

Position Description

Coordinator, Safety Systems



Details

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| Area | Futures Portfolio |
| Team / School | Infrastructure and Property / Business Management Services |
| Employment | Ongoing |
| Location | Flexible |
| Classification | HEW 7 |
| Manager Title | Senior Manager, Health Safety and Compliance |

Deakin

Deakin is a Victorian university with a global impact. We are agile and innovative, and committed to making a positive impact through our excellence in education and research and the contributions we make to the wider community.

Our reputation has been built on the dedication and expertise of our staff. We offer a dynamic, diverse and inclusive working environment with opportunities to grow and develop careers. We believe that a progressive, thriving culture will ensure people choose to come, and stay at Deakin and contribute to our ongoing success.

As one of Australia's largest universities, Deakin has strong global linkages, world-class research and an education portfolio that blends the best of campus and digital delivery into a highly supportive and personalised student experience.

We offer outstanding education founded on the experience we create for our learners and guided by graduate outcomes for successful lives and careers. We undertake globally significant discovery research that benefits our communities through the innovative translation of our ideas into new services, products, policies and capabilities.

Deakin campuses sit on Wadawurrung, Wurundjeri, and Eastern Maar Countries, and the [University acknowledges](#), values and deeply respects its connection with the Traditional Custodians and Elders past and present of these lands and waterways. Deakin is the most popular university destination in Victoria for Aboriginal and Torres Strait Islander students and has a rich history of supporting the ambitions of First Nations students, including through the NIKERI Institute (formerly the Institute of Koorie Education).

At Deakin we value diversity, embrace difference and nurture an inclusive, safe and respectful community. Deakin is an Employer of Choice for Gender Equality, a SAGE Athena SWAN Bronze Award holder, seeking gender equity for Women in STEMM, and a Silver Award holder in the Australian Workplace Equality Index for LGBTQ inclusion. We strongly encourage applications from Aboriginal and Torres Strait Islander people and people of all cultures, abilities, sexualities and genders.

[Strategic Plan – Deakin 2030: Ideas to Impact](#)

[Benefits of working at Deakin](#)

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Overview

Coordinate and support the growth of effective Health and Safety governance, training, and advice to ensure Infrastructure and Property (IP) is operating with an effective culture, efficient systems and people processes to address our health and safety performance. Provide local process and frameworks that are in alignment with university policy, regulatory requirements and best practice and support IP in health and safety requirements. Provide advice and support to staff on all OHS related matters including hazard and risk assessment, safety in design, contractor management and incident response and investigation.

Accountabilities

- Align with the university's Health and Safety Strategy and its safety performance, framework, and systems
- Ensure Health and Safety technical support and due diligence is provided, seeking out cost effective and innovative solutions to address risks
- Review, monitor, audit and report on the operation and practices of the University regarding OHS activities
- Provide information, education, and awareness training to faculty in the practice and benefits of OHS, risk assessment and control
- Distil the core issues from complex information, draws accurate conclusions and condense complex information and next steps into simple concise terms that others can understand
- Seek feedback on improvement opportunities from a diverse range of key stakeholders and implement change through appropriate channels and overcomes obstacles to change
- Develop and implement practical, accessible solutions based on stakeholder needs
- Strive for excellence and consult regularly with clients to clarify who requires the information, the purpose for which it is required, criteria for success and where and when advice and recommendation is required
- Communicate with confidence using examples and the most appropriate influencing technique for a given situation to increase understanding and support
- Contribute to development of safety in design guidelines and provide technical expertise in the planning phase of the University's built infrastructure projects to identify and minimise potential incidents and hazards relating to the buildings' designs.

Selection

Qualifications and experience

- A Degree with at least 4 years subsequent relevant experience; or
- Extensive experience and management expertise in technical or administrative fields; or
- An equivalent combination of relevant experience and/or education/training
- Extensive experience and specialist knowledge or broad knowledge in health and safety practices
- Experience as an OHS Consultant providing OHS advice on a broad range of matters in a complex and diverse work environment
- Appropriate tertiary qualification in Work health and Safety or Human Resources or equivalent
- Knowledge and understanding of contemporary OHS legislation and practice including experience in accident investigation, hazard identification, assessment and control in a complex multifaceted organisation
- Qualifications, experience and ability to deliver training programs

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Capabilities

- **Navigating Complexity:** Proactively and quickly making sense of complex issues; responding effectively to difficult and ambiguous situations
- **Planning and Organising:** Plans, analyses and co-ordinates the delivery of projects while balancing priorities and resources
- **Building Networks and Partnerships:** Identifies and invests in relationships essential for growth and positive outcomes
- **Consulting and Advice:** Provides expert and valued advice; supports achievement of outcomes for stakeholders
- **Personal Resilience:** Maintains composure and focus under pressure, adapts to changing situations and recovers from setbacks
- **Collaboration:** Proactively supports working together, shares ideas and provides constructive feedback; respects and values others

Special Requirements

- Infrequent work outside business hours is required (e.g., work at evening or weekend events is required)
- Drivers Licence
- Working with Children Check

Note

The intention of the position description is to provide an outline of scope and responsibilities, at a point in time. Please note, responsibilities may evolve in accordance with organisational needs.