

Position description

Position title:	Coordinator, Occupational Health and Safety
School/Directorate/VCO:	Corporate Governance
Campus:	Mt Helen and SMB Campuses. Travel between campuses will be required.
Classification:	Within the HEW Level 6 range
Employment mode:	Continuing appointment
Probationary period:	This appointment is offered subject to the successful completion of a probationary period.
Time fraction:	Part-time
Recruitment number:	848783
Further information from:	Mr Didier Leclere, Manager, Risk, Health and Safety Telephone: (03) 5327 9370 E-mail: d.leclere@federation.edu.au
Position description approved by:	Mr John Blair Chief Operating Officer

This position description is agreed to by:

Employee name

Signature

Date

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

Warning: uncontrolled when printed.

Authorised by: Director, Human Resources
Document owner: Manager, HR Shared Services

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Position summary

The Coordinator, Occupational Health and Safety plays a key role in the development and promotion of continuous improvement across the University through the implementation of Occupation Health and Safety (OHS) improvement strategies. The Coordinator, Occupational Health and Safety will contact and liaise effectively with a wide range of University staff to ensure the on-going development and implementation of Occupational Health and Safety practices across the University.

The Coordinator, Occupational Health and Safety will be expected to travel between campuses and to work occasionally outside standard working hours.

Key responsibilities

1. Contribute to the implementation of the University's OHS Management System by ensuring that managers and supervisors receive support, 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;
 - legislative compliance;
 - the process of Hazard Identification, Risk Assessment and Control;
 - incident reporting and investigation;
 - the resolution of OHS issues arising in University workplaces; and
 - interactions with WorkSafe inspectors.
2. Conduct internal audits to ensure that the Schools and Directorates are complying with legislative and policy requirements and provide reports, recommendations and submit audit findings to the University Health and Safety Policy Committee, Deans of Schools and Directors.
3. Coordinate a program of regular risk assessment and auditing to monitor dangerous goods/hazardous substances compliance and support the chemical safety management efforts of Schools/Directorates.
4. Support the emergency planning efforts of Schools/Directorates by coordinating emergency evacuation drills at the beginning of each semester and prepare reports with recommendations for the University Health and Safety Policy Committee.
5. Monitor the implementation of corrective actions following hazard and injury reports by following up with relevant staff and conducting workplace visits.
6. Coordinate, monitor and evaluate specific OHS-related projects in consultation with stakeholders.
7. Develop and conduct training sessions on OHS topics, such as incident and emergency response, chemical safety management, plant and machinery safety, contractor safety management, work at heights, etc.
8. Liaise with Health and Safety Representatives and Safety Officers to guide and support them in their role.
9. Contribute to the maintenance of OHS records and the analysis of data, such as incident data.

10. 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>.
11. 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 Coordinator, Occupational Health and Safety 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 Coordinator, Occupational Health and Safety OHS works under general direction in relation to projects and administrative tasks. This position is responsible for coordinating the development and promotion of continuous improvement across the University and for implementing OHS improvement strategies.

Training and qualifications

A degree with subsequent relevant experience; or extensive experience and specialist expertise or an equivalent combination of relevant experience and/or education/training.

A Certificate IV in Training and Assessment is desirable.

Position/Organisational relationships

The Coordinator, Occupational Health and Safety reports to the Manager Risk, Health and Safety and works closely with the Schools and Directorates across the University in facilitating the development and maintenance of OHS systems and processes and facilitating compliance.

The Coordinator, Occupational Health and Safety works with staff across the University to ensure compliance with OHS requirements, including other staff with OHS responsibilities, Security personnel and Facilities Services.

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 subsequent relevant experience; or extensive experience and specialist expertise or an equivalent combination of relevant experience and/or education/training. A Certificate IV in Training and Assessment is desirable.
2. Demonstrated specialist knowledge of OHS legislation, practices and principles.
3. Demonstrated ability to conduct training and to demonstrate the practical application of OHS legislation and University policy in diverse operational settings.
4. Demonstrated ability to work both independently and as part of a team to achieve outcomes.

5. Demonstrated interpersonal and communication skills with an ability to interact effectively with a wide variety of individuals.
6. Demonstrated capacity to work independently and to tight timelines, and to identify and propose practical and effective solutions to problems.
7. Capacity to travel between campuses and to work occasionally outside standard working hours.
8. Demonstrated alignment with the University's commitment to child safety.

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.