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## POSITION DESCRIPTION

# Health, Safety and Environment Advisor

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Position Level	6/7
Faculty/Division	Engineering
Position Number	ADMIN ONLY
Original document creation	9/02/ 2022

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### Position Summary

The Health, Safety and Environment Advisor assists the School(s) 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(s) comply 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(s).

The role of Health, Safety and Environment Advisor reports to the Faculty Health and Safety Coordinator, with a dotted reporting line to School Manager(s) 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(s) 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(s) .
- Provide administrative support to the School(s) in preparation for any health, safety and environment audit.
- 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(s) (for example, inductions, training, maintenance records).
- 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.
- Attend the Faculty/School's Health, Safety and Environment Consultation Committee (Level 3) and provide timely statistical reports, analysis and advice to the committee.
- 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.
- 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 on the health and safety of yourself or others.

#### Team Support

- Perform a range of duties to ensure the service requirements of the School and Faculty are met; including back-up for periods of leave for other HSE Advisor roles in the Faculty and Schools.
- 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 Health and Safety Coordinator or School Manager(s).

**Level 7 (in addition to Level 6 above):**

- Work autonomously within a large School and/or across multiple Schools 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(s) on specific compliance requirements, for example relating to safe use, handling and storage of hazardous substances and dangerous goods, plant and equipment, gene technology, radiation.
- Advise the Laboratory Manager(s) on safety related considerations relevant to a range of complex laboratory facilities and equipment.
- Review laboratory procedural documentations for safety compliance and make recommendations to the Laboratory Manager(s).
- Provide mentoring and back-up to others in the team of Health, Safety and Environment Advisors, including consultancy advice about specialist technical areas.
- Collaborate with the Faculty Health, Safety and Environment Coordinator with health, safety and environment projects related to the Faculty, and manage project roll-out within the School(s).
- Generate reports from UNSW Health, Safety and Environment electronic management systems, identify needs as a result and provide analysis and recommendations to the Faculty Health and Safety Coordinator and School Manager(s).
- Create, implement, monitor and review School health, safety and environment protocols.
- 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(s).
- Carry out audits of the School's Health, Safety and Environment Management System and lead School stakeholders in achieving and maintaining compliance.
- Liaise with outside inspectors relating to regulatory compliance, including those from Radiation Safety Committee, Gene Technology Safety Committee, Research Ethic and Compliance Support Unit.
- Maintain a broad understanding of the health, safety and environment needs of the Faculty, and represent the Faculty on relevant committees and UNSW central projects.

## **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 Engineering Faculty, for example relating to safe use, handling and storage of hazardous substances and dangerous goods, plant and equipment, gene technology, radiation.
- 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, gene technology, and radiation regulatory requirements as they apply to research laboratories and workshops.

**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.