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POSITION DESCRIPTION

Health, Safety and Environment Advisor

Faculty/Division	Science
Classification Level	Professional 6/7 broadband
Hours & Span (Category)	G - Administrative, Clerical, Computing, Professional & Research Staff
Position number	00078199
Shiftwork status	NOT SHIFTWORKER
Allowances	N/A
On call arrangements	N/A
Original document creation	9 March 2022

Position Summary

The **Health, Safety and Environment Advisor** assists the School of Chemistry 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 complies with all applicable health and safety legislation to minimise risks and prevent injuries in the workplace and plays the lead role in developing and fostering a positive health and safety culture within the School.

The Health, Safety, and Environment Advisor works closely with stakeholders across the School, Health, Safety and Environment Consultation Committee Chairpersons, the Faculty Safety Coordinator and the School Manager to ensure health, safety and environment compliance across a broad and complex range of research and teaching activities in offices, classrooms, laboratories, workshops, stores and field/off-site locations. The Health, Safety and Environment Advisor will advise and support the Head of School in fulfilling their health and safety responsibilities.

The role of Health, Safety and Environment Advisor reports to the School of Chemistry Laboratory Manager (Research), with a dotted reporting line to the Faculty Safety Coordinator and has no direct reports. This position is expected to work collaboratively with the Laboratory Manager (Teaching) and Technical Officers.

Accountabilities

Specific accountabilities for this role include:

Level 6:

- In conjunction with the Faculty Safety Coordinator, develop a comprehensive School-wide health and safety action plan.
- Take a leading role in implementing UNSW HSE systems and facilitating the transition between systems, maintenance of documentation and updating of procedures, effectively consulting and communicating with School stakeholders on any changes.
- Coordinate a thorough audit and update of the School's chemical inventory, ensuring compliance of laboratory chemical storage volumes and reporting building manifest quantities.
- Lead and monitor the implementation of UNSW's Health, Safety and Environment policies, procedures and guidelines within the School and liaise with relevant staff regarding compliance, solutions and implementation issues.
- Document and identify risks, requirements, and resources to address first aid provision in the School.
- Provide administrative management and support to users of electronic health, safety and environment systems used within the School (for example, UNSW Salus) and in preparation for any health, safety and environment audit.
- Schedule and conduct regular laboratory and office inspections to ensure compliance with appropriate legislation, policies and procedures.
- 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.
- 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.
- As an appointed member of the School's HSE committee contribute to improving and maintaining HSE culture.
- Apply, interpret and advise on relevant policies and procedures; contribute to the development, continuous improvement and implementation of administrative systems and guidelines with an aim to streamline processes and facilitate efficiency in relation to WHS activities.
- Other duties as directed by the Laboratory Manager (Research) or Faculty Health, Safety and Environment Coordinator.
- Align with and actively demonstrate the [Code of Conduct and Values](#)
- 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 psychosocial or physical health and safety of yourself or others.

Level 7 (In addition to the above):

- Work autonomously within a large School 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 on specific compliance requirements, for example relating to safe use, handling and storage of hazardous substances and dangerous goods, plant and equipment, gene technology and radiation.
- Advise the Laboratory Managers (Research and Teaching) on safety related considerations relevant to a range of complex laboratory facilities and equipment including the review of lab procedural documentation for safety compliance.
- 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 and analyse reports from UNSW Health, Safety and Environment electronic management systems (such as PiMS, SiMS, Salus, SciQuest ERM), identify needs as a result and provide analysis and recommendations to the Faculty 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.
- 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 Ethics and Compliance Support Unit.
- Maintain a broad understanding of the health, safety and environment needs of the School, and represent the School on relevant committees and UNSW central projects.

Skills and Experience

Level 6:

- A tertiary qualification in Science, Engineering, Medicine or a related discipline, extensive relevant experience or an equivalent competency gained through any combination of education, training and/or experience.
- Experience in the safe use, handling, storage and disposal of hazardous substances and dangerous goods, and the safe use and handling of laboratory plant and equipment.
- Experience in WHS in a scientific laboratory environment and demonstrated ability to implement health, safety and environment management systems, programs, procedures and guidelines in a Science/Engineering/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 & safety (psychosocial and physical) responsibilities and commitment to attending relevant health and safety training.

Level 7 (In addition to the above):

- Expertise in area(s) of specialist technical knowledge relevant to the Science Faculty, for example relating to safe use, handling and storage of hazardous substances and dangerous goods, plant and equipment, gene technology, radiation.
- Demonstrated experience in a range of health, safety and environment (HSE) activities in a large, complex organisation including:
 - Managing HSE systems and coordinating related projects;
 - Generating and interpreting statistical reports leading to improved HSE management;
 - Developing new health and safety training courses that are suitable for a range of audiences;
 - Developing and embedding HSE protocols; and
 - Auditing HSE management systems and leading the implementation of resultant actions.
- Demonstrated 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 7 and a demonstrated capacity to take on the duties and accountabilities of the position at level 7.

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.