## Position Summary

The Division of Transformation, Planning and Assurance at UNSW was established in July 2020 and comprises the functions of Legal & Compliance, Governance & Records , , , Risk, Safety, Conduct & Integrity and National Security. The Division is dedicated to supporting the University to achieve the goals in Strategy 2025 through the provision of relevant and effective assurance functions.

At UNSW, the safety of our students, staff and visitors is a core value of our community. We are committed to providing a safe and healthy place in which to work, study and collaborate.

The Manager, Safety Partnerships and Injury Management is the leader of the Safety Business Partnering function for UNSW. The role plays a critical role in the Safety team’s objective to support all staff in the implementation of a progressive safety culture at the university.

The position leads a team of Senior Health & Safety Business Partners and Co-ordinators to deliver high calibre, effective and reliable safety advice to faculties and divisions across UNSW. The position will lead the team to build collaborative working relationships to integrate safety as part of normal business, improve efficiencies and enhance collaboration as well as overseeing and providing guidance in relation to Workers Compensation matters.

The Manager, Safety Partnerships and Injury Management reports into the Director, Health & Safety and has a number of direct reports.

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## Accountabilities

Specific accountabilities for this role include:

* Lead the Safety Partnerships team to enhance the University’s safety culture to inspire a proactive health and safety culture where everyone can ‘Think Safe, Be Safe and Home Safe’.
* Build strong collaborative relationships with key stakeholders in faculties and divisions to ensure positive safety outcomes.
* Conduct annual reviews of the University's Safety Management System and develop a three-year rolling strategic safety management and workers compensation plan for endorsement by the Level 1 Safety Committee. Participate as a Safety Member on the Critical Incident Team as a principal safety member of the team.
* Contribute to the reduction of workers compensation claims through proactive management of injured workers.
* Implement and deliver on the safety strategy through the Safety business partner team, and achieve safety targets on a yearly basis.
* Implement the Faculty and Divisions safety management plan and strategies to address safety trends with the objective to reduce safety incidents and injuries.
* Deploy proactive programs and initiatives within the Safety business partner team with the aim of reducing both physical and psychosocial injuries.
* Produce reports to support the awareness of and governance over the University’s performance by the Level 1 Safety Committee and the Safety and Risk Committee of Council.
* Produce safety reports and analysis on a weekly, monthly, quarterly and yearly basis as required by the Director of Health & Safety.
* Maintain and review safety policies to ensure compliance with relevant Acts and Regulations.
* Design and implement the annual schedule of audits within each faculty and division to monitor and continually improve critical safety controls to improve the University’s performance in safety.
* Ensure the workers compensation, claims management and injury management activities are conducted in accordance with relevant workers compensation legislation and self-insurance licensing obligations.
* Ensure the timely and successful submission of workers compensation self-insurance license renewal.
* Plan and coordinate the University preparation and follow up action from external audits by Regulators including NSW WorkCover, NSW Department of Conservation Environmental Protection Authority Division and Gene Technology Regulator, SIRA to meet licencing and accreditation.
* Lead Safety Investigations and Audits as required and establish and maintain a constructive relationship with Safework NSW and EPA Inspectors.
* Identify and manage critical safety risks and implement critical control improvements.
* Be willing to participate in an on-call safety roster across a 24 hour, 7 day basis.
* 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 and professional accreditation or equivalent competence gained through any combination of education, training, and experience.
* Advanced knowledge of Health and Safety Management Systems AS/NZS ISO 45001,45003, 14001
* Experience proactively managing Health & Safety Risks and leading complex safety investigations.
* Proven and effective leadership expertise including motivating and inspiring a range of professionals, including their own team, through coaching, guiding, mentoring and implementing effective development strategies for staff.
* Proven leadership skills, including managing workloads, setting priorities and influencing and driving core outcomes in a complex and multi-faceted environment
* Proven skills and ability to work collaboratively with stakeholders at customer level and in business operations to achieve results based on effective teamwork.
* Highly advanced communication, interpersonal and stakeholder management skills with demonstrated resilience to inform, influence and negotiate with a wide range of internal and external stakeholders successfully.
* Proven ability and capacity to monitor the implementation and effectiveness of safety management systems, workers compensation claims management and return to work programs.
* High level organisational skills with proven ability to deal with multiple tasks, establish priorities and meet deadlines.
* Completion of an Investigation course (relevant to Safety) and the Lead Auditor course or willingness to obtain them.
* 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.