POSITION DESCRIPTION

Laser Safety Officer

Position Level 7
Faculty/Division DVC-Research and Enterprise
Position Number 00094598
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Position Summary

The Laser Safety Officer plays an integral role within the Division of Research & Enterprise in providing expert laser safety advice and compliance support to the Radiation Safety Committee (RSC) and the Director, Research Ethics & Compliance Support.

The role will be providing specialist advice to all University researchers on laser safety matters. The Laser Safety Officer will be critical in providing ongoing improvements to laser safety processes and resources for researchers, including web resources, online and face-to-face training to ensure compliance across UNSW. The Laser Safety Officer contributes to strategic and operational projects across the Research Ethics Compliance Support Office, supporting the Division of Research & Enterprise goals.

The Laser Safety Officer reports to the Director, Research Ethics and Compliance and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Provide expert advice to the UNSW RSC on all aspects of laser safety and compliance.
- Collaborate with the Radiation Safety Committee to assist with the review and update of UNSW policies and procedures relating to the safe use of lasers and non-ionising radiation sources. This is specified in the most current versions of the relevant Australian Standards and regulatory Workplace Health and Safety requirements, to ensure that the scope of UNSW policy adequately covers all potential hazards.
- Conduct inspections and provide feedback to new laser project applications to assist the RSC approval process.
• Manage and develop documentation and training modules that provide clear guidelines on the requirements and expectations for new laser-based project and facilities housing high powered non-ionising radiation sources (including lasers).

• Conduct annual scheduled lab inspections of registered laser laboratories to review safety practices relating to lasers and ensure compliance to UNSW policy.

• Resolve complex problems and enquiries, including investigating and managing laser safety issues or complaints relating to laser approval processes.

• Promote awareness of laser safety issues among researchers, students, and research stakeholders by facilitating education and training initiatives in both online and face to face environments.

• Provide advice and reports to RSC by analysing incident trends and identifying current issues affecting the safety of laser operations and legislative/UNSW requirements.

• Apply, interpret and advise on relevant policies and procedures; contribute to the development, continuous improvement and implementation of administrative systems and guidelines.

• Manage incident investigations in conjunction with the Radiation Safety Committee.

• Identify and analyse health, safety and environment incident trends and facilitate strategies to prevent reoccurrence.

• Undertake other responsibilities as required from time to time by the Director RECS to support research ethics and compliance.

• 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 yourself or others’ health and safety.

Skills and Experience

• Relevant tertiary qualification with a depth of subsequent experience in a laser safety support environment or equivalent competence gained through any combination of education, training, and experience.

• Comprehensive knowledge of codes and legislation related to laser safety, along with high-level critical thinking skills to interpret accordingly.

• Demonstrated consultation and interpersonal skills to build strong professional relationships and influence others to achieve compliance in laser safety operations.

• Demonstrated experience developing plans, training programs, writing procedures, reports and communicating legislative requirements to stakeholders.

• Advanced written and verbal communication skills, with a high level of attention to detail and the ability to work with various stakeholders.

• High-level organisational skills with proven ability to deal with multiple tasks, establish priorities and meet deadlines and the ability to operate autonomously.

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

• Advanced computer literacy level, working with a range of computer systems and applications, including Microsoft 365 and other products in the Microsoft suite.

• 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 perform the role successfully.

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.