title: Project Officer
Position Classification: Level 5
Faculty/Office: Service Delivery
School/Division: Safety, Health and Wellbeing
Supervisor Title: Adviser, Technical Specialist (Chemical)

Your work area
Safety, Health and Wellbeing is a key team within Service Delivery and its role is to develop, advise on and manage the implementation of the University's Work Health and Safety Program. Safety, Health and Wellbeing provide a consultancy service to The University of Western Australia's community, thereby ensuring the provision and maintenance of the highest possible standards of health and safety for all employees, students, contractors, visitors and volunteers.

Reporting structure
Reports to: Adviser, Technical Specialist (Chemical)

Your role
As the appointee, you will provide support to the Chemical Management Project Team by undertaking inspections to identify, record chemical types, quantities, manifest unwanted chemicals ready for disposal, and update ChemAlert with these recordings.

Your key responsibilities
Provide support to the Chemical Management Project Team
Undertake scheduled inspections of assets inspected
Record completed inspections identifying type, quantity, labelling, coding of chemicals
Manifest unwanted chemicals and prepare for disposal in local holding bays
Support the Project Lead with preparing chemicals for third party collection and disposal
Update ChemAlert with records from completed inspections
Contribute to the risks assessment process
Participate in daily coordination meetings
Other duties as directed

Your specific work capabilities (selection criteria)
Relevant tertiary qualification or demonstrated experience in undertaking inspections of chemical storage or equivalent competency
Substantial relevant experience in chemical and laboratory safety
Highly developed written and verbal communication and liaison skills
Highly developed planning and organisational skills and demonstrated ability to meet deadlines
Proficiency in range of computing skills including ChemAlert, word processing, spread sheets, databases, internet and email
Knowledge of relevant chemical, laboratory and occupational safety and health related requirements
Ability to work independently, use initiative and work productively as part of a team
High attention to detail, ability to work methodically and to analyse discrepancies

Special requirements (selection criteria)
Current First Aid Certificate
On occasion, it may be necessary to provide advice out of normal working hours to accommodate specific needs of clients
Compliance

Workplace Health & Safety

All supervising staff are required to undertake effective measures to ensure compliance with the Occupational Safety and Health Act 1984 and related University requirements (including Safety, Health and Wellbeing Objectives and Targets).

All staff must comply with requirements of the Occupational Safety and Health Act and all reasonable directives given in relation to health and safety at work, to ensure compliance with University and Legislative health and safety requirements. Details of the safety obligations can be accessed at http://www.safety.uwa.edu.au

Inclusion & Diversity

All staff members are required to comply with the University’s Code of Ethics, Code of Conduct and Inclusion and Diversity principles. Details of the University policies on these can be accessed at http://www.hr.uwa.edu.au/policies/policies/conduct/code, http://www.web.uwa.edu.au/inclusion-diversity.