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| **POSITION TITLE** | Operational Safety Advisor |
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| **COLLEGE/DIVISION** | Sciences and Engineering |
| **SCHOOL/SECTION** | IMAS, Directorate |
| **CAMPUS** | Taroona |
| **CLASSIFICATION** | HEO 7 |
| **DATE** | February 2020 |

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| **POSITION SUMMARY** |
| The University of Tasmania is building a vision of a place-based University with a mission to enhance the intellectual, economic, social and culture future of Tasmania, and from Tasmania, contribute to the world in areas of distinctive advantage. The University recognises that achieving this vision is dependent on the people we employ as well as creating a University that is values-driven, relational, diverse, and development-focused.IMAS is a centre for both marine research and education. Our basic and applied research is characterised as innovative, relevant, and globally distinctive. Education at IMAS delivers world class programs, resulting in highly trained graduates who serve the needs of academic institutions, industry, government, and the community. Our natural advantages include our Tasmanian location proximal to important fisheries and aquaculture industries and Tasmania hosting one of the world's largest critical masses of marine and Antarctic researchers.The Operational Safety Advisor is a professional staff appointment within the IMAS operations team. The position is located at Taroona. This position provides high level technical support to all areas of IMAS, under the direction and supervision of the Operations Manager.The Operational Safety Advisor is responsible for supporting the effective and efficient implementation of work health and safety legislation, policy, systems and programs within IMAS.The Operational Safety Advisor will also take on a leadership role for specialist WHS risks and projects. The Operational Safety Advisor will facilitate, guide and encourage management and staff to strive to achieve a work environment that minimises risk and has safety as a fundamental value to their work. We are an inclusive organisation that works from the strength that diversity brings. We are dedicated to attracting, retaining and developing our people and are committed to our equity and inclusive principles and celebrate the range of diversity assets which gender identity, ethnicity, sexual orientation, disability, age and life course bring. Applications are encouraged from all sectors of the community. |

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| **POSITION RELATIONSHIPS** |
| **Supervisor** | Operations Manager |
| **Direct reports** | Workshop Technical Officers |
| **Other** | The incumbent must interact in an effective way with: 1. IMAS Senior Management Team (SMT) and its members
2. IMAS Operations team
3. University staff, students, volunteers, visitors and contractors
4. UTAS People & Well Being Unit
5. Health and Safety Representatives
6. External Regulatory bodies and authorities, other external Organisations and stakeholders associated with the University
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| **KEY ACCOUNTABILITIES** |
| 1. | Provision of advice:* Provide technical advice and guidance on the practical interpretation and application of Work Health and Safety Regulations, Codes of Practice, UTAS policies and industry guidelines relevant to IMAS activities.
* Contribute to the development and implementation of IMAS safety procedures to ensure compliance and best practice.
* Identify initiatives and make recommendations regarding safety performance improvements to the Operations Manager and IMAS SMT.
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| 2. | Hazards, Risks and Incidents* Support, coach and guide IMAS staff, managers and students on the identification of hazards, assessment of risk and reporting of incidents.
* Support, coach and guide leaders/Managers to undertake factual investigations of serious incidents and near misses, make recommendations to prevent recurrence. Assist in the prepare reports (ensuring all required elements are addressed) and appropriate engagement has been undertaken, and corrective action plans in consultation with the Leader/Manager of the area and the Operations Manager.
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| 3. | Communication and Consultation* Play a leadership role in maturing the safety culture at IMAS by being a facilitator who positively supports and helps develop best practices.
* Effectively communicate with leaders and managers across IMAS about safety policy and procedures to ensure practices and expected behaviours are understood and implemented in accordance with agreed standard.
* Work effectively and collaboratively with the IMAS Operations team. Be familiar with all areas of operation and the scope of IMAS activities.
* Work effectively with the Safety and Wellbeing team.
* Participate in IMAS community engagement activities.
* Facilitate IMAS Wellbeing programs.
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| 4. | Monitoring, Governance and Audit* Provide written and verbal reports to IMAS SMT and the Operational Risk Management Committee to provide effective analysis and interpretation of WHS performance to support the objectives and targets of IMAS and the University.
* Coordinate and oversee workplace inspections, asset audits and other tasks as required by the Operations Manager in support of leaders/managers fulfilling their roles in leading safety.
* Monitor and assist owners of safety reports to engage and respond appropriately to IMAS’s incident and hazard reports through the University’s management system.
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| 5. | Technical Responsibilities* Provide management oversight to the risk software system and deliver workshops on how to use this system to managers, staff and students.
* Provide regular management reports and trend analysis of issues arising in the risk management system to the Operations Manager.
* Undertake risk assessments on own activities, and work with managers and their staff to guide, advise and support them to develop and write risk assessments, SOP’s, SWP’s and other documents for IMAS operations.
* Work collaboratively in supporting a safe work approach with other professional staff undertaking these activities (eg. diving, boating, towing, lab work etc).
* Be a member of the Emergency Response Team for IMAS field operations. Responding to missed check-ins, being on call and acting as a Designated Person Ashore as required.
* Provide coverage for the Operations Manager when on leave or as required.
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| **DECISION MAKING AUTHORITY/LEVEL OF RESPONSIBILITY** |
| * Make decisions under the broad direction of the IMAS Operations Manager.
* On call work as part of the Emergency Response Team for field operations and vessel activities.
* Filling in for the Operations Manager in their absence.
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| **POSITION CRITERIA** |
| **Essential Requirements** |
| 1. A degree with at least 4 years subsequent relevant experience in Work, Health and Safety, or extensive experience and management expertise in Work, Health and Safety.
2. Demonstrated knowledge of work, health and safety practices, behaviours and expectations and the ability to influence positive change.
3. Demonstrated ability for problem solving and achieving best practise in a research or technical work environment.
4. Demonstrated communication, interpersonal and time management skills.
5. Well-developed organisational skills with proven ability to balance competing demands, prioritise effectively and work to deadlines.
6. Demonstrated ability to work independently, use discretion and sound judgement while providing professional advice across a range of WHS matters.
7. Ability to develop, write and implement WHS policies, procedures and documents (eg risk assessments, Safe Work Plans, Standard Operating Procedures) together with proven computer literacy including familiarity with word processing applications, spreadsheets, database management, risk management software and WHS performance reporting.
8. Current Drivers Licence.
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| **Desirable Attributes** |
| * Knowledge and experience in WHS relating to any of the following:
* Marine research and aquaculture facilities
* Chemical and Laboratory safety
* Maritime safety, diving and boating activities
* Remote fieldwork and logistics
* Any of the following:Current training/certification in Confined space, working at heights, forklift licence, first aid, coxswain’s certificate and vocational training capabilities.
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| **WORKPLACE HEALTH AND SAFETY** |
| * All staff assist the University to create and maintain an environment where people are safe, healthy and well by using and improving the systems and equipment we have for work.
* All staff actively manage risks associated with their work and report hazards, near-misses and incidents to their Supervisor to enable teams to positively learn and improve our systems and equipment.
* Supervising staff support and equip their teams to work safely by providing information, training and supervision. They respond quickly to issues and create an environment where teams are encouraged to positively intervene and empowered to make improvements.
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| **UTAS VALUES AND BEHAVIOURS** |
| Macintosh HD:Users:andream3:Desktop:Logo.jpegWe subscribe to the fundamental values of **honesty, integrity, responsibility, trust and trustworthiness, respect and self-respect, and fairness and justice**. We bring these values to life by our individual and collective commitment to:\* Creating and serving shared purpose \* Nurturing a vital and sustainable community \* Focusing on opportunity\* Working from the strength diversity brings \* Collaborating in ways that help us be the best we canOur [University Behaviour Policy](http://www.utas.edu.au/__data/assets/pdf_file/0006/1181985/University-Behaviour-Policy.pdf) sets out these values, standards and expectations for appropriate behaviour that apply to all employees and characterise the collegial and community nature of our University. |
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