

Position Description – Work, Health and Safety Chemical Technical Assistant

Updated 09 January 2025

POSITION DETAILS	
College/Portfolio	<i>Corporate Services</i>
Organisational Unit	<i>People & Culture</i>
Supervisor (Title)	<i>Associate Director, Work, Health and Safety</i>
Classification	<i>Higher Education Officer level 4</i>
Employment Type	<i>Continuing, part-time</i>

POSITION SUMMARY
<p>The Work Health and Safety (WHS) Chemical Technical Assistant operates under routine to general supervision to provide support for the delivery, management and provision of WHS services. This role is responsible for ensuring an ongoing safe environment for staff, students, and visitors. The primary responsibilities include coordinating activities related to the safe storage, transportation, and disposal of hazardous substances and dangerous goods.</p>

UNIVERSITY EXPECTATIONS AND VALUES
<p>All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to:</p> <ul style="list-style-type: none"> • demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence, and the underlying ethos of being Student Centred; • contribute to the efficient and effective functioning of the team or work unit to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members, if required, and undertaking other key responsibilities or activities as directed by one's supervisor; • promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity; • perform their responsibilities in a manner which reflects and responds to continuous improvement; and • familiarise themselves and comply with the University's <i>Work Health and Safety, Injury Management and Equal Opportunity</i> policies. <p><i>A National Police Certificate which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position.</i></p> <p><i>SA: Staff working in a health care setting are <u>strongly recommended</u> to be fully vaccinated against COVID-19 in line with the SA Health policy.</i></p>

KEY POSITION RESPONSIBILITIES

The Work Health and Safety Chemical Technical Assistant is accountable for:

1. Assisting in implementing, monitoring and reporting WHS practices in the University and support chemical management activities.
2. Maintaining an awareness of Flinders University WHS policies and procedures that are relevant to the work in the College.
3. Contributing to the recording and upkeep of WHS documentation and assist with managing chemical registers, manifests, risk assessments, and other WHS information systems.
4. Maintaining up-to-date knowledge on general WHS practices, including legislative requirements relating to chemical safety
5. Supporting the Senior Work Health and Safety Advisor to ensure that WHS practices are compliant.
6. Assist in audits, inspections and other activities that support WHS practice and continual improvement.
7. Any other responsibilities in line with the level of the position as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- Completion of a diploma level qualification with relevant experience or certificate level qualification in Work Health & Safety with relevant/extensive work-related experience; or an equivalent combination of relevant experience and/or education/training in WHS or Science related background.
- Experience in the handling and storage of hazardous chemicals and dangerous goods.
- Demonstrated ability to take initiative and work in both team and autonomous environments.
- Demonstrated knowledge of Work Health & Safety (WHS) Legislation.
- Demonstrated experience in hazard management and providing WHS services.
- Demonstrated effective oral and written communication skills and interpersonal skills.
- Demonstrated ability to set and prioritize workloads.