**Position Description**

<table>
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<tr>
<th>College/Division:</th>
<th>College of Engineering and Computer Science</th>
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<tbody>
<tr>
<td>Faculty/School/Centre:</td>
<td>School of Engineering</td>
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<td>Department/Unit:</td>
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<td>Position Title:</td>
<td>Workplace Health and Safety Consultant</td>
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<tr>
<td>Classification:</td>
<td>ANU06/7</td>
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<td>Position No:</td>
<td>TBC</td>
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<tr>
<td>Responsible to:</td>
<td>WHS Manager</td>
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<tr>
<td>Number of positions that report to this role:</td>
<td>0</td>
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<td>Delegation(s) Assigned:</td>
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**PURPOSE STATEMENT:**
The Workplace Health and Safety (WHS) Consultant provides WHS support and advice to the College of Engineering and Computer Science. Under the guidance of the WHS Manager, this position will implement a uniform approach to WHS throughout the School and broader College, to ensure the safety of the College community and compliance with legislation, policy and the University requirements.

**KEY ACCOUNTABILITY AREAS:**

**Position Dimension & Relationships:**
The WHS Consultant sits within the School of Engineering WHS team. The position reports to the WHS Manager and works closely with managers, supervisors and workers (including students and volunteer groups) throughout the School and College. They will be familiar with School and College activities (research, teaching, and administration) and provide interpretation of the University WHS Management System (WHSMS) to maintain a safe work environment in teaching and research facilities - laboratories, workshops, fieldwork settings and administration spaces. The WHS Consultant will assist in ensuring legislative compliance is achieved through advising, collaborating and engaging with the College Community and ANU Work Environment Group.

**Role Statement:**
Under the general direction of the WHS Manager, the WHS Consultant will:

- Act as a point of contact for College WHS, providing high level advice on WHS matters to staff and management, including advice on the interpretation and compliance of WHS policies and the implementation of the WHSMS.
- Provide technical expertise and direction on aspects of WHS as it relates to an engineering research facility; under- & post- graduate teaching and research facilities; remote work and various hazards: chemical, radiation, biological, electrical, manual handling and ergonomics.
- Monitor and report on compliance with the WHSMS in regards to all School and College activities.
- Participate in WHS audits and investigations including risk assessments, incident notification, reporting, record keeping and implementation of action items.
- Coordinate, provision, and deliver WHS Training (including induction) for staff, students and visitors.
- Promote and coordinate health and wellbeing initiatives across the College.
- Monitor use and disposal of hazardous substances including chemicals; radiation sources and biological materials, in line with the relevant legislation.
- Provide support to the College WHS Committee and actively participate with the various University Committees and working groups, as required.
- Maintain local area emergency networks and safety & wellbeing champions. Including registers of emergency personnel & champions and emergency equipment.
- Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.
SELECTION CRITERIA:

1. Recognised tertiary qualifications in workplace health and safety or a similar discipline and relevant experience, OR an equivalent combination of relevant experience and education/training.
2. Experience working in hazardous environments: teaching and/or research laboratories, workshops, remote work; and the application of WHS principles in these fields.
3. Demonstrated knowledge of WHS practices and the ability to interpret and apply policies and procedures across broad workplace activities.
4. Demonstrated ability to influence, promote and implement local health & wellbeing initiatives.
5. Well-developed communication (written & oral) and interpersonal skills together with demonstrated ability to implement and train staff on relevant WHS procedures.
6. Demonstrated professional interest in the broader WHS community, willingness to participate in committees and working groups across the College and University; and a willingness to attend further training.
7. Proven organisational skills and 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.
8. Demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a university context.

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.

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<th>Supervisor/Delegate Signature:</th>
<th>Date:</th>
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<tbody>
<tr>
<td>Printed Name:</td>
<td>Uni ID:</td>
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References:

General Staff Classification Descriptors

Academic Minimum Standards