The University of Melbourne 
(logo)

POSITION DESCRIPTION

Faculty of Engineering & Information Technology

Health Safety and Wellbeing (HSW) Manager

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| Position No | 0059635 |
| Classification | UOM9 |
| Salary | $139,693 - $145,339 (pro rata for part-time) |
| Superannuation | Employer contribution of 17% |
| WORKING HOURS | Full-time (1.0 FTE) |
| BASIS OF EMPLOYMENT | Fixed term (12 month) |
| LOCATION DETAILS | The Faculty of Engineering and Information Technology (FEIT) is primarily located on the Parkville Campus. However, in the future as we move to a multi precinct model there may be a requirement to relocate either permanently or flexibly elsewhere including, but not limited to, Melbourne Connect, Heidelberg, Aitkenhead Centre for Medical Discoveries (ACMD), Fishermans Bend.  This position may be required to travel and work across multiple locations. |
| Other Benefits | <https://about.unimelb.edu.au/careers/staff-benefits> |
| How to Apply | Online applications are preferred. Go to <http://about.unimelb.edu.au/careers>, select the relevant option (‘Current Opportunities’ or ‘Jobs available to current staff’), then find the position by title or number. |
| contact For enquiries only | Hari Gomatam  Email [hari.gomatam@unimelb.edu.au](mailto:hari.gomatam@unimelb.edu.au)  Please do not send your application to this contact |

For information about working for the University of Melbourne, visit our website:   
[about.unimelb.edu.au/careers](https://about.unimelb.edu.au/careers)

Acknowledgement of Country

The University of Melbourne acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi Wurrung and Bunurong peoples (Burnley, Fishermans Bend, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses), and the Dja Dja Wurrung people (Creswick campus).

The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey.

We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.

We pay respect to Elders past, present and future, and acknowledge the importance of Indigenous knowledge in the Academy. As a community of researchers, teachers, professional staff and students we are privileged to work and learn every day with Indigenous colleagues and partners.

Position Summary

## About Health Safety & Wellbeing

The health, safety & wellbeing team partner with FEIT leaders and teams to create a proactive health and safety culture characterised by its commitment to prevention, continuous improvement, and active employee engagement.

## Role overview

You will step into an impactful, purpose-driven role leading a team of HSW advisors and driving health, safety and wellbeing activities across the Faculty. Working collaboratively with other FEIT teams and leaders, you will support the alignment of the Faculties Health, Safety and Wellbeing activities with developing appropriate solutions to a number of health, safety and wellbeing concerns.

# Key Responsibilities

* Lead, develop and coach a high functioning HSW team.
* Strategic oversight and reporting on FEIT compliance with regard to Health Safety & Wellbeing. Delivery of regular business intelligence reporting to Faculty Executive and Leaders.
* Work across all Departments and Schools within the Faculty, to drive a pragmatic, collaborative, best practice approach to Health Safety and Wellbeing. A consistent one Faculty approach.
* Provide a team of specialist technical experts who will act as partners provide advice on health and safety regulations and standards, including implementing safety processes, conducting risk assessments, and managing incident reporting and investigations.
* Develop and implement a range of risk mitigation strategies and controls to prevent accidents and incidents
* Design and deliver the annual health and wellbeing calendar of activities

# Selection Criteria

Essential

* A degree in occupational health and safety, or a related field
* Proven experience in developing, managing and monitoring health, safety, and wellbeing programs
* In-depth understanding of health, safety, and wellbeing regulations, standards, and best practices
* Demonstrated ability to lead, motivate, and manage a team, including mentoring and developing team members.
* Ability to work alongside stakeholders with a client centred approach to build partnerships and deliver sustainable improvement on health and safety operations.
* Excellent people leadership and strategic project delivery skills.
* Strong problem solving and analytical skills with the ability to prioritise problems and develop new resolutions to drive operational improvement and risk mitigation.
* Excellent communication skills including the ability to work as part of a team to identify and understand challenges, then influence outcomes which drive a strong HSW culture.
* Assist the clients to effectively manage OHS risk and comply with relevant legislation through advice, coaching and where applicable, direct assistance/implementation.

## Desirable

* Experience in a tertiary education environment.
* Experience establishing or working within a ‘learning environment’ where incident investigations are undertaken in a methodical and collaborative manner.
* Lead Auditor experience and qualifications.

## other job related information

* This position requires the incumbent to hold a current a valid Working with Children Check.

# Job Complexity, Skills, Knowledge

## LEVEL OF SUPERVISION / INDEPENDENCE

The role works independently and is responsible for other professional roles. It is the escalation point for health, safety and wellbeing matters across FEIT infrastructure services and provides advice to users in Schools and across the faculty.

## PROBLEM SOLVING AND JUDGEMENT

The HSW Manager operates in a complex environment providing strategic analysis, support and advice and developing and implementing new policies and procedures to the Faculty and to Schools regarding their use of labs and spaces.

## Professional and Organisational Knowledge

Senior professional level skillset with a degree qualification and demonstrated specialisation in development of and application of health and safety policies and legislation to a laboratory environment. Requires the ability to interpret and apply workplace health and safety regulations to a deep understanding of academic and professional policies and activities.

## RESOURCE MANAGEMENT

Operational management responsibilities for a team of professionals.

## BREADTH OF THE POSITION

Operates across the discipline of health, safety and wellbeing as applied to the Faculty and use of facilities.

# Equal Opportunity, Diversity and Inclusion

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion, and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the Advancing Melbourne strategy that addresses diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people’s age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Advancing Melbourne.

# Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at: <https://safety.unimelb.edu.au/people/community/responsibilities-of-personnel>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

# Other Information

FACULTY OF ENGINEERING AND INFORMATION TECHNOLOGY

The Faculty of Engineering and Information Technology (FEIT) has been the leading Australian provider of engineering and IT education and research for over 150 years. We are a multidisciplinary Faculty organised into three key Schools; Computing and Information Systems (CIS), Chemical and Biomedical Engineering (CBE) and Electrical, Mechanical and Infrastructure Engineering (EMI). FEIT continues to attract top staff and students with a global reputation and has a commitment to knowledge for the betterment of society.

Organisational Unit

The role sits within the Infrastructure Team, who provide a range of services to the broader Faculty made up of the following functional areas:

Laboratory and Technical Services

Infrastructure Operations Services

Health Safety Wellbeing

Workspace Services

Cultural Collection and Assets

<https://unimelbcloud.sharepoint.com/teams/feit-infrastructure-team>

## The University of Melbourne

Established in 1853, the University of Melbourne is a leading international university with a tradition of excel­lence in teaching and research. The main campus in Parkville is recognised as the hub of Australia’s premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>

## ADVANCING MELBOURNE

The University’s strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University’s commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.

We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.

We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.

We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne’s academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

## Governance

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <https://about.unimelb.edu.au/strategy/governance>