

FORM 5.5.05A
POSITION DESCRIPTION



IDENTIFICATION

Position Title: Occupational Health and Safety Officer **Position Number:** LPM155

Section: Chief Operating Officer **Department:** Estate & Infrastructure Services

Location: Laucala Campus **Category:** Intermediate & Junior Grade 5

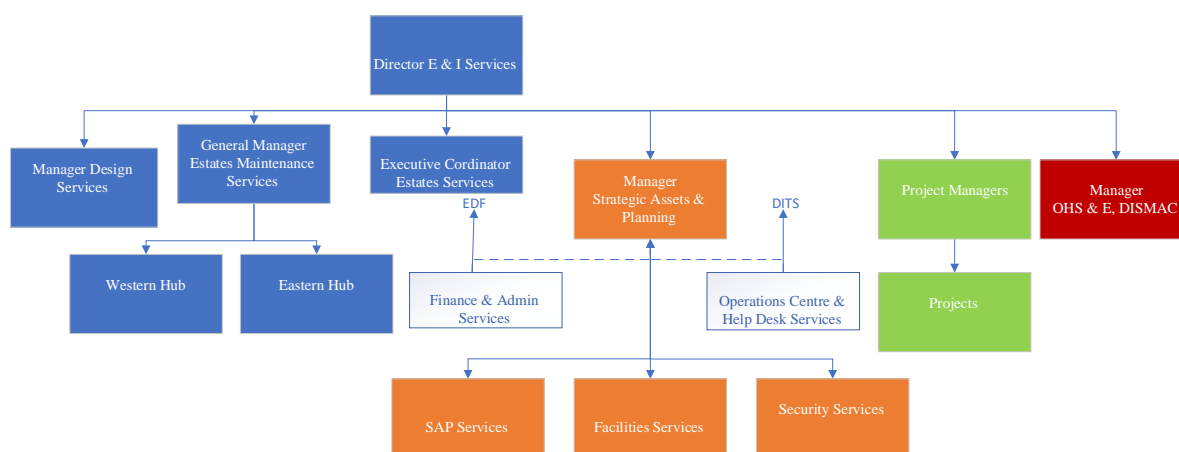
Reports To: Manager OHS & DISMAC Services **Supervised by:** Manager OHS & DISMAC Services

PURPOSE

The Occupational Health and Safety officer is responsible for implementing and monitoring safety programs across all USP Campuses.

NATURE AND SCOPE

The Estates and Infrastructure Services is responsible for the management and strategic oversight of the University’s property, buildings, and infrastructure at all campuses and centers throughout its 12 member countries. Strategic Asset Management, Property Maintenance, Building & Property Standards and Design Services, Occupational Health & Safety Standards, and the Project Management of Major Capital works are key areas within the Section of E & I Services working together to ensure the physical estate supports the University Strategic and Academic Plans for the campuses. These include being the drivers of key campus sustainability initiatives, including energy, water & space efficiency as well as waste management through the adoption and maintenance of internationally recognized and benchmarked property and service standards.



The OHS Officer is responsible for implementing a culture of safety and disaster resilience. The role is key for influencing policy and implementing a system of awareness and preparedness.

The responsibilities include:

- Implementing and Evaluating OHS and DISMAC policy, plans, and systems of USP and administering the OHS Compliance certifications for the campuses;
- Collecting OHS data for reporting and compliance purposes;
- Facilitating the university's OHS and DISMAC induction and training programs;
- Supporting the investigation or review of accidents, incidents, and disaster responses, for continuous improvement of OHS and DISMAC plans and systems;
- Assisting with Risk Management Initiatives;

Limits of Authority: TBA

Internal and External Contacts:

Internal – General Manager Estates Services, Hub Coordinator Estates Maintenance, Campus Coordinator Estates Maintenance, Manager Projects, Manager Design and Projects, Manager Strategic Assets and Planning, Manager OHS & DISMAC Operations, Director Estates and Infrastructure Services, Design Team, Maintenance Team, Landscaping Team, Operations Centre Staff, Strategic Assets Team, Finance Team, USP staff.

External – Local and Regional Authorities, Suppliers, and General public

KEY RESULT AREAS

Refer to Service Level Expectations and Initiatives of the Estates & Infrastructure Annual Plan.

TERMS & CONDITIONS/POSITION ENVIRONMENT

Salary: Intermediate & Junior Grade 5

Length of Contract: 3 years (renewable)

Gratuity and Allowances: N/A

Other Benefits: As per University policies

POSITION SPECIFICATION

Competencies

Educational Qualification

It is **essential** that the appointee have a Certificate IV/Trade Diploma in relevant field. Formal certification in Training of Trainers or Training and Assessment, or being a recognized/registered trainer would be a distinct advantage. OR

Equivalent combination of training, accreditation, and experience

Experience

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It is **essential** that the appointee has:

- Three years of relevant experience in a similar role,
- Working knowledge of member countries OHS and DISMAC Acts, and the relevant regulations, processes, and procedures,
- Familiar with risk registers and risk management in a similar working environment.

Skills

It is **essential** that the appointee has:

- Good Microsoft Office skills (Word, Visio, PowerPoint, Excel),
- Good oral and written English language skills
- Good inter-personal skills
- Good report-writing skills
- Good presentation skills
- Is Client focused and maintains confidentiality
- Good driving skills with a valid Licence

Personal Qualities

It is **essential** that the appointee is:

- self-motivated
- a team player
- change-oriented
- has strong attention to detail,
- committed to an organization
- ethics – a person of integrity
- capable of working after hours and during the weekends
- Able to work with minimal supervision

ACCEPTANCE

Supervisor Name: _____

Staff ID: _____

Supervisor's Signature: _____

Date: _____

Staff Name: _____

Staff ID: _____

Staff Signature: _____

Date: _____