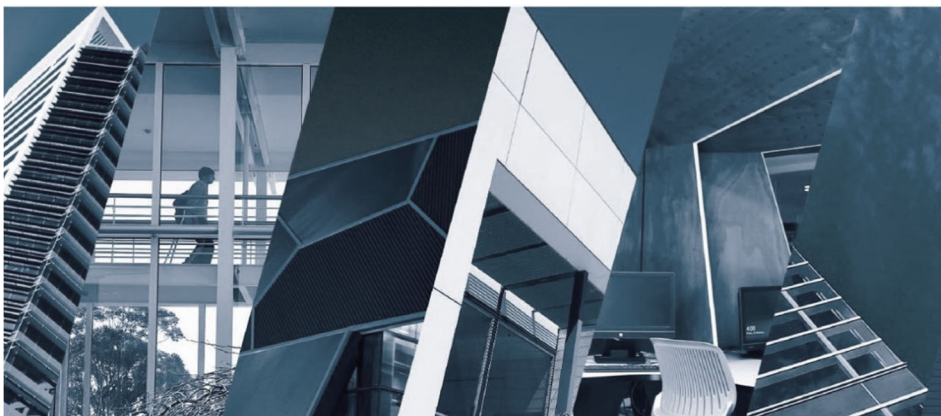


## Position Description



Position title:	Senior Coordinator, Occupational Health and Safety
School/Directorate/VCO:	Governance and Strategy
Campus:	Berwick or Gippsland Campus. Travel between campuses may be required.
Classification:	Within the HEW Level 7 range
Time fraction:	Full-time
Employment mode:	Continuing employment
Probationary period:	This appointment is offered subject to the successful completion of a probationary period.
Further information from:	Didier Leclere, Manager, Risk, Health and Safety Telephone: (03) 5327 9370 Email: <a href="mailto:d.leclere@federation.edu.au">d.leclere@federation.edu.au</a>
Recruitment number:	850384

## Background

At Federation University, we are driven to make a real difference to the lives of every student, and to the communities we serve.

We are one of Australia's oldest universities, known today for our modern approach to teaching and learning. For 150 years, we have been reaching out to new communities, steadily building a generation of independent thinkers united in the knowledge that they are greater together.

Across our university and TAFE campuses in Ballarat, Berwick, Brisbane, Gippsland, and the Wimmera, we deliver world-class education and facilities. With the largest network of campuses across Victoria, as well as a growing Brisbane base, we are uniquely positioned to provide pathways from vocational education and skills training at Federation TAFE through to higher education.

### Position summary

The Senior Coordinator, Occupational Health and Safety (OHS) plays a key role in the leadership, development and promotion of continuous OHS improvement across the University. The Senior Coordinator, OHS liaises effectively with all Schools, Directorates and a range of University staff to ensure the on-going development and implementation of Occupational Health and Safety practices across the University. The Senior OHS Coordinator is required to conduct internal OHS inspections/audits, complete audit reports and monitor the completion of corrective actions and improvement opportunities.

The Senior Coordinator, OHS is required to have or develop a comprehensive understanding of the University's OHS management systems and relevant policies, procedures and guidelines and their application. An expert understanding of legislative requirements is required.

The Senior Coordinator, OHS is expected to travel between campuses and to work occasionally outside standard working hours.

### Key responsibilities

1. Coordinate the implementation of the University's OHS Management System by ensuring that managers and supervisors receive timely support, accurate advice and guidance in relation to:
  - the development, completion and implementation of annual OHS Plans;
  - the activities of Health and Safety Implementation Teams in Schools and Directorates;
  - the activities of Health and Safety Coordinating Teams in Portfolios and across Campuses;
  - legislative compliance;
  - the process of Hazard Identification, Risk Assessment and Control;
  - the resolution of OHS issues arising in University workplaces;
  - incident and emergency management; and
  - interactions with WorkSafe inspectors and representatives from other official agencies.
2. Lead the continuous improvement of the University's OHS Management System by:
  - identifying the need for new or updated policies, procedures, guidelines or forms, and
  - coordinating the development and implementation of these documents and processes collaboratively with other members of the Risk, Health and Safety Team.
3. Conduct internal inspections and audits to ensure that the Schools and Directorates are complying with legislative and policy requirements. Provide reports, recommendations and submit findings to the University Health and Safety Policy Committee, Deans of Schools and Directors.
4. Coordinate a program of regular risk assessments to monitor dangerous goods/hazardous substances compliance and support the chemical safety management efforts of Schools/Directorates.
5. Contribute to the incident response and emergency planning efforts of the University. Coordinate emergency evacuation drills at the beginning of each semester with assistance from Facilities Services and prepare reports with recommendations for the University Health and Safety Policy Committee.
6. Build, maintain and enhance effective relationships with all levels of the organisation and stakeholders to promote a proactive and positive OHS environment across the University
7. In conjunction with members of the RHS Team, ensure the university's registers of injuries and hazards are accurately maintained and compliant with relevant regulations and standards.
8. Ensure clients are provided with clear advice and interpretation of relevant OHS policies and procedures, regulations and legislation.
9. Monitor the implementation of corrective actions following hazard and injury reports by following up with relevant staff and conducting workplace visits.

10. Contribute to the maintenance of OHS records (e.g. lists of HSRs, Wardens, Safety Officers, etc.) and the analysis of data, such as incident and injury data.
11. Coordinate the development, implementation, monitoring and evaluation of OHS-related projects (e.g. slips/trips/falls prevention, work at height, manual handling, noise, infection control, etc.) in consultation with stakeholders.
12. Research, develop and conduct training sessions on OHS topics as required or directed.
13. Liaise with Health and Safety Representatives and Safety Officers to guide and support them in their role.
14. Reflect and embed the University's strategic purpose, priorities and goals when exercising the responsibilities of this position. For a more complete understanding and further information please access the Strategic Plan at: <https://federation.edu.au/about-us/our-university/strategic-plan>.
15. Undertake the responsibilities of the position adhering to:
  - The Staff and Child Safe Codes of Conduct and Conflict of Interest Policy and Procedure;
  - Equal Opportunity and anti-discrimination legislation and requirements;
  - the requirements for the inclusion of people with disabilities in work and study;
  - Occupational Health and Safety (OH&S) legislation and requirements; and
  - Public Records Office of Victoria (PROV) legislation.

### Level of supervision and responsibility

The Senior Coordinator, OHS works under the broad direction of the Manager, Risk Health and Safety in relation to the advice, guidance, support, and legislative interpretation functions of the position.

The Senior Coordinator, OHS is responsible for coordinating the development, promotion and implementation of continuous OHS improvement strategies across the University.

The Senior Coordinator, OHS is required to provide advice and guidance to Schools and Directorates in their efforts to solve practical OHS problems. This includes the interpretation of relevant legislation, regulations or policy to assist in resolving compliance issues as well as applying creative problem solving skills to resolve OHS issues arising in University workplaces.

The Senior Coordinator, OHS requires sound judgement in interpersonal relations with various stakeholder groups and in the assessment of risks and priorities. The Senior Coordinator, OHS must recognise the possible consequences of their decisions, or of actions taken by others on their advice, and accept responsibility for outcomes.

The Senior Coordinator, OHS is required to apply a broad body of professional knowledge relating to OHS in the varied environment of the University. A comprehensive understanding of the Victorian Occupational Health and Safety Act 2004 and its associated regulations as well as a good understanding of national OHS legislation is required. A broad knowledge of authoritative reference material, and key principles of OHS management and their application drawn from legislation, University policy, material from enforcement and advisory agencies, industry practice, and professional experience is essential. In some projects, the Senior Coordinator needs to develop new and innovative ways of using the OHS body of knowledge and/or to integrate knowledge from other disciplines into novel business solutions to OHS problems.

### Training and qualifications

A degree with at least four years subsequent relevant OHS experience; or extensive OHS experience and management expertise in occupational health and safety; or an equivalent combination of relevant experience and/or education.

A Certificate IV in Training and Assessment is desirable.

### Position and Organisational relationships

The Senior Coordinator, OHS reports to the Manager Risk, Health and Safety and must maintain cooperative and supportive working relationships with all members of the Risk, Health and Safety department.

The Senior Coordinator, OHS consults widely both within the University, and with relevant staff in other Universities and organisations, as well as with external agencies on OHS management and compliance issues and is required to develop and maintain working relationships with diverse range of internal and external stakeholders. The Senior Coordinator, OHS is also required to gain detailed knowledge of the University's organisational structure, culture and operations and how to integrate those elements of professional and organisational knowledge when performing the responsibilities of the position.

### Key selection criteria

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following key selection criteria:

1. A degree with at least four years subsequent relevant OHS experience; or extensive OHS experience and management expertise in occupational health and safety; or an equivalent combination of relevant experience and/or education. A Certificate IV in Training and Assessment is desirable.
2. Demonstrated specialist knowledge of OHS legislation, practices and principles.
3. Demonstrated leadership in coordinating the OHS functions within a large and complex organisation with varied OHS risks.
4. Proven ability to conduct training and to demonstrate the practical application of OHS legislation and University policy in diverse operational settings.
5. Demonstrated ability to provide leadership as part of a team to achieve outcomes and strengthen the OHS culture of the organisation.
6. High-level interpersonal and communication skills with an ability to interact effectively with a wide variety of individuals.
7. Demonstrated capacity to work to tight timelines, and to identify and propose practical and effective solutions to problems.
8. Demonstrated alignment with the University's commitment to child safety.

***The University reserves the right to invite applications and to make no appointment.***

*It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.*