



Position Description

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| College/Division: | College of Science |
| Faculty/School/Centre: | Research School of Earth Sciences |
| Department/Unit: | School Administration |
| Position Title: | Workplace Health and Safety Consultant |
| Classification: | ANU Officer 6/7 (Administration) |
| Position No: | TBC |
| Responsible to: | School Manager |
| Number of positions that report to this role: | 0 |
| Delegation(s) Assigned: | D8 |

PURPOSE STATEMENT:

The position of Workplace Health and Safety (WHS) Consultant is responsible for the implementation and ongoing oversight, of the University's WHS management systems throughout the Research School of Earth Sciences, 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 inspection services and advice to facilitate the effective implementation and ongoing support of the University's WHS Management System and will contribute towards ensuring the School 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 School Manager and acts as a conduit between the School and Central areas of the University. The WHS Consultant represents the School on relevant committees and working parties at local and University levels and keeps the School at the forefront of WHS compliance. It provides advice to the School Executive and staff on related matters and is key in supporting and developing risk assessments for RSES events (including field work and field schools), 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 School and the University.

Role Statement:

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

- Implement WHS processes in the School in accordance with the ANU WHS Management System Handbook ensuring the School complies with guidelines including reporting and monitoring requirements.
- In consultation with the RSESWHS Committee and University WEG ensure compliance with WHS Management System and legislation as they apply to all School activities.
- Provide support with managing School incidents, including reporting, investigation and trend analysis as well as satisfy regulatory incident notification responsibilities set in the University WHS Management System.

- Advise and assist with the development of hazard and risk assessments; workplace inspections and risk assessment plans for all RSES events; both domestic and international travel and field work.
- Advise the Work Environment Group on WHS issues and where required, represent the School on University committees and working parties including being the secretary to the RSES WHS committee.
- Coordinate WHS training plan and programs for School 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 School.
- Establish and maintain website and noticeboard content relating to WHS for staff, students and visitors, as well as building signage at all School locations.
- Support the development and implementation of well being initiatives across the School.
- 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 School 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 an organisational WHS management systems in local areas. 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 Signature:

Geoff Pearson
School Manager, RSES

Date: 29.10.19

References:

General Staff Classification Descriptors

Academic Minimum Standards