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POSITION DESCRIPTION

Health Safety & Environment Advisor (ADA)

Position Level	Level 6/7
Faculty/Division	Arts, Design and Architecture
Position Number	00060389
Original document creation	May 2022

Position Summary

The Health Safety and Environment (HSE) Advisor assists the Faculty with the implementation of its health and safety management systems and ensures that processes align with the requirements of UNSW. The position provides practical solutions to ensure the Faculty complies 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 Faculty. The HSE Advisor works closely with stakeholders across the Faculty and UNSW's Safety Coordinator to ensure health, safety and environment compliance across a broad and complex range of research and teaching activities. This includes documentation of processes and accurate record keeping.

The role of HSE Advisor reports to the Faculty Operations Manager.

Accountabilities

Specific accountabilities for this role include:

Level 6

- Promote and monitor the implementation of UNSW's Health and Safety policies, procedures and guidelines within the Faculty and liaise with relevant staff regarding compliance, solutions and implementation issues.
- Ensure the Faculty's Health and Safety Management System is reviewed regularly, is up-to-date with UNSW's requirements and appropriate consultation and communication with stakeholders on any change occurs.
- Facilitate development, implementation and monitoring progress against the Faculty's Work, Health and Safety Strategy and Operational Plan.

- Maintain knowledge of changes to University systems, policies and processes is appropriately communicated, maintained and acted upon.
- Provide guidance and support to users of electronic health and safety systems used within the Faculty.
- Monitor and facilitate achievement of health and safety targets such as completion of health and safety training and closure of corrective actions by staff and students.
- Monitor and support management of health and safety documents and records held by the Faculty.
- Coordinate and participate in regular inspections of the Faculty's workplaces to ensure compliance with appropriate legislation, policies and procedures.
- Assist in the creation of Faculty health, safety and environment protocols as the need arises.
- Support the Faculty's Health and Safety Consultation Committees (Level 3 and Level 2) and provide timely statistical reports and advice to the committee.
- Contribute and monitor the Emergency Management Plan within the Faculty.
- Coordinate incident investigations in conjunction with supervisors, Health and Safety Representatives and committee members.
- Identify and analyse health and safety incident trends and facilitate strategies to prevent reoccurrence.
- Develop, document, review and promote Faculty health and safety procedures and guidelines as required.
- In consultation with the Faculty Operations Manager and other stakeholders, develop and deliver in-house training relevant to the health and safety issues
- Coordinate and conduct audits of the Faculty's Health and Safety Management System.
- Prepare detailed correspondence, reports and presentations.
- 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.

Level 7 (in addition to Level 6 above):

- Work autonomously within a large Faculty 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) and or Business Units on specific compliance requirements, for example relating to safe use, handling and storage of hazardous substances and dangerous goods, plant and equipment.
- Advise the Workshop / Laboratory Manager(s) on safety related considerations relevant to a range of complex facilities and equipment.
- Review workshop/laboratory procedural documentations for safety compliance and make recommendations to Manager(s).
- Collaborate with the Faculty Health, Safety and Environment Team with health, safety and environment projects related to the Faculty, and manage project roll-out within the School(s).

- Create, implement, monitor and review School and Business Unit health, safety and environment protocols.
- Advise Faculty Managers on health safety and environment aspects and implications of various activities in light of legislative and other requirements.
- 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) and Business Units.
- Carry out audits of the School's Health, Safety and Environment Management System and lead School stakeholders in achieving and maintaining compliance.
- 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 with extensive relevant experience or equivalent competency gained through any combination of education, training and/or experience.
- Demonstrated ability to apply a high-level understanding of WHS requirements within the creative industries and/ or an educational environment.
- Experience in managing health and safety systems in a large complex organisation.
- Sound knowledge of health and safety legislation, Australian Standards and Codes of Practice relevant to the Faculty's activities.
- High level data gathering, analysis and reporting skills.
- Proven ability to manage information and maintain databases.
- Demonstrated ability to apply, interpret, advise on and contribute to the development of policies, systems, manuals, rules, procedures and guidelines.
- Well-developed interpersonal and written and verbal communication skills including ability to communicate with diverse stakeholders.
- Sound time management and organisational skills, ability to work well under pressure and manage multiple tasks with competing deadlines.
- Demonstrated initiative, analytical and problem-solving skills and proven ability to participate in business improvement activities.
- Demonstrated experience working on confidential and sensitive matters and ability to exercise discretion and tact as required.
- Strong computer skills in particular Microsoft Outlook, Word, Excel and PowerPoint, the use of internet and relevant data bases.
- 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 Faculty, for example relating to safe use, handling and storage of hazardous substances and dangerous goods, plant and equipment.
- 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, 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.