

## POSITION DESCRIPTION

### IDENTIFICATION

**Position Title:** Manager OHS, & DISMAC **Position Number:** LPM162  
Services

**Section:** Chief Operating Officer

**Department:** Estate & Infrastructure Services

**Location:** Laucala Campus

**Category:** Professional Level 3

**Reports To:** Director E&I Services

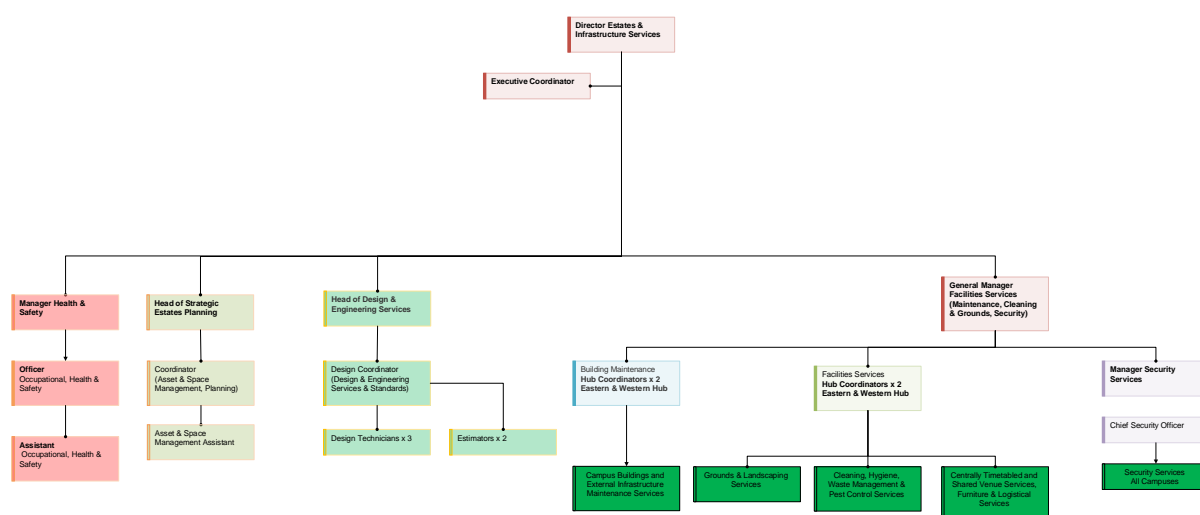
**Supervised by:** Director E&I Services

### PURPOSE

Manager OHS & DISMAC Services is responsible for Occupational Health, Safety and DISMAC services across all USP Campuses.

### NATURE AND SCOPE

Estates and Infrastructure Services is responsible for strategic management and oversight of the University's Estates, across all campuses and centers throughout its 12-member countries. The sections responsibilities include Strategic Asset Management, Facilities Management Services including Security Services, Design and Project Management Services, as well as Occupational Health, Safety, Sustainability and DISMAC Services.



The Manager OHS & DISMAC Services is responsible promoting a culture of safety and disaster resilience. The role is key for influencing policy and implementing a system of awareness and preparedness. The role has a significant influence on USP's risks management strategies to keep safe our staff, students and visitors to the USP.

**The responsibilities include:**

- Leading the development and influence of OHS and DISMAC policy, plans and systems of USP and administering the OHS Compliance certifications for the campuses;
- Monitoring and reporting on compliance of OHS & DISMAC plans and systems;
- Establishing and monitoring the University's OHS and DISMAC induction and training programs;
- Facilitating the investigation or review of accidents, incidents and disaster responses, for continuous improvement of OHS and DISMAC plans and systems;
- Assisting with Campus Risk Management mitigation and reporting initiatives;

**Limits of Authority: TBA****Internal and External Contacts:**

**Internal** – Director E&I Services, Section Heads, Heads of Schools, Manager Strategic Planning and Assets, Manager Design & Projects, Campus Directors, Manager Human Resources, Director Risk & Assurance, Head of Schools, Secretaries, Payroll Officers

**External** – Ministry of Labor Officials, Disaster Management Office Officials, Town and City Council Administrators, Consultants, Students and the General Public.

**KEY RESULT AREAS**

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

**TERMS & CONDITIONS/POSITION ENVIRONMENT**

**Salary:** Professional Level 3

**Length of Contract:** 3 years (renewable)

**Gratuity and Allowances:** 15% gratuity

**Other Benefits:** As per University policies

**POSITION SPECIFICATION****Competencies***Educational Qualification*

It is **essential** that the appointee have a Degree with post graduate qualifications in Occupation Health and Safety, Disaster Management or other relevant field. Additional 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*

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

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

*Skills*

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

- Advanced Microsoft Office skills (Word, Visio, PowerPoint, Excel),
- Good oral and written English language skills
- Good inter-personal skills
- Good report writing skills
- Very good presentations skills
- Is Client focused and maintains confidentiality
- Good investigator able to analyze incidents and accidents to find root cause.

*Personal Qualities*

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

- self-motivated
- a team player
- change-oriented
- has strong attention to detail,
- committed to 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: \_\_\_\_\_