

Position Description

Health Safety and Environment Coordinator (Divisions)

Position Number:
*Position Title: Health Safety and Environment
Coordinator (Divisions)*
Date Written: 15/08/2018

Faculty / Division: Human Resources
*School / Unit: UNSW Health Safety &
Environment*
Position Level: Level 8

ORGANISATIONAL ENVIRONMENT

UNSW is currently implementing a ten year strategy to 2025 and our ambition for the next decade is nothing less than to establish UNSW as Australia's global university. We aspire to this in the belief that a great university, which is a global leader in discovery, innovation, impact, education and thought leadership, can make an enormous difference to the lives of people in Australia and around the world.

Following extensive consultation in 2015, we identified three strategic priority areas. Firstly, a drive for academic excellence in research and education. Universities are often classified as 'research intensive' or 'teaching intensive'. UNSW is proud to be an exemplar of both. We are amongst a limited group of universities worldwide capable of delivering research excellence alongside the highest quality education on a large scale. Secondly, a passion for social engagement, which improves lives through advancing equality, diversity, open debate and economic progress. Thirdly, a commitment to achieving global impact through sharing our capability in research and education in the highest quality partnerships with institutions in both developed and emerging societies. We regard the interplay of academic excellence, social engagement and global impact as the hallmarks of a great forward-looking 21st century university.

To achieve this ambition we are attracting the very best academic and professional staff to play leadership roles in our organisation.

Values in Action: Our UNSW Behaviours

UNSW recognises the role of employees in driving a high performance culture. The behavioural expectations for UNSW are below.



Values in Action
Our UNSW Behaviours



Builds
Collaboration



Embraces
Diversity



Displays
Respect



Demonstrates
Excellence



Drives
Innovation

OVERVIEW OF RELEVANT AREA AND POSITION SUMMARY

The UNSW Safety and Environment function of UNSW exists to deliver the strategic and operational Health Safety Wellbeing and Environment support to UNSW management, workers, students and the community.

The role's direction is to provide Health, Safety, Wellbeing and Environmental advice and support to office-based Faculties and Divisions across UNSW. Update and maintain the UNSW health and safety management system related to hazardous manual tasks and undertake ergonomic assessments for the office, workshop or laboratory environments.

The role of Health Safety and Environment Coordinator (Divisions) reports to the Senior Manager UNSW Health and Safety and has no direct reports.

RESPONSIBILITIES

Specific responsibilities for this role include:

- The position is expected to maintain and keep up to date the hazardous manual tasks section of the UNSW health and safety management system.
- The Hazardous Manual Tasks program is implemented, including the provision of ergonomic assessments to client areas.
- Provide high quality and timely advice, strategies, reports and information to senior management on key risks and compliance issues relevant to the Faculty/Division. This includes: quarterly reporting of specific safety data, key issues and health, safety and environment legislative changes and recommendations; reports on significant incident(s) in conjunction with relevant supervisors and local workplace health, safety and environment committees; analysis of incident trends and current issues affecting operations and legislative/UNSW requirements.
- Provide practical, workable solutions to health and safety issues are developed that comply with UNSW health and safety management system, work health and safety legislation, relevant codes of practice and Australian Standards.
- Health and safety training programs are developed, delivered and evaluated in consultation with UNSW Health and Safety and Faculty/Division management.
- Plans, policy documents, protocols and reports are well researched and effectively documented and implemented.
- Liaison with all stakeholders is effective and a culture of collaboration, consultation and continuous improvement is developed and maintained.
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.
- Undertake health, safety, wellbeing and environment project work as designated by the Senior manager UNSW health and Safety.

SELECTION CRITERIA

- Significant experience in hazardous manual task and ergonomic program development and implementation with at least 3 years' work experience in a relevant field ie physiotherapist, rehabilitation specialist, sports medicine, return to work coordination.

- Relevant degree in health and safety with experience or equivalent competency gained through any other combination of education, training and/or experience; equalling at least 5 years' experience working as a health and safety professional.
- Proven ability to undertake workstation and other ergonomic assessments and provision of detailed assessment reports and recommendations.
- Sound knowledge and ability to interpret advice and assist in the implementation of the work health and safety management system, legislation, codes of practice and relevant Australian Standards as well as an awareness of environmental legislation.
- Excellent interpersonal, written and verbal communication skills, with proven ability to establish effective working relationships, including the ability to influence others in the achievement of high levels of compliance with health, safety and environment legislative and other requirements
- Previous experience in coordinating, developing and presenting health, safety and environment training programs to workers and managers.
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.
- Ability and capacity to direct and monitor the implementation and effectiveness of the safety management system.

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.