

Services Division

Senior Safety Officer

Health, Safety and Environment, Human Resource Services

Position No. 1030



General Information

This position is available on a fixed-term basis for one (1) year.

This position is as a result of replacing a staff member on parental leave. Should the staff member request to return to work early, the cessation date of this appointment may be adjusted accordingly.

Part-time (job share arrangement) or full-time employment will be considered.

Position Description

DATE AUTHORED: 18 September 2008

POSITION TITLE: Senior Safety Officer
(Technical/Laboratory/Research)

HEW LEVEL: HEW Level 8

FACULTY/DIVISION: Services Division

SCHOOL/UNIT: Human Resource Services

IMMEDIATE SUPERVISOR: Associate Director, Health Safety and Environment

ROLE STATEMENT: Review, establish, maintain and promote frameworks and procedures that ensure adherence to relevant safety standards, including those prescribed by state and federal legislation, which enhance the University's goals in relation to Health and Safety management.

ROLE DESCRIPTION:

Supervision/Management/Leadership

Be responsible to the Associate Director, Health Safety and Environment for the provision of advice, frameworks, codes of practice and procedures.

Task level and Typical Activities

Establish and maintain the University Health and Safety Management System (HSMS) with emphasis on technical, laboratory and research safety systems.

Facilitate the implementation of the HSMS at both University, and Faculty/Divisional levels to ensure its consistency with current standards and legislation.

Provide expert advice and best practice recommendations to assist local management to design and implement workplace-specific safety initiatives

Contribute to the maintenance of a watching brief on relevant legislative and standards changes that apply to the University's activities. Advise University management and other relevant bodies of impacts on the University;

Develop, review and revise University policies, guidelines and procedures consistent with current standards and legislation, including the areas of chemical, radiation, biological safety and in the conduct of dealings with genetically modified organisms;

Undertake any other duties relevant and appropriate to this level.

Organisational Knowledge

Play a key role in the continuing education of the University community with regard to safety policies and procedures. Coordinate the training of staff and students in these policies and procedures, and oversee the maintenance of the University's safety information systems;

Facilitate the review and assessment of safety implications in research and teaching and changes in workplaces or practices in conjunction with technical committees and workplace supervisors;

Develop, review and revise policies, procedures and systems to support the achievement of institutional objectives, and to promote a safe, healthy and productive work environment;

Educate the University community with regard to safety policies and procedures including the coordination of training of staff and students to promote occupational health and safety within the University;

Be familiar with, and observe the University's policy and procedures on Equity and Diversity, Managing for Performance and Occupational Health and Safety in the performance of the responsibilities of the position;

Judgement, Independence and Problem Solving

Assist Associate Director, Health, Safety & Environment to provide expert advice to the OH&S Committee and other specialist committees in accordance with statutory obligations

Liaise with regulatory and other external bodies, with regard to the review and assessment of University activities; prepare reports to these bodies as required;

Maintain systems and procedures for record keeping that comply with all relevant safety standards and legislation;

Oversee the conduct of safety inspections, including lab inspections, on at least an annual basis;

SELECTION CRITERIA

- Postgraduate qualifications or progress towards postgraduate qualifications and extensive relevant experience in Occupational Health and Safety; or an equivalent combination of relevant experience and/or education/training.
- Demonstrated high-level knowledge of safe working practices, standards and legislation relevant to Occupational Health and Safety.
- Proven experience in the formulation of organisational development strategies.
- Skills and experience in the negotiation of outcomes.
- High-level oral and written communication skills.
- Demonstrated capacity to work independently as well as in a team.

- Skills in the use of PCs for word processing and email, and the use of the Internet for administrative purposes.
- Understanding of and the ability to apply the University's policies and procedures on Equity and Diversity, Managing for Performance and OHS.

It is desirable that the applicant possess the following;

- Experience working in laboratories in a research environment.
- Qualifications or relevant experience in workplace training.

Conditions and Benefits

HEW Level 8: \$67,755 to \$79,047 per annum (rate as at 1 March 2008) (pro-rata for part-time employment).

HEW Level 8: \$69,110 to \$80,628 per annum (rate as at 1 October 2008) (pro-rata for part-time employment)

The basic contribution for superannuation will be made by the University into Unisuper Accumulation 1. Contributory superannuation with additional employer contributions is not available with this appointment.

A range of flexible salary packaging options is also available.

Further information on benefits and conditions of employment is available at the following link:

<http://www.newcastle.edu.au/service/employment/conditions.html>

Further Information

For additional information on the position contact Tina Crawford, Associate Director, Health Safety and Environment on Ph: (02) 4921 6546 or e-mail: Tina.crawford@newcastle.edu.au

Related Links

- [Health Safety and Environment](#)
- [University of Newcastle Annual Report](#)

Closing Date

Applications close on **Sunday 12 October 2008**.

Note: Your application **must** include a statement addressing the selection criteria.

All applications **must** include the Application for Employment Cover Sheet ([PDF](#) or [MS Word](#)) including an email and/or fax address for each nominated referee.

Please read the important information contained via the [How to apply](#) link before submitting your application.

Submitting Your Application

DO NOT send your application to the Faculty or Division in which the position is located.

Internal Applicants

Current University of Newcastle staff members MUST use [HRonline](#) to lodge their application.

- Log into [HRonline](#)
- Click on University Job Vacancies
- Click Apply for a Vacancy and select the position you wish to apply for

External Applicants

Please forward your application **by email** to: employment@newcastle.edu.au quoting the position number and position title in the Subject field.

Note: Applications and attachments must be in Microsoft Word (Version 6.0 or later); Rich Text Format, or PDF.

If you do not have access to email you may mail or fax your application.

Mailed or Delivered applications should be stapled or clipped securely at the top left corner with the Application Cover Sheet ([PDF](#) or [MS Word](#)) on top.

DO NOT use binders, folders or plastic sleeves as your application may need to be photocopied.

Deliver or Mail one (1) copy of your application, marked "Confidential" and indicating the Position number to:

Human Resource Services Team
Level 1, The Chancellery
University of Newcastle
CALLAGHAN NSW 2308
Australia

Alternatively, fax one (1) copy of your application to

Confidential Fax on (+61 2) 4921 5285.

Applicants are responsible for ensuring the receipt of faxed applications.

You may telephone (+61 2) 4921 5266 during business hours (AEST) to confirm receipt of your Fax transmission.

The University of Newcastle values [equity and diversity](#).