**DRAFT**

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| **Position Title** | **Associate Director – H&S Standards and Assurance** |
| **Group/Portfolio** | Health and Safety |
| **Classification** | Individual Contract |
| **Position Number** | 00061914 |
| **Reports To** | Director – Health and Safety |
| **Employment Type** | Continuing |

## 1.0 Position Purpose

## This position provides leadership across the University for the specialist services in radiation, chemical and biological safety, biosecurity, occupational health and hygiene. The role will lead the management of health and safety data, information and reporting including the collaborations with data Solutions and Analytics to ensure the University maintains data integrity, accurate analysis and insights reporting to the executive and senior leadership groups.

## The role will lead and coordinate the health and safety assurance focusing on the assurance of critical control effectiveness.

## Support the Director Health and safety in delivering the strategic goals focusing on psychosocial and critical risk management.

## 2.0 Eligibility Requirements

* + - The occupant of this position will:
			* Hold relevant graduate/ postgraduate qualifications in Occupational Health & Safety and be working towards or currently certified as a practitioner through the Australian Institute of Health and Safety.
			* Have specialist expertise in at least one or more of the specialist areas of responsibility including graduate/post graduate qualifications in these specialisms.
			* Have extensive experience of specialist area regulations and regulatory processes (e.g. Radiation Safety Act, OGTR, OIR)

## 3.0 Key Responsibilities

* + - Provide support and assistance to the Director – Health and Safety in the development of health and safety plans, management systems and projects and actively participate and represent the H&S team on related committees networks and groups as required.
		- Lead & support a team of specialists.
		- Maintain a high level understanding of current and emerging legislation and be able to provide strategic advice, analysis, interpretation, recommendations and/or decisions regarding legislative issues to clients, particularly to researchers, facility operation managers and senior management.
		- Build personal and effective relationships with clients and external stakeholders and proactively take the initiative to consult on a broad scale where change will affect other University operations as well as promoting a positive culture around health, safety and wellbeing.
		- Provide expert professional advice and consultancy to managers across the University to assist in management of complex issues relating to health and safety risk management.
		- Proactively design and manage the development, implementation, monitoring and evaluation of health and safety and risk management strategies, polices and initiatives across the University.
		- Ensure and promote compliance with relevant legislation and University policies and procedures, including equity and health & safety and exhibit good practice in relation to same.
		- Be a leading example of the principles and values embodied in the University’s Code of Conduct, and behave, act and communicate at all times to reflect fairness, ethics and professionalism.

## 4.0 Key Capabilities

* Griffith University identifies the attributes of resilience, flexibility, creativity, digital literacy and entrepreneurship as critical to our graduates’ success, in the rapidly changing future world of work. We have established a Griffith University Capability Development Framework to provide a common language of some of the non-technical organisation skills that will support our staff to thrive now and into the future. The Capability Development Framework will assist you to understand the current skill level of this position in the non-technical but critical skill domains that are increasingly important in a changing workplace context.

To read about some of the non-technical organisation skills for this position, please see the Leads Others section of our [Capability Development Framework](https://intranet.secure.griffith.edu.au/employment/learning-and-development/specialist-programs/capability-development-framework#framework).