

# MELBOURNE WATER POSITION DESCRIPTION

## Occupational Hygienist

REPORTS TO:	DIRECT REPORTS AND TEAM SIZE:
Manager, Safe Assets	0
THIS ROLE EXISTS TO: (PURPOSE)	
Provide strategic and operational advice on Occupational Hygiene for existing and new assets, targeted at the team leader, senior manager and direct report level.	
KEY ACCOUNTABILITIES:	
<ul style="list-style-type: none"><li>• Taking care of own and colleagues Health and Safety through identification and reporting of hazards and active involvement in improvement initiatives.</li><li>• The promotion and creation of safe, healthy and well workplaces</li><li>• Provision of expert occupational hygiene advice across all Melbourne Water operational sites and major projects</li><li>• Leadership, oversight and support of the Chemical Coordinator network, including ChemAlert training and technical support</li><li>• Leadership on workplace environment health risks, including management, monitoring and mitigation</li><li>• Leadership on Dangerous Goods and Major Hazard Facilities regulatory compliance</li><li>• Support the improvement and enhancement of Engineering Standards and Specifications in close collaboration with Asset Management Services, including Communities of Practice</li><li>• Leadership on occupational hygiene risk associated with incident response across all Melbourne Water operations</li><li>• Identification and oversight of research opportunities in the area of occupational hygiene in Melbourne Water</li><li>• Support for complex asset safety issues, investigations and high risk activities</li><li>• Monitoring to ensure agreed standards of safety performance are implemented and applied</li><li>• Lead and support investigations into safety issues and events, encouraging the development of an investigative culture</li><li>• Proactive advocate for Health and Safety, appropriately challenging the status quo and holding others to account regarding their own Health and Safety behaviours and responsibilities</li></ul>	
KEY RESPONSIBILITIES	KPIs
<ul style="list-style-type: none"><li>• Project leader of key projects within the safety transformation/strategy/work-plan where occupational hygiene is a critical risk</li><li>• Development and stewardship of the Workplace Environment monitoring program</li><li>• Provision of feedback to leaders and employees on actions that improve Health and Safety within the business area and on current and potential issues where intervention or action is required.</li><li>• Lead employees, leaders and contractors on Health and Safety standards, requirements and practices – continually raising the level of knowledge, skill and behaviour of stakeholders at Melbourne Water</li><li>• Act as a role model for Health and Safety, setting an example of behavior that others can clearly observe and emulate in their own roles.</li></ul>	<ul style="list-style-type: none"><li>• Delivery of projects within agreed timeframes</li><li>• Involvement in investigations and audits as required</li><li>• Provision of training as required</li></ul>

Job level: Hay 16

Assessed by: P&C

Date: May 2018

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- Regularly assesses workplace safety performance, interpreting safety information, data and analysis, to guide the workplace to higher levels of performance
- Act as an innovator, bringing new ideas on Health and Safety into the business, sharing with key stakeholders and implementing where possible
- Provide training on Health and safety, to raise the standards of safety competency and to develop increasingly strong Health and Safety Culture
- Participate in the development and review of standards for Health and Safety management and process in order that requirements accurately reflect risk and are workable and effective at the front line

### SKILLS, KNOWLEDGE AND EXPERIENCE REQUIRED:

- Experience in a complex operational / and or business partnering environment
- Business empathy and understanding
- Clear, comprehensive understanding of the link between safety and business strategy with the ability to identify ways for safety to support the business strategy and foster a high performing culture.
- Significant knowledge of Melbourne Waters safety policies and procedures
- Ability to Identify risks and contribute to solutions on all issues, not only safety
- Excellent communication skills and customer focus and ability to build strong relationships and coach and guide managers to execute key initiatives and build an engaging and supportive culture
- Proven capability of managing multiple projects simultaneously is essential
- Experience in management through to resolution of complex issues in a timely way
- Sound judgment and problem solving skills and decision making skills
- Agile thinking that provides quality outcomes for customers and understands the linkages across issues and priorities
- Maintain knowledge of asset safety practices and key industry trends
- Ability to engage, inspire and influence people
- Effective team player, working in collaboration with a range of customers and stakeholders
- Ability to work autonomously, and collaborate with stakeholders for specialist advice and to share learnings, as appropriate.

### KEY RELATIONSHIPS:

All Melbourne Water employees are responsible for managing aspects of our customer/stakeholder relationships and service interactions, and will work proactively to deliver a consistent customer experience.

#### INTERNAL

- This position requires the development of strong relationships within the business, with a focus on Direct Reports, Senior Managers and Team Leaders across Service Delivery, Information Technology, Integrated Planning and Major Program Delivery
- Broader Safety Team

#### EXTERNAL

- Third party providers, contractors and/or consultants including WGPSN & Framework Partners
- Engineering Consultants
- WorkSafe

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- Health and Safety and service providers

### SALARY RANGE:

- Melbourne Water reserves the right to remunerate people according to their ability to perform the functions of the role based on their qualifications, skills and experience.

### OTHER COMMENTS:

This role requires the following:

- Substantive experience and expertise gained in previous positions
- Relevant tertiary degree in engineering, science or equivalent
- Medical Assessment
- Current, full Victorian driver's license
- This position is eligible for an operational vehicle in line with MW Motor Vehicle policy and procedures

Location: 990 LaTrobe St, Docklands.

This role will also include travel to other sites and as such the incumbent will travel 3 days per week during most weeks and on some occasions for the entire week depending on commitments with customers and stakeholders.