POSITION DESCRIPTION

Safety Advisor

Faculty/Division | Division of Operations
Classification Level | Professional 7
Hours & Span (Category) | G - Administrative, Clerical, Computing, Professional & Research Staff
Position number | Click or tap here to enter text.
Shiftwork status | NOT SHIFTWORKER
Allowances | Click or tap here to enter text.
On call arrangements | Click or tap here to enter text.
Original document creation | 1 September 2023

Position Summary

Estate Management (EM) provides a range of services and advice to all Faculties and Divisions on the Kensington campus as well as the sub-campuses. It does this by providing campus planning, infrastructure planning, development, construction, refurbishment, maintenance, and environmental management.

The Safety Advisor provides health and safety support across the EM Directorates. The position will support EM ensuring compliance with all applicable health and safety legislation to minimise the risk and prevent injuries in the workplace of all workers. The position plays a significant role in developing and fostering a positive health and safety culture in line with the UNSW Safety Strategy and implementing health and safety management systems that supports business operations.

The position reports to Senior Safety Manager, Estate Management and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Support the Senior Safety Manager, Estate Management in delivering objectives aligned to the Safety Plan for Estate Management.
- Collaborate with all Estate Management teams to ensure safety responsibilities are being met including design, construction and maintenance activities.
• Manage incident reporting and corrective action resolution within agreed timeframe using UNSW systems.
• Coordinate incident investigations in conjunction with the Senior Safety Manager, supervisors, health and safety representatives, safety committee members and contractors where applicable.
• Identify and analyse health and safety incident trends and facilitate strategies to prevent reoccurrence.
• Manage the role out of safety programs in Estate Management as outlined in the UNSW Safety Plan.
• Conduct audits and regular inspections of contractors and UNSW infrastructure, using UNSW systems and processes.
• Ensure contractor safety documentation meet UNSW standards.
• Deliver inductions, training and presentations related to health and safety to staff and contractors as required.
• Lead and monitor the implementation of UNSW’s Health and Safety policies, procedures and guidelines and liaise with relevant staff regarding compliance, solutions and implementation issues.
• Review and provide safety advice to UNSW stakeholders regarding projects, events where Estate Management is a stakeholder.
• Manage and maintain Estate Management safety records and registers.
• 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 psychosocial or physical health and safety of yourself or others.

**Skills and Experience**

• Relevant tertiary qualification with subsequent relevant experience as a safety professional in the construction or facilities management industry or equivalent competence gained through any combination of education, training and experience.
• Experience in conducting audits, inspections and follow up corrective actions on a construction work site or facilities management maintenance site.
• Relevant experience in developing and reviewing safe work method statements for construction trades and related activities.
• Relevant experience with a permit to work system and ensuring contractor compliance.
• Experience with identifying safety issues of hazardous construction plant, tools, methods etc
• Strong communication skills, with proven ability to establish effective working relationships, including the ability to influence others in the achievement of compliance with WHS legislative and other requirements.
• Sound knowledge and ability to consult, advise and assist in the implementation of the WHS legislation, codes of practice and relevant Australian Standards.
• Demonstrated ability to work independently and as a member of a cohesive team.

• 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.

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

• Knowledge of health & safety (psychosocial and physical) responsibilities and commitment to attending relevant health and safety training.

Pre-employment checks required for this position

• Verification of qualifications

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.