POSITION DESCRIPTION

Safety Business Partner (Faculty of Science)

Position Level | 9
Faculty/Division | DVC Planning & Assurance
Position Number | 00056785
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Position Summary

The Safety Business Partner (Faculty of Science) provides strategic and proactive Safety advice and support to the Faculty of Science, implementing and maintaining the UNSW safety management system.

The role reports to the Senior Manager, Safety & Injury Management, with a dotted line reporting obligation to the Science Faculty Executive Director. This role may have 2-5 direct reports.

Accountabilities

Specific accountabilities for this role include:

- Provide leadership and guidance to enhance the University’s safety culture to achieve ‘safety as a core value’.
- Support the Faculty of Science Senior Management and Executives to actively demonstrate and visible leadership in safety.
- Ensure Faculty senior management are regularly apprised of the Faculty's safety performance, insights, trends and culture, (drawing on lead and lag indicators) to support strategic safety decision-making and governance.
- Lead discussions with the Dean of Science to review the Faculty's Safety Plan against Faculty issues and business plans, and UNSW’s Safety Plan.
- Implement and mature the UNSW Safety Management System (SMS) to enhance the adoption across the Faculty with visible leadership from the Faculty Dean and the Senior Leadership Team,
Senior Associate Dean, Heads of Schools and Centres and local area Health Safety Consultation Committee.

- Structure and leverage key Faculty resources to ensure the University line management receive high quality, professional and accurate advice and timely assistance to implement the Faculty’s Safety systems, build a proactive safety culture and to meet its safety obligations under relevant legislation and as set by regulatory bodies.

- Manage and ensure the quality and accuracy of hazard and incident reports to assist the Faculty and UNSW Safety team to identify trends, as well as report on key issues and opportunity to enhance UNSW safety performance.

- Lead serious incident investigations in conjunction with supervisors, health and safety representatives (HSR) and committee members.

- Facilitate consultation with Safety Committees, local supervisors and other stakeholders to manage the resolution of Faculty safety compliance issues.

- Support UNSW’s Safety strategies and actively participate in relevant Safety Consultation Committees.

- Ensure the University community is aware of the training and capabilities requirements for the lifecycle of activities as part of UNSW business and have access to the necessary training.

- Design the annual schedule of inspections, audits to monitor and continually improve the Faculty’s performance in safety.

- Plan and coordinate the Faculty’s preparation and follow up action from external audits by Regulators.

- Develop, review and update policies, procedures, training and capability requirements as required and act as a subject matter expert to the University and Safety Team for fieldwork activities.

- Work alongside the UNSW Safety team to maintain and enhance the safety management system.

- Align with and actively demonstrate the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct.

- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

**Skills and Experience**

- A relevant tertiary qualification in occupational health and safety with a minimum of 5 years’ experience as a safety professional or equivalent extensive experience gained through any other combination of education, training and/or experience as a safety professional.

- Extensive experience working in a large medical, laboratory based or clinical research environment/scientific institution/University or laboratory environment.

- Extensive expert knowledge and ability to interpret advice and assist in the implementation of the Work Health and Safety legislation, codes of practice and relevant Australian Standards.

- Demonstrated experience working in chemical systems management or expertise in hazardous chemicals and dangerous goods management as well as fieldwork activities.
• Extensive experience in developing plans, programs, writing procedures, reports and communicating legislative requirements.

• Demonstrated consultation and interpersonal skills to build strong professional relationships and influences others in the achievement of high levels of compliance in work health and safety.

• Demonstrated understanding of health and safety management system requirements and capacity to integrated corporate health and safety management system into local systems.

• Previous experience in coordinating, developing and presenting health, safety and wellbeing training programs to workers and managers.

• Ability to develop practical strategies and to coordinate and facilitate initiatives to reduce risks of incidents, and to research, plan, implement and resolve health and safety issues.

• Demonstrated ability to work independently and as a member of a cohesive team.

• Completed Certificate IV in Training and Assessment or equivalent and completed health and safety management system auditor training or equivalent would be well regarded.

• Demonstrated ability to implement equal employment opportunity and diversity resolution practices.

• An understanding of and commitment to UNSW’s aims, objectives and values in action, together with relevant policies and guidelines.

• Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

About this document
This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.