**Position Profile**

**Position Title**  Senior Manager - Safety, Emergency and Wellbeing

**Position Number**  8323

**Position Classification**  HEW Level 10

**Organisational Unit**  Office of People and Capability

**Location**  University Operations

**Casuarina Campus**

**Tenure**  Full-time continuing appointment

**Responsible to**  Deputy Director, People Strategy & Capability

**Employment Conditions**  
**Remuneration Package – HEW Level 10**
Base salary of $107,213 - $119,052 per annum plus superannuation employer contribution of 17%.

District Allowance may apply.

Conditions include 6 weeks annual leave.

**Special Conditions**  Some out of hours work may be required and travel to other Campuses and Centres is essential.

---

**Business Unit Environment**

The Office of People and Capability (OPC) is a key service provider to the University, critical to achieving strategic goals through people. This cannot be done without high levels of staff energy, skills and cooperation. The OPC assists University leadership to develop the culture and systems for people to flourish and contribute to their full potential. To do this, OPC provides the full range of people management services to all CDU managers and staff and proactively develops the external relationships with the community of potential applicants, regulatory bodies and service providers. OPC helps advance key people strategies including attraction and retention, reward and recognition and wellbeing. It offers HR services in partnership with managers and staff including training and leadership development, recruitment, business analytics, payroll, emergency management, safety, wellbeing and employee relations.

The Safety, Emergency and Wellbeing unit is responsible for increasing the capability and capacity of the University to maintain and enhance safe work/study environments for staff, students and operations. Through engaging expertise from the Workplace Safety, Wellbeing and Emergency Management functions, the Unit works to advance and develop a safety culture across the University. It leads the University’s preparedness for, response to and recovery from emergencies and disasters.

**The Role**

This is a new position responsible for providing the operational leadership to enhance the safety culture across the University by delivering, aligning, integrating and promoting the functions of Workplace Safety, Emergency Management and Wellbeing.

The Manager is responsible for planning, developing, implementing, maintaining and coordinating all of the elements of the University’s Safety and Emergency Management systems including all hazard planning (technological, human caused, biological and natural disasters). The planning includes administrative, preparedness, response, recovery (including business continuity) and mitigation within other programs. The Manager is a key member of the multi-disciplinary committees and work groups necessary to ensure appropriate problem-solving and planning at all levels of the University from executive leadership to operating department level.
Key Accountabilities
The following examples of accountabilities are not exhaustive and may include others as directed from time-to-time.

Strategic Leadership, Planning and Reporting

- Lead the maintenance and operation of contemporary Work Safety and Emergency Management systems and services.
- Ensure that University policies and procedures for Safety and Emergency Management are in compliance with relevant legislation, current Australian Emergency Management Arrangements and Australian and International Standards of best practice.
- Lead and champion best practice in Work Health and Safety and Emergency Management across the University.
- Provide strategic advice and innovative solutions to the Executive to address risk and legislation compliance and to build an organisational culture which supports wellbeing in the workplace.
- Plan, develop and evaluate methods and processes for gathering, analysing, interpreting and presenting data and information for continued improvement.
- Provide a range of advice and information to senior management in order to manage risk and compliance for the University.
- Identify areas of high risk and implement plans in order to avoid, reduce or transfer risks.
- Follow and communicate industry trends and advise on action plans to meet statutory and voluntary requirements for Workplace Safety, Emergency Management and Wellbeing.

Operational Responsibilities

- Manage and lead a small team of professionals to develop their capability, motivating and mentoring them to meet the current and future requirements of the Unit and to ensure all relevant annual targets and goals are met.
- Align, integrate and promote the functions of Workplace Safety, Emergency Management and Wellbeing.
- Manage resources to ensure quality, timely and expert service delivery within agreed budgets and timeframes.
- Incident Investigation Leader – Respond to and investigate significant incidents, safety related reports or other events as directed to determine root causes; generating incident reports outlining lessons learned and sustainable corrective actions and conducting follow up to ensure corrective action plans have been implemented.
- Act as University Incident Controller when appropriate and ensure training of local incident controllers.
- Manage the reporting internally and externally for Work Health and Safety for the University.

Liaison, Communication and Training

- Represent the University in designated meetings with governmental agencies, Work Health and Safety and Hazard Management Authorities and Emergency Services personnel, and/or the general public on issues as they relate to Work Health and Safety and Emergency Management.
- Develop, implement, update and evaluate policies and strategies where Workplace Safety, Emergency Management and Wellbeing input is required.
- Develop and implement programs to educate and raise awareness of Work Health and Safety, Emergency management and Wellbeing issues, guidelines and procedures across the University.
- Provide support, education and training to staff to build risk awareness and emergency preparedness and response capability within the University.
- Work with government and local authorities to ensure co-ordination of incident and disaster responses.
Key Selection Competencies

1. Postgraduate qualifications and extensive relevant experience with proven management expertise across Work Health and Safety and Emergency Management.
2. Proven experience in leading organisational change in order to create collaborative and effective teams capable of sustaining a good safety culture.
4. Demonstrated ability to write, develop and implement policies, procedures, risk management plans and work practices that comply with statutory requirements to improve safety in organisations.
5. Exceptional communication skills, together with proven ability to influence, negotiate and motivate staff and students with regard to a safety culture.
6. Demonstrated commitment to continuous improvement and establishing best practice through the introduction of systems and automation of processes.
7. Proven experience as an Incident Controller and/or in the provision of sound and timely tactical and logistical advice to an Incident Controller during an Emergency.

Desirable Selection Competencies

1. Knowledge and understanding of working in tertiary education environments and knowledge of university systems.
2. Experience in promoting wellbeing within an organisation.

Closing date: 29 March 2016

CONTACT DETAILS
Enquiries regarding this position can be directed to Leonie Sacilotto – Executive Assistant - OPC on 08 8946 6944.

SUBMITTING AN APPLICATION
Applications should clearly state which position you are applying for and include a CV and covering document that addresses your strengths in relation to this role, and the Selection Competencies.

All applications can be emailed to Leonie Sacilotto - Executive Assistant, OPC at directoropc@cdu.edu.au. Enquiries are directed to 08 8946 6944.

Please note: Emailed applications will only be accepted for these HR vacancies to ensure the strictest of confidentiality for all applicants. Applications for any other vacancies need to be submitted through the CDU Jobs@CDU website and follow the online application process.

ABORIGINAL AND TORRES STRAIT ISLANDER PEOPLE ARE STRONGLY ENCOURAGED TO APPLY

The University reserves the right not to proceed in making an appointment or to appoint by invitation. The University is an Equal Opportunity Employer and maintains a smoke-free environment.