



POSITION DESCRIPTION

Programs & Operations Portfolio
Faculty of Fine Arts and Music

Health and Safety Manager

POSITION NO	0034589
CLASSIFICATION	UOM 8
SALARY	\$119,742 - \$129,607 p.a. pro rata
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full time (1 FTE)
BASIS OF EMPLOYMENT	Continuing
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
HOW TO APPLY	Online applications are preferred. Go to www.jobs.unimelb.edu.au and use the Job Search screen to find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Greg Diamantis Tel +61 3 9035 9110 Email greg.diamantis@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 Health and Safety Manager is a leadership and implementation role, which leads and coordinates the implementation of University-wide OH&S policies and procedures and develops local OHS procedures to meet the unique needs of the Faculty of Fine Arts and Music.

The role will be responsible for the provision of professional advice and services to Faculty managers, supervisors and staff on OHS policy and procedures and legislative requirements to ensure that the faculty achieves the highest practicable OHS standards. This position will work closely with key staff across the Faculty to support the delivery of the academic program by ensuring the implementation of and compliance with the Faculty's and University's OH&S programs. This position is also responsible for planning, allocating and resourcing staff workspaces and student non-teaching facilities.

Reporting to the Infrastructure and Facilities Manager, you will provide advice and support to the Faculty Executive, Academic, Technical and Operations Managers, and staff. You will also be required to liaise with the University's OH&S and Property & Campus Services Divisions, internal and external auditors, and other staff within the University in the execution of your responsibilities.

1. Key Responsibilities

1.1 OPERATIONAL PLANNING AND SERVICE DELIVERY

The Health and Safety Manager is responsible for the effective and efficient delivery of OHS services, providing leadership and advice on health, safety and risk management matters to the Faculty.

- Create and implement yearly Health, Safety and Management Plans and OH&S objectives for the faculty.
- Implement and monitor University OH&S policies and risk management strategies within the faculty for both staff and students.
- Create and manage Faculty-specific procedures, templates, documents and tools to support OH&S strategies and objectives to ensure compliance and continuous improvement.
- Establish and implement policies for managing significant risks, including off-campus activities and production and event delivery.
- Oversee health monitoring, provide advice on existing and emerging health hazards, including audiology, spirometry and psychosocial risk management and maintain accurate OH&S records.
- Report compliance with OH&S policies to senior management, review incident statistics via the University's Enterprise Risk Management System (ERMS platform), and oversee internal and external audit processes in conjunction with Faculty senior leadership.
- Lead investigations for serious OH&S incidents, conduct specialist risk assessments, and advise on control methods.
- Develop and implement OH&S training programs, support Faculty OH&S committees including Faculty-specific training and OHS inductions for new staff and students, as well as prepare materials for presentations and meetings.

- Provide advice and guidance on the implementation of the Disability and Discrimination Act and its application through the Access to Premises Standards for facilities upgrades throughout the faculty's buildings and programs.
- Provide advice and leadership on emerging risks including monitoring and meeting legislative requirements and industry standards ensuring communication to Faculty staff and students as appropriate.

1.2 LEADERSHIP

- Manage and develop a staff member, providing effective coaching, motivation and direction to enable them to achieve their goals, setting clear performance expectations and providing regular feedback.
- Engage with Academic and Professional staff to embed health and safety practice as a central focus for all programs activities.
- Foster a collaborative work environment that encourages planning and knowledge sharing, and which creates and engaged workforce.
- Work collaboratively across the Faculty to integrate projects into broader objectives and lead meetings to support continuous improvement.

2. Selection Criteria

2.1 ESSENTIAL

- A qualification in OH&S, environmental management or related qualification and extensive relevant work experience.
- Significant experience within the live performance industry, managing and implementing safety and risk management methodology and procedures specific to live performance.
- Demonstrated knowledge of occupational health and safety and environmental legislation, Regulations and Codes in Victoria and relevant Australian standards and the ability to apply these to a complex organisation
- Demonstrated knowledge and some experience of the implementation and maintenance of auditable certified OH&S and risk management systems certified to AS4801.
- Demonstrated ability to implement the application of risk management methodology consistent with AS4360.
- Demonstrated experience in the coordination and implementation of OH&S within the context of training programs, productions and performances to support emotional wellbeing, neurodiversity and physical safety for students, staff and creative practitioners.
- Excellent oral and written communication skills, including the ability to prepare and maintain detailed and accurate OH&S and risk management documentation.
- Strong interpersonal skills and relationship management skills including a proven track record of developing excellent, productive relationships with a wide and diverse range of stakeholders.
- Proven ability to work both independently and as part of a team, exercising initiative within broad guidelines in order to achieve goals.

2.2 DESIRABLE

- Experience in space planning and management, DDA compliance, minor and corrective works, and maintenance issues.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

Work under the general direction from the Manager - Infrastructure and Workshops, to provide a wide range of expert OH&S related advice and management strategies to the Faculty. The position will work closely with professional and academic staff.

3.2 PROBLEM SOLVING AND JUDGEMENT

The incumbent will independently make sound decisions and exercise judgement as it applies to knowledge of the OHS legislation, regulations, standards and codes of practice, University and Faculty policies and procedures. Where gaps are identified in existing policies and procedures, the incumbent will develop relevant policies and procedures and implement them across the Faculty, integrating them into the existing OHS policy framework.

The incumbent will exercise discretion on when to seek advice and support from the Manager - Infrastructure and Workshops, and other identified sources of expertise within the University for complex problem solving.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The incumbent will maintain a comprehensive and current knowledge of relevant OHS legislation, regulations, standards, codes of practice, University and Faculty policies and procedures.

The incumbent will have extensive knowledge of the various departments within the Faculty, as well as comprehensive knowledge of relevant University policies and detailed knowledge of service functions and roles within Chancellery and University Services

3.4 RESOURCE MANAGEMENT

The incumbent will maintain and monitor the Faculty OHS and staff / student resource budget and coordinate the activities of others to achieve specific project aims and supervise staff members.

3.5 BREADTH OF THE POSITION

The incumbent will be a key source of advice regarding University and Faculty policies, procedures and practices. The incumbent is expected to liaise effectively with relevant internal and external stakeholders, peers and networks to provide accurate, professional and quality advice and support to the Faculty.

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 desire to strive for excellence.

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/people/community/responsibilities-of-personnel>

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

The Programs and Operations (P&O) team within the Faculty of Fine Arts and Music is a dynamic work area, delivering services, support and technical expertise to academics, students, professional staff and stakeholders. The team operates predominantly at the Southbank Campus within Melbourne's Arts Precinct, as well as the University's Parkville Campus.

The team oversees program planning, delivery, and operational functions across the following areas: production and technical; event coordination; film and recording studios; asset, equipment and resource management; facilities maintenance and support; capital works and building projects; Occupational Health and Safety (OH&S), technical infrastructure; management of workshops, performance spaces, studios and galleries. The Programs and Operations team collectively ensures the effective planning and delivery of the Faculty's performance, creative and visual arts program, aligned with teaching & learning, research, and engagement priorities.

6.2 BUDGET DIVISION

Further information on the Faculty of Fine Arts and Music, home of the Victorian College of the Arts and Melbourne Conservatorium of Music can be found at <http://fineartsmusic.unimelb.edu.au>

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 ADVANCING MELBOURNE

The University's strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University's commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.

We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.

We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.

We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne's academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

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>