Position Title	Health and Safety Partner (Sciences)
Group/Portfolio	Health and Safety
Classification	HEW 7
Position Number	00052473
Reports To	Health and Safety Manager - Sciences
Employment Type	Continuing

1.0   Position Purpose

The **Health and Safety Partner** contributes to ensuring that Griffith University has a capable, engaged and productive workforce that is fit to deliver its strategic and operational goals, ensuring compliance with legal, regulatory and industrial requirements.

The Health and Safety Partner will apply their expertise and judgment to identify and evaluate Health and Safety risks appropriate mitigation strategies. The Health and Safety Partner achieves this by working collaboratively with their respective client area to design, embed and evaluate fit-for-purpose safety systems and processes.

The Health and Safety Partner will be embedded/co-located in the primary client group/element/central or corporate services location(s) to further underpin the partnering role through being present, visible and accessible at all times.

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2.0 Eligibility Requirements

- The occupant of this position will hold relevant tertiary qualifications in Occupational Safety & Health and subsequent relevant experience, or an equivalent combination of relevant skills, knowledge and experience.

3.0 Key Responsibilities

- Provide support and assistance to the Health and Safety Manager, in embedding a sustainable, positive and effective safety culture across the University (as part of the Safety Management Framework) that is reflected in a significant uplift in organisational safety maturity over time.
- Coordinate and liaise with the H&S specialist teams for the provision of specialist advice and services into the client portfolio.

- Provide professional advice and problem solving support to managers across the University to assist in management of complex issues relating to health and safety risk management.
- Undertake audits, inspections and walk throughs with clients, and where required supported by specialists and working with clients to develop and implement solutions to identified hazards and risks.
- Proactively identify, implement and manage safety-related initiatives with clients, including policy review, processes and standards and education.
- Provision of timely, reliable, consistent safety performance metrics and reporting to managers to support decision making and effective management of safety risk.
- Conduct timely health and safety incident investigations identifying root cause and learnings a well as developing and implementing solutions with clients.
- Document and advise on appropriate corrective action and control measures and early intervention services and follow up on progress with implementation.
- Escalate key safety risks, incidents or issues to the Health and Safety Manager, as appropriate.
- Maintain an understanding of current and emerging legislation and be able to provide advice, analysis, interpretation, recommendations and/or decisions regarding legislative issues to clients across the University.
- Build effective professional relationships and facilitate effective communication with clients and external stakeholders.
- Promote compliance with relevant legislation and University policies and procedures, including diversity and safety and exhibit good practice.
- 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 Self section of our Capability Development Framework.