## Position Summary

The role of Health & Safety Coordinator provides Safety advice and support to staff and students within faculties and divisions at UNSW.

The role reports to the Manager, Safety Partnerships and Injury Management within the Central Safety team and may lead a team of direct reports.

## Accountabilities

Specific accountabilities for this role include:

* Provide guidance and support to Faculty/Division, Senior Management and Executives to demonstrate visible safety leadership and enhance safety as a core value.
* Ensure Faculty/Division senior management regularly discuss and are appraised of their safety performance, insights, trends and culture, (drawing on lead and lag indicators) to support strategic safety decision-making and compliance.
* 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 Helath and committees to identify trends and performance.
* Lead and coordinate serious incident response and investigations in conjunction with supervisors, Health and Safety representatives and committee representatives. Report to relevant regulatory agencies as applicable.
* Lead safety activities in partnership with UNSW Divisions, such as Risk Assessments and Assurance activities.
* Develop, review and update Health and Safety policies, procedures, and other system documents, ensuring compliance with governance.
* In consultation with Faculty/Division stakeholders, implement the yearly Health & Safety strategy plans within your Faculty/Division.
* Facilitate consultation with Safety Committees, local safety staff, supervisors and other stakeholders to manage the resolution of safety compliance issues.
* Act as safety representative in Faculty/Division leadership meetings as required.
* Design the annual schedule of audits to monitor and continually improve the Faculty/Division’s performance in safety and proactively identify gaps, hazards and potential risk before they occur.
* 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.
* Plan and coordinate the Faculty/Division preparation and follow up action from external audits by Regulators.
* Undertake any safety duties as directed by the Central Safety Team or Faculty/Division.
* May be required to lead and manage a team of Safety Advisors to provide safety support to UNSW Faculty/Division and other areas as required.
* Align with and actively demonstrate the [UNSW Values in Action: Our Behaviours](https://unsw.sharepoint.com/sites/values-in-action) and the [UNSW Code of Conduct](https://www.gs.unsw.edu.au/policy/documents/codeofconduct.pdf).
* 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 3 - 5 years’ experience as a safety professional or equivalent competency gained through any other combination of education, training, or experience as a safety professional.
* Extensive demonstrated experience working in a large or research environment/scientific institution/University or laboratory/Medical environment is desirable.
* Proven knowledge and ability to interpret advice and implement Work Health and Safety legislation, codes of practice and relevant Australian Standards.
* 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.
* Demonstrated understanding of Safety management system requirements and capacity to integrate corporate Safety management systems into local systems.
* Skilled in developing practical strategies and coordinating/facilitating initiatives to reduce risks of incidents and research, plan, implement, and resolve health and safety issues.
* Completed Certificate IV in Training and Assessment or equivalent and completed Safety management system auditor training or equivalent is highly desired.
* 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 (psychosocial and physical) 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.