Position Description

Workplace Health and Safety Manager
Translational Research Institute, Brisbane
Date: 12 October 2016

1. Background

The Translational Research Institute (TRI), based in Brisbane, is a leading Australian innovative medical research, development and translation facility. It is home to a range of cutting edge technology developments including interventions to prevent and treat human disease and provide diagnosis of early treatable disease.

Situated on the Princess Alexandra Hospital Campus, TRI combines the research, intellect and capability of the Queensland Government, The University of Queensland, Mater Medical Research Institute and Queensland University of Technology. TRI houses over 800 leading researchers who interface with clinicians on the hospital campus and at other Brisbane based hospitals. Patheon Biologics, an international pharmaceutical company, leases TRI’s biopharmaceutical manufacturing facility, located adjacent to TRI’s wet lab facility.

TRI is one of a few places in the world where new biopharmaceuticals and treatments can be discovered, produced, clinically tested and manufactured in one location. TRI is charged with interfacing scientific development with the commercial sector ensuring that scientific innovation moves rapidly to improve patient outcomes. To this end, TRI is at the interface of science, medicine and industry.

2. Position Purpose

Reporting to the Director – Building Operations, the primary purpose of the Workplace Health & Safety Manager is to provide outstanding workplace health and safety management to TRI, provide advice to the TRI executive on all WH&S matters, and act as liaison for TRI to its stakeholder institutions for WH&S matters ensuring coordination between the individual stakeholders and TRI as a whole.

The WH&S Manager is responsible for all aspects of planning and implementation of workplace health and safety for TRI. The role will work with the TRI executive and managerial staff to lead and promote a culture of workplace health and safety in the TRI. This will be achieved through coordination of the WH&S activities of TRI and ensuring their compliance with statutory workplace health and safety requirements and TRI policy and guidelines.

The holder of this position will also provide specialist advice to the TRI executive on the prevention of illness/injury arising from exposure to risks from hazards.

The appointee will interact with the various WH&S staff from the individual stakeholder Institutions, to coordinate TRI and TRI-associated activities with those of the stakeholders.

The position is based at Woolloongabba.
3. Key Accountabilities

Workplace Health and Safety
- Lead and establish the implementation of safety management systems for TRI, including:
  - coordination and set-up of a system to meet TRI’s obligations in respect to the Hazardous Chemicals obligations of the Workplace Health & Safety Act;
  - coordination and set-up of a radiation safety management system for TRI; and
  - provision of specialist advice on biological safety and quarantine matters for TRI.
- Develop, coordinate and advise on risk management systems for TRI
- Coordinate and initiate the conduct of safety audits and ensure that follow up action is taken
- Lead projects designed to improve workplace health and safety in TRI
- Lead and coordinate the development of safe work procedures for specialised or high-risk equipment and facilities
- Coordinate drafting and updating safety manuals and emergency procedures/WH&S notices
- Lead and develop appropriate mechanisms to ensure that accident, injury and hazard reports are completed and conduct follow-up investigations
- Develop WH&S minor works funding submissions
- Analyse illness and accident records for TRI and propose corrective action where necessary
- Coordinate and regularly liaise with the TRI executive and managerial staff as well as institutional partner WH&S Representatives in order to maintain a uniform response to WH&S issues by TRI
- Consult with WH&S specialist professionals on matters relevant to TRI’s management of safety
- Establishment and oversight of an WH&S Committee for TRI

Training
- Set-up systems for training staff, researchers and students housed in TRI
- Ensure appropriate induction training is delivered where necessary and that records of training are maintained
- Coordinate the development of in-house training for specialised or high-risk equipment or Facilities

Other
- Comply with TRI’s Code of Conduct
- Comply with requirements of Queensland workplace health and safety (WH&S) legislation and related WH&S responsibilities and procedures developed by TRI
- Adopt sustainable practices in all work activities and comply with associated legislation and related sustainability responsibilities and procedures developed by TRI
• Develop an expert understanding of TRI and its stakeholder Institute’s research activities, its strategic objectives and its WH&S needs
• Support the Director – Building Operations by providing WH&S advice for TRI.

4. Reporting Relationships

The position reports to the Director – Building Operations of the Translational Research Institute.

Direct reports to the Workplace Health & Safety Manager include the Workplace Health and Safety Advisor.

5. Selection Criteria

Experience

Essential

• Substantial experience in WH&S management including WH&S related practices relevant to activities undertaken in a biomedical research institute
• High level interpersonal and written and oral communication skills, including the ability to establish cooperative working relations with staff across the Institute
• Ability to develop strong and effective working relationships to create innovative solutions
• High-level analytical and interpretative skills
• Ability to exercise judgement and to work independently or in a team

Desirable

• Experience in WH&S and related practices in a research environment
Knowledge and Skills

**Essential**

- Formal qualifications in workplace health and safety or a related discipline or an equivalent combination of relevant experience and/or education/training; or postgraduate qualifications and extensive relevant experience; or extensive management experience and proven management expertise in WH&S
- Eligibility for membership of the Safety Institute of Australia or eligibility for membership expected within 12 months
- Thorough understanding of the principles and legislation related to Workplace Health & Safety
- Thorough knowledge of workplace health and safety Codes of Practice and Australian Standards
- Knowledge of research and academic policies and procedures relating to WH&S

**Desirable**

- Queensland Radiation & Health certified as a Radiation Safety Officer or the ability to become certified