

## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	<b>Safety Advisor</b>
<b>DIVISION:</b>	<b>Support</b>
<b>GROUP:</b>	<b>People and Safety</b>
<b>LOCATION:</b>	<b>Herston</b>

---

### POSITION OBJECTIVES

The primary objectives of this position are to facilitate the delivery of world class medical research while ensuring:

- the safety of all persons working at or associated with QIMR Berghofer, and
  - that QIMR Berghofer complies with its regulatory obligations with regard to work health and safety, biosafety, biosecurity, chemical safety, and radiation safety.
- 

### ORGANISATIONAL CONTEXT

QIMR Berghofer is a statutory body under the QIMR Act (1945). The mission of QIMR Berghofer is to promote the wellbeing of humankind through medical research, to maintain within the State of Queensland an internationally recognised Centre for Medical Research, to develop that Centre as the primary focus of Medical Research within the State and to co-operate with, and where possible assist the work of other medical research establishments within the State and throughout the world.

QIMR Berghofer's Support Division includes Human Resources, External Relations, Finance and Administration, Research Support and Governance, and Scientific Services. The role of the Support Division is to provide support services to QIMR Berghofer research staff to enable them to effectively conduct research and development.

The safety team supports the delivery of world class medical research while promoting the highest standards of safety and wellbeing of all persons at QIMR Berghofer. The team provides training and advice in order to drive a positive safety culture and supports researchers, management and the Institute to comply with their obligations under relevant legislation.

---

### REPORTING STRUCTURE

The position reports to the Safety Manager

---

## **PRIMARY RESPONSIBILITIES**

- Create a culture of safety at QIMR Berghofer that facilitates the delivery of world class medical research, including the provision of specialist technical and regulatory advice to staff and senior management on all aspects of Work Health and Safety (WHS).
- Monitor, audit and report on QIMR Berghofer's compliance with the Work Health and Safety Act 2011 and related legislative requirements, and the Institute's WHS policies and procedures.
- Investigate accidents and incidents, perform manual hazards assessments and ergonomic assessments to minimise risk to all persons working at QIMR Berghofer.
- Monitor and report on QIMR Berghofer's compliance with fire safety regulations.
- Assists in conducting inspections of Office of Gene Technology Regulator (OGTR) certified and Department of Agriculture and Water Resources (DAWR) certified facilities as per the relevant guidelines and criteria.
- Assist all occupants of the Institute in understanding how they need to safely use, label store and dispose of the chemicals that they require for scientific purposes, and actively participate in the development of best practice solutions to significantly enhance the management of chemicals.
- Contribute to a service oriented team that delivers effective services and professional support.

---

## **KEY SELECTION CRITERIA (Qualifications, Experience, Skills, Abilities and Personal Qualities)**

### ***Essential***

- Science degree qualification or laboratory experience in a research/clinical environment with knowledge of current laboratory techniques
- Demonstrated broad understanding of laboratory operations and risks as they pertain to WHS legislative requirements and standards, particularly in relation to containment facilities, equipment safety, and waste management
- Knowledge of, or experience with investigating safety accidents and incidents
- Experience monitoring safety compliance and/or conducting inspections in a laboratory
- Ability to develop and foster working relationships with various stakeholders, including scientists, regulators, tenants, members of support divisions and students to improve safety and compliance in a large medical research organisation
- Ability to adapt and maintain effectiveness when experiencing changes in work task or adjust to new processes or requirements.
- Well-developed communication skills, influencing strategies and emotional intelligence
- Demonstrated high level computer literacy with a focus on databases, spreadsheets and word processing
- Knowledge of fire safety regulations in a research /clinical environment

### ***Desirable***

- Relevant qualifications in Work Health and Safety, Risk Management or related field in a medical research environment
  - Experience with the safe use and storage of hazardous chemicals and scheduled drugs within a laboratory setting
-