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| **Position Title** | Head of H&S Systems, Wellbeing and Assurance |
| **Group/Portfolio** | Health, Safety and Wellbeing |
| **Classification** | Individual Contract |
| **Position Number** | 00061914 |
| **Reports To** | Director – Health, Safety and Wellbeing |
| **Employment Type** | Continuing |

## 1.0 Position Purpose

## This position provides leadership across the University for the specialist services in radiation, chemical, wellbeing and injury management as well as indirectly the assurance programs for biosafety and security.

## The role will lead,

## the management and integrity of health and safety data

## the Executive and Council reporting providing accurate and timely analysis and insights.

## the University Critical Risk Process and maturity uplift.

## The line 2 assurance of all health, safety and wellbeing standards, including biosafety, biosecurity, radiation, chemical, occupational health, occupational hygiene, injury management/Return to Work and psychosocial risk.

## Support and deputise for the Director Health, Safety and Wellbeing in the development of Health, Safety and wellbeing Strategy and plans at University and Group/Element level.

## 2.0 Eligibility Requirements

The occupant of this position will hold relevant graduate/postgraduate qualifications in health, safety and wellbeing and subsequent relevant experience, or an equivalent combination of relevant skills, knowledge and experience.

## 3.0 Key Responsibilities

* + - Provide support and assistance to the Director – Health, Safety and Wellbeing in the development of health and safety plans, management systems and projects and actively participate and represent the Health, Safety and Wellbeing team on related committees networks and groups as required.
		- Lead & support a team of specialists across H&S disciplines.
		- Provide technical support to the generalist health and safety partnering teams.
		- 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, safety and wellbeing risk management.
		- Proactively design and manage the development, implementation, monitoring and evaluation of health, safety and wellbeing 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).