



Position Description

College/Division:	Human Resources Division
Faculty/School/Centre:	Work Environment Group (WEG)
Department/Unit:	Safety Management Systems & Audit
Position Title:	Manager, Safety Management Systems & Audit
Classification:	Senior Manager 1 (Administration)
Position No:	00033370
Responsible to:	Associate Director - Work Environment Group
Number of positions that report to this role:	0
Delegation(s) Assigned:	TBA

PURPOSE STATEMENT:

The University is committed to providing a workplace that is safe and healthy for all staff, students, contractors and visitors and is without risk to the environment. This position will contribute to this commitment and the work of the broader WEG team that delivers services across the University for WHS, injury management, and claims management systems.

The University has been granted a self-insurance licence under the provisions of the *Safety, Rehabilitation and Compensation Act 1988 (SRC Act)*.

The Manager – Safety Management Systems & Audit leads and provides high-level support and advice to facilitate the implementation and maintenance of the WHS Management System, associated programs and Figtree software systems in accordance with the University's legislative obligations and self-insurance requirements.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

Reporting to the Associate Director – Work Environment Group, the Manager – Safety Management Systems & Audit is responsible for leading and providing high-level advice and support for all WEG WHS activities, including development and continuous improvement of the University WHS Management System and Figtree software system, supporting compliance with legislative and University self-insurance requirements. The position is also responsible for the development, maintenance and coordination of the University WHS audit program and secretariat to the University WHS Committee.

The Manager – Safety Management System & Audit is required to maintain effective working relationships and will work closely with stakeholders across the University community, including WHS Committees and advisory groups, to support the implementation of the University WHS system. The position will also liaise with Comcare and other external regulatory authorities, stakeholders including consulting and contracting organisations, auditors and other universities and agencies, as required.

Role Statement:

Under the broad direction of the Associate Director – Work Environment Group, the Manager – Safety Management System & Audit will:

1. Provide expert, strategic, and effective analysis, advice and support in the relation the management of WEG activities, including, strategic planning, reporting, monitoring, hazard and risk management, and process improvement.
2. Drive the development, implementation, and continuous improvement of the University WHS management system, Figtree software system and audit program, ensuring compliance with legislative and regulatory requirements.
3. Develop, implement, and maintain systems, processes and framework to support the University WHS management system, ensuring compliance with the relevant legislation and University self-insurance requirements.
4. Lead the development, maintenance, and coordination of the University WHS audit program. Lead engagement with the regulator, their associates, and other external audit organisations as required to ensure successful completion of the audits as per approved schedules and plans.
5. Lead the development and delivery of internal WHS training programs and support materials consistent with regulatory and WHS management system requirements.

6. Contribute to internal and external WHS reporting including but not limited to: WHS performance reporting to the Council, Executive and management committees, ANU annual report and the Licensee Performance reporting. Contribute to University WHS Committees, Hazard and Risk Assessments and workplace inspections.
7. Contribute to the Work Environment Group Management team to develop, deliver, and support strategic initiatives and continuous improvement consistent with reporting and compliance requirements under University policies/procedures and legislative requirements.
8. Other duties as required, consistent with the classification of the position and the principle of multi-skill

SELECTION CRITERIA:

1. Postgraduate qualifications or progress towards in a relevant work health and safety field and experience in the management of WHS management systems, including successful implementation of risk minimisation in a complex environment, or the equivalent combination of relevant experience education/training.
2. Demonstrated experience in developing, maintaining and reviewing systems, processes and frameworks to support safety Management Systems and audit programs in a complex workplace, preferably operating in a self-insured environment, and to support compliance with relevant legislation.
3. Excellent written and oral communication skills, with demonstrated ability to communicate with influence and effectively engage, negotiate and liaise effectively with a diverse range of stakeholders on complex matters and to progress organisational objectives.
4. Demonstrated ability to exercise sound judgment, communicate with influence and effectively engage with managers and other stakeholders.
5. Excellent demonstrated knowledge of the relevant WHS legislation and standards and the ability to apply risk management and quality management principles in the context of a complex organisational structure.
6. Sound understanding of specific hazards including chemical, biological, physical with a demonstrated ability to interpret, apply, provide advice and direction on relevant policy and legislation in a complex organisation.
7. Proven high-level organisational skills with demonstrated ability to achieve operational outcomes, work to deadlines, and manage high volumes of work, exercise initiative, and good judgement.
8. Demonstrated high level of understanding of equal opportunity principles and policies and a commitment to their application in a University context.

The successful candidate will be required to undergo a background check during the recruitment process. An offer of employment is conditional on satisfactory results.

Delegate Signature:

Date:

Printed Name:

Position:

References:

[General Staff Classification Descriptors](#)

[Academic Minimum Standards](#)

