

Position description

Greater together 

Position title:	Senior Health, Safety and Wellbeing (HSW) Advisor
Institute/School/Centre/ Directorate/VCO:	People and Culture
Campus:	Mt Helen, Berwick or Gippsland Campus. Travel between campuses may be required.
Classification:	Within the HEW Level 7 range
Time fraction:	Full time
Employment mode:	Continuing employment
Probation period:	This appointment is offered subject to the successful completion of a probationary period.
Further information from:	Scott McArdle, Head, Health Safety and Wellbeing (Acting) Email: scott.mcardle@federation.edu.au
Recruitment number:	JR101311

Position summary

The Senior HSW Advisor plays a key role in championing and advancing a positive safety and wellbeing culture, while supporting continuous improvement across the University. This position engages with a broad network of internal and external stakeholders to implement HSW activities and offer expert advice across various health, safety and wellbeing areas.

The Senior HSW Advisor provides specialist advisory support to assist the effective implementation and operation of the University's HSW Management System. The incumbent requires a comprehensive understanding of the university's HSW management systems and the practical application of legislation, policies, and procedures in diverse and complex environments.

The role supports leaders, health and safety teams and governance committees to manage health and safety risks, maintain control effectiveness, and produce quality assurance evidence in line with the University's HSW Governance, Assurance and Enterprise Risk Framework. The position operates within an established governance system.

The position requires travel between campuses and may occasionally involve working outside standard hours.

Portfolio

The People and Culture function plays a critical role in fostering a positive and safe work environment aligned to our living values and enabling Federation to deliver on its Vision and Strategy through integrated people solutions. The people and culture function are responsible for all aspects of the employee lifecycle including, health, safety and wellbeing, culture, organisational development, employee engagement, employee relations, talent and change

management.

Background

At Federation University, we are driven to make a real difference to the lives of every student, and to the communities we serve.

We are one of Australia's oldest universities, known today for our modern approach to teaching and learning. For 150 years, we have been reaching out to new communities, steadily building a generation of independent thinkers united in the knowledge that they are greater together.

Across our University and TAFE campuses in Ballarat, Berwick, Gippsland, and the Wimmera, we deliver world-class education and facilities. With the largest network of campuses across Victoria, we are uniquely positioned to provide pathways from vocational education and skills training at Federation TAFE through to higher education.

To be successful at Federation University you must be willing to enthusiastically embrace the University's ambition as expressed in the 2021–2025 University Strategic Plan and share the University's values of:

INCLUSION, we celebrate our diversity, particularly valuing Aboriginal and Torres Strait Islander cultural heritage, knowledge and perspectives.

INNOVATION, we are agile and responsive to emerging opportunities.

EXCELLENCE, we act with integrity and take responsibility for achieving high standards.

EMPOWERMENT, we create a supportive environment to take informed risks in pursuit of success.

COLLABORATION, we establish genuine partnerships built on shared goals.

Key responsibilities

1. Provide expert health and safety advice across all campuses to support effective OHS strategies, governance, legislative compliance, and continuous improvement. This includes the HSW framework, guiding OHS planning and implementation, strengthening risk management and incident response capability, supporting health and safety governance groups, and engaging with regulators such as WorkSafe and WorkCover.
2. Coach, support and advise Health and Safety Implementation Teams (HSITs) and Health and Safety Coordination Teams (HSCTs) with the preparation of assurance statements and supporting evidence, including gathering and documenting required information, reviewing submissions for clarity and completeness, and escalating significant gaps and/or issues to the Head, HSW.
3. Identify and analyse data, trends across incidents, hazards, corrective actions and assurance data, distinguishing local issues from systemic risks, and providing clear summaries and briefing materials to inform governance forums including HSCT and UHSPC.
4. Coordinate and undertake regular risk assessments across Institutes and Directorates to monitor compliance and safety performance, escalate significant or emerging risks, and contribute to organisational awareness of risk exposure and due diligence obligations.
5. Collaboratively support and influence committees, providing guidance with assurance, evidence and escalation processes, preparing and synthesising governance materials, and reinforcing clear accountability and decision-making responsibilities across the HSW governance structure.
6. Develop health and safety capability across the University by providing guidance, coaching, tools and resources to leaders and practitioners, improving understanding of risk management and assurance requirements.
7. Review, develop and implement policies, procedures, supporting materials and training resources, consistent application of HSW processes and practice.
8. Drive continuous improvement of the University's health, safety and wellbeing systems and projects by identifying and implementing enhancements to processes and controls.
9. Undertake audits and inspections to monitor compliance and provide clear findings and recommendations to

relevant stakeholders and governance bodies.

10. Monitor and action the reporting of all incidents, near-misses, and safety concerns. Maintain OHS records and undertake analysis of OHS and injury reporting data to identify trends, emerging risks and recommend fit for purpose risk controls.
11. Participate in emergency management activities, training and exercises, as required.
12. In collaboration with the Wellbeing and Injury Management Consultant, contribute to the management of WorkCover claims and Return to Work processes.
13. Reflect and embed the University's strategic plan, and operational purpose, priorities, and goals.
14. Undertaking the responsibilities of the position adhering to:
 - the Staff Code of Conduct, Child Safe Code of Conduct, and Conflict of Interest Policy and Procedure;
 - Equal Opportunity and anti-discrimination legislation and requirements;
 - the requirements for the inclusion of people with disabilities in work and study;
 - Occupational Health and Safety (OH&S) legislation and requirements; and
 - Public Records Office of Victoria (PROV) legislation.

Level of supervision and responsibility

The Senior HSW Advisor operates under the broad direction of the Head – HSW and will work independently and as part of a wider People and Culture team to provide technical expertise and advice on occupational health and safety, WorkCover and Return to Work matters.

The Senior HSW Advisor will provide subject matter expertise, advice and guidance to Institutes and Directorates to solve practical OHS risks and problems. The position will independently advise on the interpretation of relevant legislation, regulations or policy to resolve often complex health, safety and wellbeing issues. This position will apply sound judgement when providing advice and assessing risks, recognising consequences of advice and actions. The role involves adapting OHS, WorkCover, and Return to Work principles and regulations to fit the University's requirements while ensuring compliance with OHS legislation.

Position and organisational relationships

The Senior HSW Advisor will develop, foster and sustain effective, collaborative relationships with a broad range of internal and external stakeholders. You will engage with stakeholders, cross-institutional counterparts, and regulatory authorities on matters relating to OHS management and compliance. This role involves leading and actively contributing to OHS initiatives, while supporting the implementation and continuous improvement of the University's OHS programs, systems, and strategic objectives.

Key selection criteria

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following key selection criteria:

Training and qualifications

1. Completion of:
 - A relevant degree with at least 4 years subsequent relevant experience; or
 - extensive experience and specialist expertise; or
 - an equivalent combination of relevant experience and/or education/training.
2. A Return to Work Coordination Certificate is desirable
3. Hold a valid Working with Children Check (WWCC) or hold a current registration with the Victorian Institute of Teaching (VIT).

Experience, knowledge and attributes

1. Proven experience interpreting OHS legislation accurately and applying specialist knowledge of practices

and principles to deliver coaching, support and authoritative advice to stakeholders.

2. Demonstrated capacity to navigate a large, complex environment with multi-faceted structures and frameworks.
3. Demonstrated success in identifying OHS challenges and implementing practical, results-driven solutions across diverse work settings.
4. Demonstrated ability to work autonomously and collaboratively to deliver outcomes within required timeframes.
5. Excellent communication and interpersonal skills to develop strong partnerships to communicate, influence, liaise and negotiate with a wide range of people including those at senior levels internally and externally to the university.
6. Strong analytical, conceptual and problem-solving skills coupled with attention to detail particularly when working with safety systems, data and reporting.
7. Experience supporting incident management, injury management and return-to-work processes, including contributing to investigations, corrective actions and sustainable return-to-work outcomes.
8. Capacity to travel between campuses and to work occasionally outside standard working hours.
9. Demonstrated working knowledge and application of the Child Safety Standards.
10. Demonstrated knowledge and application of appropriate behaviours when engaging with children, including children with a disability and from culturally and/or linguistically diverse backgrounds.

The University reserves the right to invite applications and to make no appointment.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.