

Position Description – *Senior Work Health and Safety Officer*

Updated 16/02/2023

POSITION DETAILS

portfolio	Corporate Services
Organisational Unit	People and Culture
Supervisor (Title)	Associate Director, Work Health and Safety
Classification	Higher Education Officer Level 7
Employment Type	Continuing, full-time

POSITION SUMMARY

Under broad direction, the Senior Work, Health and Safety Officer will provide advice and assistance to designated areas on a broad range of work health and safety matters. This includes providing advice on the implementation of the University's preventative systems and strategies aimed at reducing workplace risks and accidents/injuries. The position will contribute to the development, review, maintenance and operation of a wide range of administrative and organisational processes to support the WHS services within the nominated areas.

UNIVERSITY EXPECTATIONS AND VALUES

All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to:

- demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence and the underlying ethos of being Student Centred;
- contribute to the efficient and effective functioning of the team or work unit in order to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisor;
- promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity;
- perform their responsibilities in a manner which reflects and responds to continuous improvement; and
- familiarise themselves and comply with the University's *Work Health and Safety, Injury Management and Equal Opportunity* policies.

A National Police Certificate which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position.

An up to date COVID-19 vaccination may be required as a condition of employment, in accordance with the Flinders University [COVID-19 Vaccination Policy \(2022\)](#). If required, any offer of employment will be subject to the successful candidate presenting their COVID-19 Digital Certificate as evidence of vaccination or showing evidence of a valid medical exemption, where relevant.

KEY POSITION RESPONSIBILITIES

The Senior Work Health and Safety Officer is accountable for:

1. Maintaining up-to-date knowledge of all relevant WHS legislation, policy and practice that impact on WHS work in the allocated College/Portfolio(s) and across the University.
2. Working in partnership with the College/Portfolio(s) to ensure they are compliant with WHS legislation and Return to Work SA Self-Insurance performance standards. This will be achieved by the provision of advice, assistance and an expert consultancy service on all aspects of work health and safety matters.
3. Working with the University WHS team on the planning and development of College/Portfolio(s) WHS practice, both operationally and strategically, and ensure consistency with University policy and practice.
4. Providing support and advice to the allocated College/Portfolio(s) WHS Committee, particularly around WHS strategy and policy initiatives and manage reporting as required.
5. Ensuring consistent and compliant WHS work practice and policy implementation across all areas in the College/Portfolio(s),
6. Investigating all accidents/ incidents reported by the College/ Portfolio and assist the area to implement preventative systems to reduce further workplace risk and accidents/injuries;
7. Assisting the University to maintain its WHS compliance and assist the College/ Portfolio to ensure it is in line with the self-insured performance standards and assist with internal and external audits as required to support compliance.
8. If applicable to the allocated College, ensuring a range of Hazard Management activities meet compliance with required legislation, policy and procedures.
9. Representing the College/Portfolio(s) in University WHS forums
10. Any other responsibilities in line with the level of the role as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- A tertiary qualification or formal training in Work Health and Safety or related field.
- Substantial experience in leading WHS practice.
- In-depth knowledge of relevant WHS legislation, and its application to the university sector.
- Demonstrated experience in improving or leading change management processes or policies in relation to WHS practice.
- Experience in managing information systems and producing reports.
- High-level interpersonal and communication skills.
- High-Level written communication skills, including knowledge of, or experience in, policy development.
- Ability to work autonomously and as part of a team.
- Understanding of or experience working in an educational research and laboratory teaching environment.