

<b><u>POSITION DESCRIPTION</u></b>	
<b>NAME:</b>	<b>JOB TITLE: WHS Coordinator</b>
<b><u>PRIMARY JOB PURPOSE:</u></b>	
<p>Reporting to the Administration and Compliance Manager, the role of WHS Coordinator will be to oversee and coordinate all aspects of workplace health and safety compliance in the NeuRA facilities. The role will work closely with the operations team to support and foster a safe and healthy working environment at NeuRA. The role will work in consultation with NeuRA researchers to ensure statutory obligations and duties are met with regards to various safety procedures, hazardous goods and facilities, radiation safety, SafeWork NSW registrations, OGTR. The role will coordinate research compliance activities and ensure their smooth running with streamlined efficiency from both a researcher perspective and an administrator perspective.</p>	
<b><u>REPORTS TO: (Performance reviewed by):</u></b>	<b><u>JOBS REPORTING TO THIS POSITION:</u></b>
Administration and Compliance (AC) Manager Dashed reporting line to the COO for WHS projects	WHS Administrator (part-time)
<b><u>ACCOUNTABILITIES: Key areas of responsibility</u></b>	
<p>This role involves interactions between all staff and attention to detail for regulatory requirements. Duties and responsibilities include, but are not limited to:</p> <p><b>WHS Advisor</b></p> <ul style="list-style-type: none"> <li>• Liaise with staff and the Administration and Compliance Manager on WHS compliance issues and queries.</li> <li>• Support the COO with strategic WHS initiatives being undertaken at NeuRA.</li> <li>• Proactively develop and implement projects designed to improve WHS with approval of the AC Manager.</li> <li>• Provide specialist WHS advice to researchers and operations staff at NeuRA.</li> </ul> <p><b>WHS Consult</b></p> <ul style="list-style-type: none"> <li>• Actively participate in relevant Work Health and Safety Consultation Committees.</li> <li>• Liaise with staff on safety or compliance issues and queries.</li> <li>• In conjunction with the AC Manager ensure that Facilities, Engineering and Building Services (FEBS) and Scientific Services activities comply with relevant Acts and Regulations and with ethical standards.</li> </ul> <p><b>WHS Monitor</b></p> <ul style="list-style-type: none"> <li>• Monitor WHS systems including PPE, training, waste management and chemical storage.</li> <li>• In conjunction with management ensure that NeuRA facilities and activities comply with relevant Acts and Regulations and with ethical standards.</li> <li>• Manage compliance (including data entry and maintenance) with hazardous goods, radiation, training, incident reporting and WHS as well as gene technology, biosecurity, etc. as needed.</li> </ul> <p><b>WHS Audit/Inspect</b></p> <ul style="list-style-type: none"> <li>• Participate in research facilities inspections and audits and work with the AC Manager to improve our performance against best practice.</li> <li>• Design the annual schedule of audits and inspections to monitor and continually improve NeuRA's performance in safety.</li> <li>• Conduct internal compliance audits for NeuRA facilities and equipment, ensuring behavioural and operational policies and procedures are followed.</li> <li>• Plan and coordinate external audits and prepare and monitor required follow-up actions.</li> <li>• Assist the AC Manager preparing reports.</li> </ul> <p><b>WHS Investigate</b></p> <ul style="list-style-type: none"> <li>• Investigate incidents in conjunction with supervisors, health and safety representatives and capture lessons learnt and advise on actions to help prevent similar future events.</li> </ul>	

### **WHS Research**

- Oversee and assist staff with preparation of risk assessments for research and if required for operational tasks.
- Be a point of contact in the institute for biosafety and hazardous chemicals.
- Act as fire warden and/or first aid officer and/or radiation officer and/or drugs officer.
- Manage the Radiation Waste Store.

### **Safety Management System (SMS) / WHS Documentation and IT WHS systems and databases**

- Develop, review and update WHS policies, procedures, training and capability requirements and act as a WHS subject matter expert.
- Provide advice and implement NeuRA's Safety Management System (SMS), to help build a proactive safety culture and to meet our safety obligations under relevant legislation and as set by regulatory bodies.
- Manage and update as needed the WHS and compliance content of the NeuRA intranet site for staff.
- Maintain records of training.
- Maintain NeuRA's audit register, upload checklists and prepare reports for the institute.
- Maintain information on the relevant systems to aid with induction, training, biosafety, chemical and radiation management for NeuRA.
- Manage NeuRA's partnership with UNSW on WHS matters, including coordinating required WHS related reports e.g. laser audits, biologicals report, etc.
- Periodic review of NeuRA's information systems to ensure they are meeting WHS operational needs.

### **Training**

- Train key users of NeuRA's SMS IT system with respect to administrative aspects and functions and generate "How-Tos" and e-learning modules for all users.
- Ensure staff are aware of the training and capabilities requirements for their roles' activities and that they undertake the necessary training.
- Coordinate and conduct training and induction programmes for visitors, students, contractors, new staff, external users and other occupants.
- Provide assistance and WHS expertise in the development of in-house training for high-risk equipment or facilities.
- Liaise with partner institutes on training records and requirements.

### **Supervision**

- Supervise the WHS Administrator and develop their WHS skills and knowledge.
- Oversee and provide advice to the WHS Administrator as required.

### **Other**

- Other duties as required from time to time as requested by the Administration and Compliance Manager and COO.
- Comply with NeuRA's Code of Conduct.
- Develop an understanding of NeuRA's research activities.

## **CORE COMPETENCIES/REQUIREMENTS/EXPERIENCE:**

It is envisaged that the successful candidate will have experience in providing WHS support within a biomedical research, university or health environment. Significant initiative and flexibility is required, while working within a complex research environment.

### **Qualifications**

#### **Essential**

- Relevant degree in work health and safety with substantial experience or equivalent competency gained through any other combination of relevant education, training and/or experience.
- Understanding of WHS principles, legislation, codes of practice and standards relating to the research environment.

#### **Desirable**

- Completed Radiation Safety Officer training.
- First aid certification.

## **Knowledge and Skills**

### ***Essential***

- Extensive knowledge and ability to interpret legal or other expert advice and assist in the implementation of Work Health and Safety legislation, Codes of Practice and relevant Australian Standards related to the research environment or demonstrated ability to quickly acquire this knowledge.
- Strong understanding of Dangerous Goods, Hazardous Substances and Globally Harmonised System of Classification and Labelling of Chemicals.
- Ability to develop practical strategies and to coordinate and facilitate initiatives to reduce risks of incidents; and to research, plan, implement and resolve health and safety issues.
- Demonstrated understanding of Safety Management System requirements and ability to establish its integration and monitor its effectiveness.
- Demonstrated consultation, interpersonal, written and oral communication skills including the ability to establish cooperative working relations with staff and influence others in the achievement of high levels of compliance in work health and safety.
- Proficient in using Microsoft Excel and other data management programs.
- Strong ability to proactively identify problems, devise pragmatic and practicable solutions to them and ability to implement these solutions.
- High level analytical and interpretative skills.
- Strong client service focus with the ability to motivate others.
- Ability to deal with difficult people.
- Ability to exercise judgment and to work independently or in a team.

### ***Desirable***

- Experience working with facilities and building services management with a strong understanding of contractor management, construction and maintenance related safety.
- Knowledge of NeuRA's research activities.
- Knowledge of research and academic policies and procedures relating to WHS.
- Knowledge of radiation, dangerous goods, biosecurity and gene technology and their respective WHS requirements and how these should be applied.

## **Experience**

### ***Essential***

- Extensive experience working in a large medical, laboratory or clinical research environment in the biomedical research, university or health sector.
- Extensive experience in developing plans, programs, writing procedures and guidelines, reports and communicating legislative requirements.
- Significant experience in WHS and related practices in a research environment, including delivering chemical and biological safety programs.
- Experience in maintaining and/or developing databases.
- Experience in WHS induction training for staff, contractors and visitors.
- Significant experience in inspecting facilities, and preparing and presenting reports.
- Significant experience in conducting audits, monitoring and reviewing safety management systems and programs.

### ***Desirable***

- Experience in conducting audits on research facilities and assessing compliance with legislative requirements.

## **KEY RELATIONSHIPS/INTERACTIONS – EXTERNAL AND INTERNAL:**

Research staff  
 Admin and Compliance team and COO  
 Facilities, Engineering and Building Services team  
 IT team  
 HR team  
 Finance team

**WHS RESPONSIBILITIES:**

Familiarisation and Compliance with NeuRA general Policies and all NeuRA Work Health and Safety Policies

Responsibilities of all workers:

- Be familiar with and ensure compliance with the WHS Act 2011 and Regulation 2017
- Co-operate with WHS policies and procedures to ensure your own health and safety and that of others within the workplace
- Attend and complete all training sessions as required
- Do not interfere or misuse equipment provided for the health, safety and welfare of persons at work

Additional responsibilities for managers and supervisors:

- Managers and supervisors, have a duty of care for the health, safety and welfare of all persons in the workplace
- Managers and supervisors must adopt a risk management approach to managing health and safety. This includes undertaking necessary risk assessments
- Attend all required training sessions

**Signed by employee:**

Name:

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Signature:

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Date:

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