



**Australian
National
University**

Position Description

College/Division:	College of Business and Economics
Faculty/School/Centre:	College Administration
Department/Unit:	
Position Title:	Workplace Health and Safety Consultant
Classification:	ANUO 6/7
Position No:	
Responsible to:	WHS and Infrastructure Manager
Number of positions that report to this role:	N/A
Delegation(s) Assigned:	N/A

PURPOSE STATEMENT:

The position of Workplace Health and Safety (WHS) Consultant is responsible for the implementation and ongoing oversight, of the University's WHS policy, processes and systems throughout the College, to ensure the safety of all staff, students and visitors, and compliance with relevant legislation and policy. The Work Health and Safety (WHS) Consultant will provide procedural, work environment, risk assessment and audit services and advice to facilitate the effective implementation and ongoing support of the University's WHS Management System and will contribute towards ensuring the College complies with the guidelines of the self-insurance licence under the provisions of the *Safety, Rehabilitation and Compensation Act 1988 (SRC Act)*.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The WHS Consultant reports to the WHS and Infrastructure Manager of the College and, in conjunction with the WHS and Infrastructure Manager, acts as a conduit between the College and ANU Central areas of the University. The WHS Consultant represents the College on relevant committees and working parties at local and University levels and keeps the College at the forefront of WHS compliance. It provides advice to the College Executive and staff on related matters and is key in supporting and developing risk assessments for CBE events, both domestic and international.

The role interacts and liaises with a wide range of stakeholders including academic/professional staff and students, staff in the Facilities and Services Division (F&S), the Work Environment Group in the Human Resources Division and businesses providing services to the College and the University. The role will also interact with the Directors and School Managers of the four Research Schools within the College.

Role Statement:

Under general supervision and direction of the WHS and Infrastructure Manager, the Workplace Health and Safety (WHS) Consultant will:

- Implement WHS processes and systems in accordance with the ANU WHS Management System ensuring the College complies with guidelines including reporting and monitoring requirements.
- In consultation with the College WHS Committee and University WEG ensure compliance with and interpretation of WHS policy and legislation as they apply to all College activities.
- Provide support with managing College incidents, including reporting, investigation and regulatory incident notification.
- Advise and assist with the development of hazard and risk assessments; workplace inspections and risk assessment plans for all CBE events; both domestic and international travel.
- Advise the Work Environment Group on WHS issues and where required, represent the College on University committees and working parties including being the secretary to the College WHS committee.

- Coordinate WHS training programs for College staff e.g. OSLO, First Aid Officers, Fire Wardens to ensure their training and qualifications are up to date. This includes inductions and training for new staff, students and visitors to the College.
- Establish and maintain website content relating to WHS for staff, students and visitors, as well as building signage at all College locations.
- Support a service improvement culture, working collaboratively to consult and gather information, identify solutions and undertake tasks to achieve identified objectives.
- Contribute to the efficient and effective operation of the College through building strong professional networks, engaging in team and functional meetings, training and professional development.
- Comply with all ANU policies and procedures, in particular, those relating to work health and safety and equal opportunity.
- Other duties as required, consistent with the classification of the position and the principle of multi-skilling.

SELECTION CRITERIA:

1. Recognised tertiary qualifications in a field of work health or safety OR an equivalent combination of experience, education and training.
2. Demonstrated experience in implementing WHS management systems and audits. Experience in a higher education environment would be highly regarded
3. Demonstrated knowledge and understanding of WHS principles and practices and the ability to interpret and apply policies and processes across broad workplace activities.
4. Well-developed written and oral communication and interpersonal skills together with demonstrated ability to implement and train staff on relevant WHS procedures.
5. Demonstrated professional interest in the broader WHS community and willingness to participate in committees and working groups across the University and to attend further training.
6. Proven organisational skills and ability to prioritise own workload and to work effectively both independently and as part of a team, meeting demanding deadlines and delivering high quality outcomes.
7. Demonstrated analytical and problem-solving skills, with a proven ability to use initiative, investigate issues, collect and analyse data and to make recommendations on solutions.
8. Demonstrated understanding of equal opportunity principles and policies and a commitment to the application of these policies in a University context.

ANU Officer Levels 6 and 7 are broadbanded in this stream. It is expected that at the higher levels within the broadband occupants, through experience, will have developed skills and expertise enabling them to more independently perform the full range of duties at a higher level, and that more time will be spent on the more complex functions of the position.

Supervisor/Delegate Signature:		Date:	
Printed Name:		Uni ID:	
Staff member Signature			
Printed Name:		Uni ID:	

References:

General Staff Classification Descriptors

Academic Minimum Standards



Australian
National
University

Pre-Employment Work Environment Report

Position Details

College/Div/Centre	CBE	Dept/School/Section	CBE Admin
Position Title	CBE WHS Consultant	Classification	6/7
Position No.		Reference No.	

In accordance with the Occupational Health and Safety Act 1991 the University has a duty of care to provide a safe workplace for all staff.

- This form must be completed by the supervisor of the advertised position and forwarded with the job requisition to Appointments and Promotions Branch, Human Resources Division. Without this form jobs cannot be advertised.
- This form is used to advise potential applicants of work environment issues prior to application.
- Once an applicant has been selected for the position consideration should be given to their inclusion on the University's Health Surveillance Program where appropriate – see .
http://info.anu.edu.au/hr/OHS/_Health_Surveillance_Program/index.asp Enrolment on relevant OHS training courses should also be arranged – see http://info.anu.edu.au/hr/Training_and_Development/OHS_Training/index.asp
- 'Regular' hazards identified below must be listed as 'Essential' in the Selection Criteria - see ' Employment Medical Procedures' at http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp

Potential Hazards

<ul style="list-style-type: none"> • Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a regular or occasional part of the duties. 					
TASK	regular	occasional	TASK	regular	occasional
key boarding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	laboratory work	<input type="checkbox"/>	<input type="checkbox"/>
lifting, manual handling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	work at heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>
repetitive manual tasks	<input type="checkbox"/>	<input type="checkbox"/>	work in confined spaces	<input type="checkbox"/>	<input checked="" type="checkbox"/>
catering / food preparation	<input type="checkbox"/>	<input type="checkbox"/>	noise / vibration	<input type="checkbox"/>	<input type="checkbox"/>
fieldwork & travel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	electricity	<input type="checkbox"/>	<input type="checkbox"/>
driving a vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
NON-IONIZING RADIATION			IONIZING RADIATION		
solar	<input type="checkbox"/>	<input type="checkbox"/>	gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>
ultraviolet	<input type="checkbox"/>	<input type="checkbox"/>	beta particles	<input type="checkbox"/>	<input type="checkbox"/>
infra red	<input type="checkbox"/>	<input type="checkbox"/>	nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>
laser	<input type="checkbox"/>	<input type="checkbox"/>			
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>			
CHEMICALS			BIOLOGICAL MATERIALS		
hazardous substances	<input type="checkbox"/>	<input type="checkbox"/>	microbiological materials	<input type="checkbox"/>	<input type="checkbox"/>
allergens	<input type="checkbox"/>	<input type="checkbox"/>	potential biological allergens	<input type="checkbox"/>	<input type="checkbox"/>
cytotoxics	<input type="checkbox"/>	<input type="checkbox"/>	laboratory animals or insects	<input type="checkbox"/>	<input type="checkbox"/>
mutagens/teratogens/ carcinogens	<input type="checkbox"/>	<input type="checkbox"/>	clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	genetically-manipulated specimens	<input type="checkbox"/>	<input type="checkbox"/>
			immunisations	<input type="checkbox"/>	<input type="checkbox"/>
OTHER POTENTIAL HAZARDS (please specify):					

Supervisor's Signature:		Print Name:	Date:	
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