



Position Description

Position Title:	Work Health & Safety Specialist, Technical
Position Classification:	Level 8
Position Number:	317328
Faculty/Office:	Service Delivery
School/Division:	Safety, Health and Wellbeing
Supervisor Title:	Manager, Safety, Health & Wellbeing

Your work area

The University's professional service delivery model was created to deliver effective and efficient end to end services across the whole University. The model includes all core services of the University and creates functionally aligned services delivered through Service Delivery Centres.

Safety and Health develop, advise on and manage the implementation of the University's Work Health and Safety Program. Safety and Health provides a consultancy service to the University community, thereby ensuring the provision and maintenance of the highest possible standards of health and safety for all employees, students, contractors, visitors and volunteers.

Reporting structure

Reports to: Manager, Safety, Health & Wellbeing

Your role

As the appointee you will take a lead role to provide high level, professional scientific and technical services for the University involving the legislative compliance and best practice use of:

- radiation (radioactive materials, irradiating equipment / electronic products),
- chemicals and hazardous substances and
- occupational hygiene.

Working closely with the Manager you will provide leadership and management support to the area and contribute to the strategic development, review and implementation of related programs, policies, procedures, guidance and practices; providing services, practical advice and assistance; conducting training, inspections and audits; and investigating and reporting on incidents. You will use your expertise and judgement to analyse and resolve problems, provide professional advice and report on these and general health and safety matters.

Your key responsibilities

Oversee the development of UWA's Radiation Safety Program to deliver strategic and operational programs and initiatives

Apply a high level of technical expertise to lead the development of UWA's Chemical and Hazardous Substances Safety Program

Act as a trusted adviser and recognised specialist to key stakeholders on technical safety frameworks, tools and processes

Develop and promote technical safety based initiatives to cultivate a committed, engaged, inclusive and high performing work place

Prepare correspondence and liaise with relevant regulatory bodies for compliance including permits, registrations and licenses

Membership of and active contribution to relevant working groups or committees (including Radiation Safety Committee) as required, providing subject matter expertise

Contribute to University policies, procedures, guidelines and practices for relevant technical safety in accordance with current legislation (State and Commonwealth) and related Standards and Codes

Drive continuous process improvement and incident management as well as laboratory and desktop audits to ensure all aspects of the University technical safety operations satisfy the required University policies, procedures and relevant government legislation

Liaise with relevant Commonwealth and State Government departments, Local Government authorities, related industry bodies, professional bodies and collaborating organisations regarding statutory requirements and best practice

Develop, implement and monitor related programs, processes, tools and plans (including communication) across UWA and deliver agreed KPI's and service partner agreements including managing within resources allocated (financial and human)

Provide relevant training, coordinate inspections and audits (ensuring closure of outstanding actions) and general health and safety related matters and make recommendations as appropriate

Lead virtual project teams to achieve goals and provide high quality service

Engage with key stakeholders to foster collaboration and to promote and embed technical safety considerations within all aspects of UWA's activities: systems, policies, procedures and culture

Develop and maintain strong professional relationships with academic and professional employees within the University, equivalent safety practitioners in other higher education institutions (particularly GO8 institutions) and relevant external organisations

Specific work capabilities (selection criteria)

Relevant Tertiary qualification or equivalent competency in physical or natural sciences (physics, chemistry, occupational hygiene, pharmacology)

Post graduate qualification in safety and health or related area or equivalent experience

Extensive experience, knowledge and commitment to radiation safety based practices with demonstrated ability to provide consultancy services in radiation and safety management

Substantial experience as a Radiation Safety Officer

Significant knowledge of and ability to interpret and apply relevant occupational safety and health related State and Commonwealth legislation and best practices

Significant experience and success working with people from many disciplines and backgrounds, across a range of work groups including at the highest decision-making levels, demonstrating leadership capacity

Excellent project management skills and demonstrated ability to operate with a high level of autonomy to conceptualise, plan, implement and evaluate major OHS related projects

Excellent communication skills (verbal and written) with demonstrated ability to interpret and tailor technical information, complex concepts and theories to impart knowledge and ideas to a range of specialist and non-specialist audiences using an appropriate range of communication strategies

Excellent planning and organisational skills and demonstrated ability to drive results in a complex environment with multiple stakeholders

Other duties as required

Special requirements

Radioactive Substances and X-ray Equipment Use & Accreditation

Acceptance by the Radiological Council as the University nominated Radiation Safety Officer

Current 'C' class driver's licence

Provide First Aid Certificate

Travel may be required

In the event of an emergency, attendance may be required after hours

On occasion, it may be necessary to provide advice or training out of normal working hours to accommodate specific needs of clients

Compliance

Workplace Health & Safety

All supervising staff are required to undertake effective measures to ensure compliance with the Occupational Safety and Health Act 1984 and related University requirements (including Safety, Health and Wellbeing Objectives and Targets).

All staff must comply with requirements of the Occupational Safety and Health Act and all reasonable directives given in relation to health and safety at work, to ensure compliance with University and Legislative health and safety requirements. Details of the safety obligations can be accessed at <http://www.safety.uwa.edu.au>

Inclusion & Diversity

All staff members are required to comply with the University's Code of Ethics, Code of Conduct and Inclusion and Diversity principles. Details of the University policies on these can be accessed at <http://www.hr.uwa.edu.au/policies/policies/conduct/code>, <http://www.web.uwa.edu.au/inclusion-diversity>.