**Position Description**

**HSE Advisor**

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<th>Position Level</th>
<th>6/7</th>
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<td>Faculty/ Division</td>
<td>Science</td>
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<td>Position Number</td>
<td>00095487</td>
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<td>Original document creation</td>
<td>09/07/2021</td>
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**Position Summary**

The School of Biological, Earth and Environmental Sciences (BEES) examines the natural environment, including life, from the core of the Earth to its upper atmosphere, deep in time through to the present and modelling towards the future. Research within BEES is clustered within four general thematic areas: Ecology and Evolutionary Biology; Climate Science; Environmental Change, Sustainability and Resources; Paleoenvironments and Earth History.

The School of BEES has over 150 academic and professional staff, over 170 research students and 60 honours students. The Health, Safety and Environment (HSE) Advisor provides high level, effective and efficient health and safety compliance and auditing support to the School.

The HSE Advisor will assist the School with the implementation of health, safety and environment management systems and ensures that processes align with the requirements of UNSW. The position provides practical solutions to ensure the School complies with all applicable health and safety legislation to minimise risks and prevent injuries in the workplace. The position plays a lead role in developing and fostering a positive health and safety culture within the School. The HSE Advisor works closely with stakeholders across the School, Health and Safety Consultation Committee Chairpersons and the Faculty Safety Business Partner to ensure health, safety and environment compliance across a broad and complex range of research and teaching activities in offices, classrooms, laboratories, workshops, stores and field/off-site locations.

The HSE Advisor will advise and support the Head of School in fulfilling their health and safety responsibilities. The role of HSE Advisor reports to the School Manager, with a dotted reporting line to the Faculty Safety Business Partner and has no direct reports. This position is expected to work collaboratively with Laboratory Managers and Technical Officers.
Accountabilities

Specific accountabilities for this role include:

Level 6

- Lead and monitor the implementation of UNSW’s Health, Safety and Environment policies, procedures and guidelines within the School and liaise with relevant staff regarding compliance, solutions and implementation issues.

- Implement the School’s Health, Safety and Environment Management System, reviewing it regularly, keeping it up to date with UNSW’s requirements and effectively consulting and communicating with School stakeholders on any changes.

- Provide administrative management and support to users of electronic health, safety and environment systems used within the School (for example, WHS Monitor, UNSW SafeSys, Jaggaer).

- Provide administrative support to the School in preparation for any health, safety and environment audit.

- Monitor School’s fieldwork activities, and provide guidance to staff and students in supplying correct health, safety and environment information required for such activities.

- Monitor and follow-up completion of health, safety and environment induction and training.

- Work with stakeholders to ensure that health, safety and environment issues are reported, and corrective actions are addressed and closed off in a timely manner.

- Work with stakeholders to ensure that hazards are identified, and reasonably practicable risk management is carried out.

- Monitor and follow-up inspection, testing and monitoring schedule for plant and equipment.

- Monitor and support management of health, safety and environment records held by the School (for example, inductions, training, maintenance records, fieldwork register).

- Assist in the creation of School health, safety and environment protocols, as the need arises.

- Schedule and conduct regular inspections of the School’s workplaces to ensure compliance with appropriate legislation, policies and procedures.

- Chair the School’s Health, Safety and Environment Consultation Committee (Level 3) and provide timely statistical reports, analysis and advice to the committee.

- Generate safety and training reports from UNSW Health, Safety and Environment electronic management systems (such as PiMS, SIMS, SafeSys/WHSMonitor, Jaggaer).

- Be a member of the area Emergency Control Organisation and contribute toward emergency management.

- Provide inductions, training and presentations related to health, safety and environment to staff and students, as required.

- Coordinate incident investigations in conjunction with supervisors, Health and Safety Representatives and committee members.

- Identify and analyse health, safety and environment incident trends and facilitate strategies to prevent reoccurrence.
Level 7 (in addition to Level 6 above):

- Work autonomously within a large School with multiple complex hazards, providing trusted oversight and applying knowledge of safety compliance requirements in specialist areas to versatile scenarios.
- Build and maintain expertise in specialist areas in order to advise the School on specific compliance requirements, for example relating to fieldwork, safe use, handling and storage of, hazardous substances and dangerous goods, plant and equipment PC2 and OGTR compliance.
- Advise the Laboratory Manager on safety related considerations relevant to a range of complex laboratory facilities and equipment.
- Collaborate with the Faculty Safety Business Partner with health, safety and environment projects related to the Faculty, and provide expert advice on fieldwork related matters.
- Review laboratory procedural documentations for safety compliance and make recommendations to the Laboratory Manager.
- Generate and analyse reports from UNSW Health, Safety and Environment electronic management systems (such as PiMS, SiMS, SafeSys/WHS Monitor, Jaggaer), identify needs as a result and provide analysis and recommendations to the Faculty Safety Business Partner and School Manager.
- Create, implement, monitor and review School health, safety and environment protocols.
- Advise Head of School, School Manager and other relevant staff on health safety and environment aspects and implications of various fieldwork activities in light of legislative and other requirements.
- Develop and deliver in-house training relevant to the health and safety issues arising, particularly in relation to the specialist technical needs of the School.
- Carry out audits of the School's Health, Safety and Environment Management System and lead School stakeholders in achieving and maintaining compliance.
- Liaise with internal and external related bodies as required, including but not limited to Department of Agriculture, Water and Environment, UNSW Committees that have oversight for Radiation, Gene Technology Research Committee and Research Ethic and Compliance Support Unit.
- Apply, interpret and advise on relevant policies and procedures; contribute to the development, continuous improvement and implementation of administrative systems and guidelines.
- Other duties as directed by the Faculty Safety Business Partner or School Manager.
- Align with and actively demonstrate the [UNSW Values in Action: Our Behaviours](https://www.unsw.edu.au/values) and the [UNSW Code of Conduct](https://www.unsw.edu.au/code-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

Level 6

- Relevant tertiary qualifications in health and safety and/or Engineering/Science/Medical discipline, extensive relevant experience or equivalent competency gained through any combination of education, training and/or experience.
- Experience in implementing health, safety and environment management systems, programs, procedures and guidelines in an Engineering/Science/Medical organisation.
- Sound knowledge of health and safety legislation, Australian Standards and Codes of Practice relevant to the School’s activities.
- Demonstrated ability to research, advise on and resolve a wide range of health and safety technical issues.
- Advanced IT skills, including ability to administer electronic health, safety and environment software systems.
- Highly developed written and oral communication skills, including public speaking and the ability to deliver training.
- Demonstrated ability to consult, influence and build strong relationships to achieve high levels of compliance in health, safety and environment.
- 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.

Level 7 (in addition to Level 6 above):

- Expertise in area(s) of specialist technical knowledge relevant to the Science Faculty, for example relating to safe use, handling and storage of hazardous substances and dangerous goods, biological material, plant and equipment, fieldwork.
- Experience in managing health, safety and environment systems in a large complex organisation.
- Experience in coordinating health, safety and environment projects.
- Experience in generating and interpreting statistical reports leading to improved health, safety and environment management.
- Experience in developing a new health and safety training course suitable for a range of audiences.
- Experience in developing and imbedding new health, safety and environment protocols.
- Experience in auditing an organisation’s health, safety and environment management system and leading the implementation of resultant actions.
- In-depth knowledge of plant and equipment, hazardous substances, fieldwork and regulatory requirements as they apply to research laboratories, workshops and off-site activities.
Progression Statement

The incumbent will normally be expected to have reached the top step of level 6 prior to progression to level 7. Criteria for progression to level 7 will be based on satisfactory performance of all duties and accountabilities at level 6, a demonstrated capacity to take on the duties and accountabilities of the position at level 7, and the availability of and need for the work to be carried out at a higher level in the work unit.

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.