



**Australian
National
University**

Position Description

College/Division:	ANU College of Science
Faculty/School/Centre:	Research School of Astronomy and Astrophysics
Department/Unit:	School Administration
Position Title:	Workplace Health and Safety (WHS) & Facilities Officer
Classification:	ANU Officer Grade 6/7 (Administration)
Position No:	TBC
Responsible to:	School Manager
Number of positions that report to this role:	N/A
Delegation(s) Assigned:	Nil

PURPOSE STATEMENT:

The Research School of Astronomy & Astrophysics (RSAA) conducts research, teaching, technology development and outreach activities at two observatory sites: Mount Stromlo (MSO) and Siding Spring Observatory (SSO), both of which are remote from the main ANU campus. The School hosts research and commercial groups in support of its main research program, including the ARC Centre of Excellence and Advanced Instrumentation and Technology Centre (AITC). The School has high public and commercial profile nationally and internationally. Our two campuses are open to the public and the School runs regular public outreach programs and events.

Position Dimension & Relationships:

The WHS & Facilities Officer is responsible for the implementation, and ongoing oversight, of WHS and facilities policies, processes and systems throughout the School. The incumbent will ensure the safety of all staff, students and visitors, and compliance with relevant legislation and policy, including those imposed by external bodies and partner organisations. The appointee will be located at RSAA, Mount Stromlo and will work closely with the University Work Environment Group (WEG) and Facilities and Services (F&S) Division. They will be familiar with all School activities and provide interpretation of policy and direction in maintaining a safe work environment. This includes safety in laboratory and fieldwork settings, and teaching, research, administration and public spaces managed by the School.

Role Statement:

Under the broad direction of the School Manager, the WHS & Facilities Officer will:

- Establish WHS processes and systems in accordance with the ANU WHS, and assist all areas of the School with implementing WHS.
- In consultation with the School WHS Committee and University WEG, ensure compliance with and interpretation of WHS policy and legislation as they apply to all school activities, including activities in rural NSW locations.
- Oversee the implementation and use of business systems related to WHS and facilities management including systems support, risk assessment and inventory systems, audits and stocktake and electronic testing.
- Conduct and participate in audits/investigations, produce reports and pursue the implementation of action items.
- Be an active participant of the School's WHS Committee and Infrastructure Committee and represent the School on committees and working parties as required.
- Ensure adequate coverage of First Aid Officers, Emergency Wardens and Health and Safety Representatives, ensuring their qualifications are maintained and communication mediums are kept up to date.
- Coordinate and conduct inductions and training for staff, students and visitors to the School; including building access and training registers.

- Establish and maintain website content and communication mediums relating to WHS and facilities for staff, students and visitors.
- Provide administrative support and financial monitoring in relation to WHS and facilities compliance and operations.
- Provide high level facilities, equipment and asset management advice, support and service. Establish processes and registers, maintenance and service contracts, and actively contribute to projects and improvement initiatives.
- Liaise effectively with WEG and F&S, including the coordination of joint initiatives (where applicable) and work between School sites and the College.
- 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 and training, and professional development.
- Adopt sustainable practices in all work activities and comply with associated legislation and related environment management practices developed by the University and School.
- Comply with all ANU policies and procedures, in particular, those relating to work health and safety and equal opportunity.
- Perform other duties as required, consistent with the classification level of the position, in line with the principles of multi-skilling.

Note: As a multi campus School, all staff are required to hold a current driver's license.

SELECTION CRITERIA:

1. Degree in a field of WHS or extensive experience or an equivalent combination of experience and education/training. Experience in a scientific or laboratory environment is desirable.
2. Demonstrated knowledge of WHS practices and the ability to interpret and apply policies and processes across broad workplace activities.
3. Well-developed written and oral communication and interpersonal skills together with demonstrated ability to implement and train staff on relevant WHS procedures.
4. 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.
5. Proven organisational skills and ability to prioritise own workload. Work effectively both independently and as part of a team, meeting demanding deadlines and delivering high quality outcomes.
6. 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.
7. 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/Delegate Signature:		Date:	
Printed Name:		Uni ID:	

References:

[General Staff Classification Descriptors](#)



Australian
National
University

Pre-Employment Work Environment Report

Position Details

College/Div/Centre	COS	Dept/School/Section	RSAA
Position Title	WHS & Facilities Officer	Classification	ANUO 6/7
Position No.		Reference No.	

In accordance with the Occupational Health and Safety Act 1991 the University has a duty of care to provide a safe workplace for all staff.

- This form must be completed by the supervisor of the advertised position and forwarded with the job requisition to Appointments and Promotions Branch, Human Resources Division. Without this form jobs cannot be advertised.
- This form is used to advise potential applicants of work environment issues prior to application.
- Once an applicant has been selected for the position consideration should be given to their inclusion on the University's Health Surveillance Program where appropriate – see http://info.anu.edu.au/hr/OHS/__Health_Surveillance_Program/index.asp
Enrolment on relevant OHS training courses should also be arranged – see http://info.anu.edu.au/hr/Training_and_Development/OHS_Training/index.asp
- 'Regular' hazards identified below must be listed as 'Essential' in the Selection Criteria - see 'Employment Medical Procedures' at http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp

Potential Hazards

- Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a **regular** or **occasional** part of the duties.

TASK	regular	occasional	TASK	regular	occasional
key boarding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	laboratory work	<input type="checkbox"/>	<input type="checkbox"/>
lifting, manual handling	<input type="checkbox"/>	<input type="checkbox"/>	work at heights	<input type="checkbox"/>	<input type="checkbox"/>
repetitive manual tasks	<input type="checkbox"/>	<input type="checkbox"/>	work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>
catering / food preparation	<input type="checkbox"/>	<input type="checkbox"/>	noise / vibration	<input type="checkbox"/>	<input type="checkbox"/>
fieldwork & travel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	electricity	<input type="checkbox"/>	<input type="checkbox"/>
driving a vehicle	<input type="checkbox"/>	<input type="checkbox"/>			
NON-IONIZING RADIATION			IONIZING RADIATION		
solar	<input type="checkbox"/>	<input type="checkbox"/>	gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>
ultraviolet	<input type="checkbox"/>	<input type="checkbox"/>	beta particles	<input type="checkbox"/>	<input type="checkbox"/>
infra red	<input type="checkbox"/>	<input type="checkbox"/>	nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>
laser	<input type="checkbox"/>	<input type="checkbox"/>			
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>			
CHEMICALS			BIOLOGICAL MATERIALS		
hazardous substances	<input type="checkbox"/>	<input type="checkbox"/>	microbiological materials	<input type="checkbox"/>	<input type="checkbox"/>
allergens	<input type="checkbox"/>	<input type="checkbox"/>	potential biological allergens	<input type="checkbox"/>	<input type="checkbox"/>
cytotoxics	<input type="checkbox"/>	<input type="checkbox"/>	laboratory animals or insects	<input type="checkbox"/>	<input type="checkbox"/>
mutagens/teratogens/ carcinogens	<input type="checkbox"/>	<input type="checkbox"/>	clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	genetically-manipulated specimens	<input type="checkbox"/>	<input type="checkbox"/>
			immunisations	<input type="checkbox"/>	<input type="checkbox"/>
OTHER POTENTIAL HAZARDS (please specify):					
None					

Supervisor's Signature:		Print Name:		Date:	
------------------------------------	--	--------------------	--	--------------	--