<table>
<thead>
<tr>
<th>College/Division:</th>
<th>People and Culture Division</th>
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<tbody>
<tr>
<td>Department/Unit:</td>
<td>Safety and Wellbeing</td>
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<tr>
<td>Position Title:</td>
<td>Work Health and Safety Consultant</td>
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<tr>
<td>Classification:</td>
<td>ANU Officer Grade 6/7 (Administration)</td>
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<td>Position No:</td>
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<tr>
<td>Responsible to:</td>
<td>Manager, Work Health and Safety</td>
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<tr>
<td>Number of positions that report to this role:</td>
<td>Nil</td>
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<tr>
<td>Delegation(s) Assigned:</td>
<td>Nil</td>
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**PURPOSE STATEMENT:**
The University is committed to providing a workplace that is safe and healthy for all staff, students, contractors and visitors and is without risk to the environment. The Safety and Wellbeing Team provides Work Health and Safety (WHS), injury, rehabilitation and claims management services across the University. The University has been granted a self-insurance licence under the provisions of the Safety, Rehabilitation and Compensation Act 1988 (SRC Act).

Working within a team of professionals in the Safety and Wellbeing Team, the Work Health and Safety (WHS) Consultant will provide procedural, work environment, risk assessment and audit services and advice to facilitate effective implementation of the University WHS Management System.

**KEY ACCOUNTABILITY AREAS:**

**Position Dimension & Relationships:**
The Safety and Wellbeing Team provides services to all areas across the University. The Work Health and Safety (WHS) Consultant reports to the Manager, Work Health and Safety and works within the broader team which is responsible for management of WHS, injury management and workers’ compensation.

The WHS Consultant provides high quality advice and services enable the University to maintain a safe, healthy and compliant workplace, meeting legislative requirements relating to WHS, and the implementation of the University WHS management systems.

The WHS Safety Consultant will work closely with areas and colleagues across the University community including WHS Committees, Subcommittees, Safety and Wellbeing team members and other external stakeholders.

**Role Statement:**
Under the broad direction of the Manager, Work Health and Safety, the WHS Consultant will:

- Provide advice across the University to a broad range of stakeholders and subcommittees on the effective implementation of the University WHS Management system.
- Advise and assist management on specific WHS matters, including legislative compliance and incident prevention strategies.
- Provide support with managing incidents, including reporting, investigation and regulatory incident notification.
- Assist in the development, maintenance and/or facilitation of WHS training courses for University staff.
- Advise and assist with the development, maintenance and implementation of WHS policies and procedures for relevant hazards associated with University activities.
- Support the successful delivery of the University WHS audit program, including conducting internal audits of local areas.
- Advise and assist in the management of specific hazards including hazardous chemicals; hazardous manual task; hazardous respirable dust; electrical safety management; hazardous plant and equipment; working at heights; working in confined spaces; working with animals; and Fieldwork.
- Establish strong networks across the University to influence a strong safety culture and assist in the development and support of staff networks to communicate, consult and promote WHS matters.
- Participate in and support University WHS Committees, Hazard Assessments and workplace inspections.
- Comply with all ANU policies and procedures, in particular those relating to work health and safety and equal opportunity.
- Perform other duties as requested, consistent with the classification of the position and in line with the principle of multi-skilling and professional development.

See the classification descriptors for professional staff and minimum standards for academic staff

**SELECTION CRITERIA:**

1. Recognised tertiary qualifications in a field of work health and safety or an equivalent combination of experience, education and training. Auditing qualifications are highly desirable.
2. Demonstrated experience in implementing WHS management systems and audits in a complex workplace.
3. An excellent understanding of WHS principles and the ability to apply risk management principles in the context of a complex organisational structure.
4. A high level of competence in communicating effectively with a range of internal stakeholders (at all levels of the organisation) and external stakeholders.
5. Demonstrated liaison skills with the ability to consult, negotiate and resolve disputes effectively with a diverse range of people.
6. Proven organisational skills and the ability to prioritise own workload and to work effectively both independently and as part of a team, meeting demanding deadlines and delivering high quality outcomes.
7. Expertise with chemical, biological and/or radiation safety with the ability to interpret, apply, provide advice and direction on relevant policy and legislation in a complex organisation is highly desirable.
8. A demonstrated understanding of equal opportunity principles and polices and a commitment to their application in a university context.

ANU Officer Levels 6 and 7 are broadbanded in this stream. It is expected that at the higher levels within the broadband occupants, through experience, will have developed skills and expertise enabling them to more independently perform the full range of duties at a higher level, and that more time will be spent on the more complex functions of the position.

The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the Background Checking Procedure which sets out the types of checks required by each type of position.

**Supervisor/Delegate Signature:** ____________________________  **Date:** ____________________________

**Printed Name:** ____________________________  **Uni ID:** ____________________________

**References:**

Professional Staff Classification Descriptors

Academic Minimum Standards