

Position Title	Work, Health & Safety Adviser (General)
Classification	Level 7
School/Unit	Office of the Deputy Vice Chancellor, Operations
Centre/Section	RISC, Health, Safety and Wellbeing
Supervisor Title	Manager (Safety Systems)
Supervisor Position Number	319995
Position Number	320085, 318193, 321771, 322435, 322465

Your work area

The safety, health, and wellbeing of our staff, students and partners is fundamental to UWA's pursuit of excellence in education and research.

The Safety Directorate is responsible for all aspects of health and safety for staff, students and other users of the University's campuses and properties in the context of the Western Australia Work Health and Safety Act 2020. This unit leads the University's strategic intent to achieve and effectively maintain a safe and healthy working environment for all, and culture that considers safety and health risk as part of all operational planning and delivery activities.

Reporting structure

Reports to: Manager (Safety Systems)

Your role

As the appointee you will, under broad direction, provide support in the development, implementation and maintenance of the University's Safety Management System (SMS). You will be expected to work collaboratively with Safety & Health Team Members in the upkeep of UWA's SMS to foster best practice and ongoing continuous improvement.

You will consult and work collaboratively with University Heads of School, Heads of Research Groups and Business Unit Directors and their management lines to advise, guide, coach and audit local area operational safety risks. You will provide assistance and support for complex safety matters and work collaboratively to lead in the provision of appropriate advice and support to relevant stakeholders. In addition, you will assist in the completion of positive performance safety activities (inspections, risk assessments, key risk audits, internal audits) across UWA to support in driving a proactive and integrated safety culture as aligned to UWA's Safety and Health Strategic Plan.

Your key responsibilities

Implement key actions outlined within UWA's S&H Strategic Plan, S&H Leadership, and Governance Framework and S&H Annual Operational Plan

Implement and maintain UWA's SMS including its Policy, Procedures, Guidelines and Templates

Implement UWA's Internal and External WHS Audit Program and undertake regular Key Area Audits, including audits of local area emergency preparedness and response

Consult and communicate with stakeholders to understand academic, professional and business needs and assist in providing pragmatic safety solutions that add value.

Implement UWA's Safety and Health Representative (SHR) Framework that works within UWA SMS requirements and promotes local area safe systems of work

Monitor the development and implementation of local area WHS Risk Registers and Safety Plans to support Heads of School, Heads of Research, and Business Unit Directors to better understand and control safety risks within their area of responsibility

Compile quarterly and annual WHS reports to leadership and local area management

Monitor and promote the use of UWA's Electronic Incident Report Management System (EIRMS)

Provide support in the development and delivery of face-to-face and online safety inductions, training programs, and competency assessment

Lead incident investigations using techniques such as Root Cause Analysis

Other duties as directed

Your specific work capabilities (selection criteria)

Relevant tertiary qualification in occupational safety and health, science, health, engineering or similar, or demonstrated equivalent competency

Substantial knowledge and understanding of the principles and legislation related to workplace safety

Experience with implementing and maintaining safety management systems

Substantial generalist safety experience with the ability to navigate complex safety issues across multiple work locations under a 'Partner' based model to guide in the provision of best practice advice and support to key stakeholders

Substantial experience in monitoring and reporting on safety performance

Excellent planning and organisational skills, with an ability to set priorities and meet deadlines to ensure completion

Excellent interpersonal, written and verbal and communication skills with the ability to coach key stakeholders in a collaborative, consultative and outcomes-focused manner and as necessary guide dispute resolution

Proficiency in a range of computing skills including word processing, spreadsheets, databases, internet, email and use of risk management and online training software

Special requirements (selection criteria)

Current "C" class driver's licence

Occasional travel within the state may be required

Some afterhours work may be required

Current National Police Clearance Certificate

Work Health and Safety Lead Auditor Qualification - desirable

Industry recognised qualification in incident investigation cause analysis (e.g. ICAM or Tap Root) - desirable

Compliance

Ensure you are aware of and comply with legislation and University policies.

To learn more about the Code of Conduct, see [Code of Conduct](#).

To learn more about Diversity, Equity and Inclusion, see [Diversity, Equity and Inclusion](#).

To learn more about Safety, Health and Wellbeing, see [Safety, Health and Wellbeing](#)