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POSITION DESCRIPTION

Senior Safety Co-Ordinator

Faculty/Division

Classification Level

Hours & Span (Category)

Position number

Shiftwork status

Allowances

On call arrangements

Original document creation

Division of Operations

Professional 9

G - Administrative, Clerical, Computing, Professional & Research Staff

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NOT SHIFTWORKER

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3 June 2024

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, security and environmental management. EM also provides a wide range of logistic and associated services to ensure a safe and secure campus environment.

The role of the Senior Safety Co-ordinator provides high level safety advice and support across the Estate Management teams supporting the Estate Management Safety Senior Manager.

The role reports to the Senior Manager, Safety and may lead a team of direct reports.

Accountabilities

Specific accountabilities for this role include:

- Provide guidance and support to Estate Management teams to demonstrate visible safety leadership and enhance safety as a core value.
- Support the Safety Senior Manager in implementing health and safety strategic plans, programs, frameworks and systems.
- Lead safety projects across Estate Management and as a key stakeholder at an enterprise level.

- Produce relevant, accurate and timely reports on hazards and significant incident(s), and other safety focused areas deemed necessary, in conjunction with relevant supervisors and local workplace HS (Health and Safety) committees to identify trends and performance.
- Report to relevant regulatory agencies as applicable.
- Lead complex ICAM investigations and implement strategic risk mitigation strategies working with key stakeholders across UNSW.
- Support Estate Management teams in managing contractors throughout the contractor life cycle.
- Lead safety activities such as assurance and audit programs.
- Develop, review and update Health and Safety policies, procedures, and other system documents, ensuring compliance with governance.
- Facilitate consultation with Safety Committees, local safety staff, supervisors and other stakeholders to manage the resolution of safety compliance issues.
- Develop practical, workable solutions to health and safety issues and ensure compliance with Work Health and Safety legislation, relevant codes of practice and Australian Standards.
- Undertake any safety duties as directed by the Senior Safety Manager.
- May be required to lead and manage a team of Safety Advisors.
- Align with and actively demonstrate the [Code of Conduct and Values](#)
- Ensure hazards and risks psychosocial and physical are identified and controlled for tasks, projects, and activities that pose a health and safety risk within your area of responsibility.

Skills and Experience

- Relevant Tertiary qualification in occupational health and safety with a minimum of 5-7 years' experience as a safety professional in a complex organisation with high-risk activities.
- Extensive knowledge, training and experience in ICAM investigations is highly desired.
- Experience in project management and implementation of systems.
- Proven knowledge and ability to interpret advice and implement Work Health and Safety legislation, codes of practice and relevant Australian Standards.
- Experience in audits and assurance activities.
- Demonstrated experience in developing programs, writing procedures, reports and communicating legislative requirements
- High level consultation and interpersonal skills to build strong professional relationships and influence others to achieve high levels of compliance in Safety.
- Skilled in developing practical strategies and coordinating/facilitating initiatives to reduce risks of incidents and 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.