



Position Description

POSITION TITLE:	Work, Health and Safety Officer
LOCATION:	SAHMRI, North Terrace
REPORTS TO:	Head of Risk
DEPARTMENT:	Quality, Risk and Safety

PURPOSE AND SCOPE OF THE POSITION

In consultation with the Head of Risk you will manage the ongoing development, implementation and maintenance of the Workplace Health and Safety programs and management systems at SAHMRI to achieve best practice levels of safety and legislative compliance in an environment of continuous improvement.

The position will work in coordination with the Head of Risk, key SAHMRI theme and team leaders and other staff at SAHMRI to assist in ensuring ongoing compliance with all relevant accreditations, standards and certifications. The role will also interact with a range of external stakeholders including students, representatives from partnering organisations (Universities, SA Health and the CSIRO), contractors, and regulators and other industry networks and professional associations.

KEY RESPONSIBILITIES

The specific duties include:

- Actively manage workplace health and safety issues, including management systems, policies and procedures and legislative, regulatory and licensing requirements for SAHMRI
- Coordinate and participate in internal workplace health, safety audits and inspections, and provide guidance on corrective actions and/or improvement suggestions
- Monitor, report and evaluate SAHMRI's workplace health, safety and quality performance
- Actively promote workplace health, safety awareness and the continual improvement and desired culture around safety
- Manage SAHMRI's Rehabilitation and Return to Work program; manage all cases in a timely manner
- Undertake the RTWSA Coordinator duties for SAHMRI
- Administrate relevant work health, safety and wellbeing management systems
- Work with the HR Team to provide guidance on injury management and rehabilitation strategies for return to work claims
- Coordinate the scheduling and administration of various committees within SAHMRI, which include the WHS Committee and Building Laboratory Owners Group and attend other committees specific to role as identified
- Deliver workplace health, safety and quality training and education programs
- Monitor changes to regulatory requirements and update systems and procedures
- Actively promote health, safety in the workplace and disseminate relevant information
- Administrate the workplace health and safety management system



- Complete all reporting to the Board of Directors, Emergency Planning Committee and the Health, Safety and Wellbeing Committee and other committees as identified
- Continuously seek out new and innovative ways of managing SAHMRI's workplace health, safety and quality programs
- Represent SAHMRI in matters relating to legislative requirements, guidelines and standards and ensuring compliance
- Build and maintain productive internal and external relationships
- Participate in special projects to continuously improve processes, tools, systems and the SAHMRI organisation
- Undertake Chief Fire Warden duties
- Coordinate all First Aid responders for SAHMRI
- Ensure that duties are performed in keeping with the principles outlined in SAHMRI's Vision, Mission and Values and the **Code of Conduct Policy**.

SPECIAL REQUIREMENTS

- Some out of hours work may be required.
- DCSI Employment Screening and Police Checks may be required.
- Scheduled metropolitan travel to SAHMRI's various worksites (PIRL, FMC & SAHMRI Women's and Kids)



Person Specification

QUALIFICATIONS

Relevant tertiary qualifications in Work Health & Safety are essential

EXPERIENCE, KNOWLEDGE AND SKILLS

- Significant experience in Workplace Health, Safety Management within a complex organisational structure
- Extensive knowledge and high level of technical ability in Workplace Health Safety and other relevant legislation, regulations, standards and codes of practice
- Knowledge and understanding of the concepts of safety systems and quality assurance, particularly in a medical research environment.
- Experience in the design, delivery and evaluation of risk assessment, safety / quality auditing, compliance programs to all staff
- Experience in business management, budgeting, planning and reporting,
- Experience in the development and delivery of education and training programs
- Able to lead and manage change in an environment of continuous improvement and to be the principal change agent to ensure the achievement of best practice management systems in workplace health, safety and quality
- Forward thinking and passionate about delivering change
- Well-developed analytical skills and the ability to develop practical solutions
- Able to develop strong working relationships with people at all levels of the organisation and excellent stakeholder management and interpersonal skills including communication, consultation, negotiation and facilitation
- Committed to undertaking continued professional development
- Ability to mentor colleagues and provide coaching for managers
- Fast, flexible and friendly approach to working key SAHMRI personnel
- Capacity to facilitate change and achieve the Institute's objectives
- Demonstrated good time management skills
- Support SAHMRI's commitment to reconciliation and acknowledge the importance of working in partnership with Aboriginal and Torres Strait Islander People
- Able to demonstrate the following SAHMRI Values and Culture:
 - Excellence – Bold, Driven, Dynamic
 - Innovation – Persistent and Focused
 - Courage – Collaborative and Enabling
 - Integrity – Embrace Diversity, Demand Equity
 - Teamwork – Friendly, Fast, Flexible, Fun

LICENCES

- Current Driver's Licence