



POSITION DESCRIPTION

School of BioSciences
Faculty of Science

OH&S Coordinator

POSITION NO	0034251
CLASSIFICATION	PSC 7
SALARY	\$88,171 - \$95,444 p.a.
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time
BASIS OF EMPLOYMENT	Continuing
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Katarina Prince Tel +61 38344 6302 Email katarina.prince@unimelb.edu.au <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

Position Summary

The position coordinates and provides a range of high-quality Occupational Health and Safety (OH&S) services across the School of BioSciences that fosters a culture of safety awareness. This includes compliance, incident investigation and management, safety inductions and training for new students and staff and coordination of contractor management across the School of BioSciences. The position also provides advice and support to the School of BioSciences in relation to legislative and University OH&S requirements.

1. Key Responsibilities

1.1 POLICY, ADVICE AND COMPLIANCE

- ▶ As the Chemical and Radiation Safety Specialist within the School, provide compliance expertise regarding permits, purchasing, handling, storage and disposal of chemicals, dangerous goods and poisons and coordinate the online chemical inventory
- ▶ Lead the School OH&S team to review, develop and implement University and local OH&S policies and procedures
- ▶ Manage and provide advice on the development of Risk Analyses and Standard Operating Procedures (SOPs) for the range of activities carried out within the School
- ▶ Provide advice and assistance to staff and students with regards to a broad range of OH&S matters across the School, including First Aid requirements, Emergency preparedness, etc.
- ▶ Compliance and quality assurance management, in line with requirements under the University's risk management framework

1.2 AUDITS & SAFETY INSPECTIONS

- ▶ Lead staff to prepare for and present at internal and Worksafe audits, review and coordinate audit actions, prepare and present audit close outs
- ▶ Coordinate and collate OH&S work area inspection reports, reporting and follow up on inspection findings

1.3 SAFETY INFORMATION MANAGEMENT

- ▶ Process Training Needs Analysis (TNA) forms and where directed, issue training to staff or students, record and track training completion and provide reports on training plans
- ▶ Monitor and schedule items on OH&S Cyclic Events Checklist e.g. maintain and update OH&S Notice Boards
- ▶ Coordinate and maintain an electronic OH&S repository of records and procedures
- ▶ Manage incident reports and investigations, maintaining and reporting on incident data, developing and implementing systems to reduce incident occurrence

1.4 LEADERSHIP

- ▶ Coordinate School of BioSciences OH&S Committee meetings, preparing and presenting reports and maintaining committee records and contribute advice to the Faculty of Science OH&S committee as required

- ▶ Undertake OH&S project tasks and reporting, as and when required
- ▶ Successfully manage the Safety professional support teams within the School, building a collaborative and supportive team culture, through guidance and mentorship to allow staff to grow and develop

2. Selection Criteria

2.1 ESSENTIAL

- ▶ Knowledge of occupational health and safety and environmental Acts, Legislation, Regulations and Codes in Victoria and relevant Australian Standards
- ▶ Tertiary qualification in a relevant discipline and / or equivalent mix of education and relevant experience
- ▶ Experience in working with and handling chemicals, hazardous waste, radiation and knowledge of scientific methodology and equipment
- ▶ Demonstrated awareness of the principles of confidentiality, privacy and information handling
- ▶ Demonstrated leadership skills with ability to successfully coach, lead and motivate staff, and foster a cohesive team culture
- ▶ Demonstrated computer literacy and experience using spreadsheets and database applications, as well as MS Office suite
- ▶ Experience working in a biological setting such as a laboratory, field work, glass house and/or animal house

2.2 DESIRABLE

- ▶ An understanding of the University sector and issues in higher education and research
- ▶ Experience working with students Experience in NAT (National Self-Insurer OHS Audit Tool) compliance management
- ▶ Current First-Aid Certification

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The OH&S Coordinator, BioSciences receives general direction from the Facilities & Operations Manager in the first instance but may also receive direction from the Manager, Strategy & Operations or the Head of School. The OH&S Coordinator works within the framework of University of Melbourne and School of BioSciences policies to provide expert knowledge and support to Teaching, Learning, and Research programs.

3.2 PROBLEM SOLVING AND JUDGEMENT

The incumbent is expected to apply standard technical training and experience to problem solving. The incumbent is expected to provide advice and make decisions, which require specialist expertise and broad technical knowledge, including having an understanding of how those decisions may impact on other related functions within School laboratories, in student teaching areas, administration areas and in the field, where School researchers and students conduct research activities.

The incumbent must show initiative and creativity in providing solutions to safety issues, maintain excellent relationships with staff and students, and develop good working relationships with Faculty, University, and external personnel.

Judgment is frequently required in setting priorities regarding issues to address and workload, in choosing from a range of possible solutions or approaches to problems, and in deciding on work methods and task sequence within specified timelines and standard practices and procedures. Some independent decision-making is required, e.g. purchase of some safety equipment.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The position requires knowledge of the school and university policies and procedures, regulations, and techniques. The position requires comprehensive experience and understanding of the safety standards and relevant legislation; and consultation and co-operation with staff in other areas of the university will also be required.

3.4 RESOURCE MANAGEMENT

The OH&S coordinator will monitor departmental safety resources such as first-aid kits, four-wheel drive safety kits, and PPE, and will ensure that such resources are adequately maintained. This includes, but is not limited to, timely identification of items requiring maintenance or repair, and arranging for internal or external contractors to carry these out.

3.5 BREADTH OF THE POSITION

The position liaises with a broad spectrum of academic staff, general staff, and students within the School of BioSciences, with a limited number of people in the wider University and with some external specialists and product providers. Within BioSciences, the nature of these interactions includes co-coordinating with other staff to achieve defined objectives relating to safer and better documented practices, and providing advice relating to safety policies and safe practices to students. The OH&S Coordinator also liaises with the Faculty of Science EH&S Manager, and the University General Manager OHS and Injury Management as required, to ensure that Department OH&S policies and activities are aligned with those of the Faculty and University.

4. *Equal Opportunity, Diversity and Inclusion*

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous strive to service for excellence and reach the targets of Growing Esteem.

5. Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<http://safety.unimelb.edu.au/topics/responsibilities/>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

6. Other Information

6.1 ORGANISATION UNIT

<http://biosciences.unimelb.edu.au>

The School of BioSciences was formed in 2015 through the amalgamation of the School of Botany and the Departments of Genetics and Zoology thus bringing together a critical mass of 160 Academic staff and 240 Research Higher Degree students undertaking world class teaching and research in the biological sciences. Academics within the School are aligned to four research clusters: Ecology, Evolution and Environmental Science; Genetics, Genomics and Development; Plant Science and Computational Biology. Through cross-disciplinary collaborations within the School and with external partners the School is a major recipient of grant and contract funding.

The School is a major contributor to the Bachelor of Science, Bachelor of Biomedical Science and the Environmental Science programs, its teaching program reflecting the research interests within the School.

6.2 BUDGET DIVISION

<http://www.science.unimelb.edu.au>

Science at the University of Melbourne is the most highly ranked Faculty of Science in Australia.* Science is defined by its research excellence in the physical and life sciences and is at the forefront of research addressing major societal issues from climate change to disease. Our discoveries help build an understanding of the world around us.

We have over 150 years of experience in pioneering scientific thinking and analysis, leading to outstanding teaching and learning and offer a curriculum based on highly relevant research, which empowers our STEM students and graduates to understand and address complexities that impact real world issues and the challenges of tomorrow.

We aspire to engage the broader community with the impact that Science has on our everyday lives. Through the strength of our internships and research project offerings, our students are provided opportunities to engage with industry partners to solve real-world issues.

The Faculty of Science has over 50,000 alumni and is one of the largest faculties in the University comprising seven schools: BioSciences, Chemistry, Earth Sciences, Ecosystem and Forest Sciences, Geography, Mathematics and Statistics, and Physics.

The Faculty is custodian of the Bio21 Molecular Science and Biotechnology Institute, Office for Environmental Programs and home to numerous Centres.

Science manages more than \$290 million of income per annum, with a staff base in the order of 270 professional staff, and more than 580 academic staff.

We offer a range of undergraduate, honours, graduate and research degrees; enrolling over 8,600 undergraduate and 2,440 graduate students. The Faculty of Science is the custodial Faculty for the BSc (Bachelor of Science). The Faculty of Science is a leader in research, contributing approximately \$70 million in HERDC income per annum. The Faculty of Science is highly research focused, performing strongly in the ARC competitive grants schemes, often outperforming the national average. The Faculty of Science is currently growing its competitiveness and standing in the NHMRC space.

The Faculty of Science provides community services and industry partnerships based on a solid foundation of research in the pure and applied sciences. The Faculty has an endowment of approximately \$56 million. The annual income from the endowment supports more than 120 prizes, scholarships and research awards.

*Figures from the latest available data for 2015, including published international rankings data.

6.3 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>.

6.4 GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. <http://about.unimelb.edu.au/strategy-and-leadership>

The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.

The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant advancement in the excellence and impact of its research outputs. <http://research.unimelb.edu.au/our-research/research-at-melbourne>

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

- ▶ Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia's 'place' in the Asia-Pacific region and the world, and on our 'purpose' or mission to improve all dimensions of the human condition through our research.
- ▶ Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the 'convergence revolution' of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.
- ▶ Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of Research at Melbourne: Ensuring Excellence and Impact to 2025.

6.5 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <http://www.unimelb.edu.au/governance>