

Position description

| | |
|----------------------------|---|
| Position title: | OHS Coordinator |
| Employer: | Baker Heart and Diabetes Institute |
| Team: | Facilities, Operations and HSSE |
| Supervisor/Manager: | OHS, Laboratory and Clinical Operations Manager |
| Date: | March 2024 |

Background

The Baker Heart and Diabetes Institute is an independent, internationally renowned medical research facility focused on cardiovascular disease (including stroke and hypertension), diabetes and their complications, such as kidney disease. We have a long and distinguished history, spanning more than 97 years with our work critical to today's healthcare challenges.

The Baker Institute is well positioned to address these challenges, with multidisciplinary teams comprising medical specialists, scientists and public health experts all focused on translating laboratory findings into new approaches to prevention, treatment and care.

Headquartered in Melbourne, with research teams based in Alice Springs, we are a key player in research, translation, education, advocacy and health promotion with a staff of more than 450 (including scientists, clinicians and students). Our senior staff represent us on a broad range of government advisory boards, from health and wellbeing to science and innovation. We also collaborate with leading international research groups as part of our commitment to assisting vulnerable communities around the world.

The Baker Institute is funded through a diverse range of sources including competitive grants, Federal and State Governments, service and clinical income and philanthropic support.

Team

The Facilities, Operations and HSSE (Health, Safety, Security and Environment) team provides specialist advice, direction, and support to management, staff, and students to ensure compliance with the Institute's OHS policies and procedures, and applicable legislation (including maintenance of permits and licences), and to promote and encourage awareness of health and safety standards.

Nature of environment

Deadline driven; tight schedules. Multi-cultural project-oriented environment, encompassing a local and national matrix organisation structure. Composition of staff comprises mainly specialist scientific personnel engaged in the capacity of permanent, and contractual employment.

Travel requirements

Occasional travel required.

Position description

Key job requirements, responsibilities and duties

- Assist the OHS Manager to provide authoritative, technical and complex information and advice and to consult actively with managers and staff to empower them in achieving OHS compliance, and to develop and implement OHS policies, procedures, processes and training to enhance OHS management and information systems at all Baker Institute workplaces.
- Coordinate and maintain the audit and inspection program. This includes conducting audits and inspections, developing and implementing action plans, and working with staff to implement the findings.
- Coordinate and maintain the annual OHS induction and training program.
- Assist in the management, investigation, and follow-up of incidents, contributing to reports to the relevant bodies and authorities, and preparation and maintenance of incident statistics.
- Maintenance of the OHS document management system.
- Assist with the training program, including records management.
- Maintenance of the Risk assessment register.
- Maintenance of the Chemical register and manifest.
- Assist with the implementation of the other OHS and related health monitoring programs.
- Support general team administrative tasks - including purchasing and OHS Committee meeting and minute taking. Dissemination of OHS information, development, and display of OHS flyers, posters, and signs, and general filing, ordering and purchasing as required.

Other responsibilities and duties

- Support the provision of OHS services to organisations covered by Service Level Agreements.
- Assist with the coordination of the chemical management program.
- Assist with OGTR certification and Gene Technology Compliance Programs.
- Radiation Safety Program including personal radiation monitors, dose reports, radiation waste collection, and overseeing the Radiation Rooms.
- Assist with the coordination of Occupational Health Monitoring Programs.
- Conduct and coordinate other OHS-related special projects and legislative compliance activities as required, and participation in other Institute activities (e.g. training).

This role may require other duties to be performed, as directed by the manager/supervisor from time to time, and it is a condition of employment that the successful candidate complies with any such reasonable requirement.

Meet statutory requirements of the company

Maintain up-to-date and accurate knowledge in:

- OHS legislation.
- EEO legislation.
- Privacy legislation.

Position description

- Confidential Information Policy.
- Baker Heart and Diabetes Institute Code of Conduct.
- Australian Code for the Responsible Conduct of Research.
- Baker Heart and Diabetes Institute Intellectual Property Agreement.

Requirements of the position holder

Key selection criteria

- Certificate IV OHS, or completing Cert IV.

Experience

- Experience working in a research laboratory environment (desirable).

Communication/interpersonal skills

- A high level of interpersonal skills, which enable the appointee to liaise effectively with a wide range of people at a variety of levels internal and external to the Baker Institute.
- Excellent oral and written communication skills.
- Demonstrated ability to be a proactive team member and contribute to team development.

Knowledge

- Knowledge of legislation, regulations, and practices governing workplace health and safety, and the ability to translate compliance requirements into suitable processes.
- Current working knowledge of laboratory safety standards, biosafety, radiation safety, and/or gene technology-related legislation (desirable).

Abilities

- Demonstrated ability to meet deadlines without compromising close attention to detail and accuracy.
- Proven ability to work as a member of a team as well as autonomously without close supervision.
- Demonstrated ability and willingness to take initiative and to improve and enhance existing systems and procedures (quality assurance).
- Demonstrated ability to maintain confidentiality and comply with privacy requirements.

Summary of position

As the Baker Institute evolves to meet its changing strategic and operational needs and objectives, so will the roles required of its staff members. As such, staff should be aware that this document is not intended to represent the position that the occupant will perform in perpetuity.

This position description is intended to provide an overall view of the incumbent's role as of the date of this statement. In addition to this document, the specifics of the incumbent's role will be described in Key Performance Indicators (KPIs) developed by the incumbent and

Position description

relevant supervisor as part of the Baker Institute's performance appraisal and development process.

The Baker Institute is an Equal Opportunity Employer and we encourage interest from Aboriginal and Torres Strait Islanders and members of the LGBTIQ+ community for roles within the Institute. We value diversity, inclusivity, gender equity and we promote family-friendly practices. We are a proud recipient of an inaugural Athena SWAN Bronze Award from Science in Australia Gender Equity (SAGE).