

Job and Person Specification

Title of Role:	Occupational Hygienist	Remuneration Level:	PO2
Section:	Technical Services	Type of Appointment:	Ongoing
Business Unit:	SafeWork SA	Position Number:	P26653

Job and Person Specification Approval


DELEGATE

27/05/2024

SafeWork SA

SafeWork SA (SWSA) is responsible for providing work, health and safety, public safety and state-based industrial relations services across South Australia. As a regulator, Investigators and Inspectors ensure work, health and safety, and public safety standards are met, and appropriate action is taken when breaches of laws are detected.

SafeWork SA Values

- Professionalism
- Respect
- Integrity
- Service

Primary Purpose

The Occupational Hygienist is accountable to the Team Leader, Work Environment Unit to provide high-level advice and expert consultancy to SafeWork SA on current and emerging workplace hazards with particular focus on occupational hygiene. The role is responsible for the delivery of state-wide compliance and enforcement intervention programs within a range of industries. The Occupational Hygienist will provide advice on matters relating to emerging workplace hazards to both internal and external stakeholders, which considers legislation, knowledge of state and national initiatives, standards, literature, and sound professional judgement.

Reporting Relationships

- Team Leader, Work Environment Unit



Key Relationships/Interactions

- Manager and members of the Technical Services Team
- Director, Compliance & Enforcement
- Safework staff
- Administration staff
- Other government agencies (state & national)
- External Agencies including SafeWork Australia
- Private sector organisations such as PCBU's, unions, industry associations.

Key Challenges

- To prioritise work and drive projects in an environment where professional officers often have conflicting priorities.
- To provide well researched and balanced advice to stakeholders on technical matters in a way that can be easily understood.
- To work within a confidential, potentially hostile, and politically and security sensitive environment.

Special Employment Conditions

- Engagement in this role is subject to a satisfactory Department of Human Services General Employment Probity Check. A renewal will be required every three years.
- Will be required to take part in the on-call roster
- Some out of hours work may be required
- Some intra and interstate travel requiring overnight absences may be required
- Possession of a minimum Class C driver's licence is essential
- Subject to completion of a satisfactory police (criminal) and ASIO (politically motivated violence) security check

AGD Conditions

- Participation in bi-annual Performance Management Program;
- Actively participate in all mandatory training requirements;
- Abide by the standards in the Code of Ethics for the South Australian Public Sector (the Code), relevant legislation and AGD policies and procedures; and
- Employment is dependent upon a General Employment Probity Screening clearances that the AGD finds satisfactory.
- The incumbent may be required to be assigned to other positions at the same remuneration level across the department.



Flexible Working Arrangement Options

The South Australian public sector promotes diversity and flexible ways of working including part-time. You are encouraged to discuss the flexible working arrangements for this role. Flexible working arrangement options for this role may include

- Flexitime
- Part time
- Job Sharing
- Compressed Hours
- Work from home or telework arrangements.
- Remote working arrangements



Responsibilities

This Job and Person Specification provides an indication of the type of duties you will be engaged to perform. You may be lawfully directed to perform any duties that a person with your qualifications, skills and abilities would reasonably be expected to perform. The Occupational Hygienist is responsible for:

Key Responsibilities	Specified Duties	Performance Indicator/Measurement
Delivery of compliance and enforcement activities	• Contribute to the delivery of compliance and enforcement services pertaining to the legislation administered by the occupational hygiene. • Work with professional competence and independence to make analytical and complex decisions and recommendations relating to emerging workplace hazards. • Assess and manage notifications relating to chemical exposure. • Conduct inspections and planned audits of facilities. • Contribute to the investigation of incidents and dangerous occurrences, which may include seizing and compiling evidentiary reports for prosecution proceedings against organisations or persons for significant breaches of legislation.	• All complaints, accidents and/or dangerous occurrences are assessed and actioned appropriately and in a timely manner. • Notifications are assessed, actioned and issued accurately and in a timely manner. • Engage with stakeholders as required ensuring expectations are managed appropriately and professionally. • Industry compliance rates improve consistent with agency targets. • Licensing, certification and authorisation processes are streamlined and proportionate to the nature and complexity of the regulatory requirements. • Licensing, certification and authorisation decisions and recommendations are fully documented and reviewable.



Provision of advice	• Provide specialist advice and guidance to agency staff in enforcement and prevention activities in occupational hygiene. • Plan coordinate and conduct workplace visits and inspections with inspectors when specialist expertise and consultancy is required in relation to the professional discipline. • Undertake the analysis of complex issues and risks and develop and deliver reports and presentations on emerging workplace hazards to a range of audiences, including key stakeholders. • Contribute to the development of operational policy and provide specialist advice to the development of standards in specialist areas relating to occupational hygiene. • Provide expert specialist advice to internal and external stakeholders in the area of occupational hygiene. • Provide support, guidance to the agency in the area of occupational hygiene. • Provide advice and make decisions where the legislation or standards are unclear by applying professional expertise; giving due regard to the strategic directions of the agency, the safety of workers, public safety and potential impact on stakeholders.	• Enquiry response within agreed timeframes • Provide reports and advice in a timely manner to agreed time frames. • Quality and timeliness of advice. • A high level of consistency achieved in the provision of expert advice. • Positive feedback from stakeholders.
Monitor emerging workplace health hazards.	• Assist in the development and review of safety alert and information. • Provide advice on, safety alerts across South Australia. • Participate in proactive campaigns and audit programs for occupational hygiene and emerging hazards. • Review of policies, practices and functions in relation to emerging workplace hazards, applying professional expertise. • Assist in ensuring that emerging workplace hazards are developed and maintained in SafeWork SA by providing expert consultancy and formulating strategic approaches to management of issues. • Assist in developing organisational capability within SafeWork SA in relation to the identification and management of workplace hazards related to area of professional expertise	• Applying relevant technical and contextual knowledge on case merit • Provide responses to presentation requests within agreed timeframes. • Attend Government specialist's national forums and assist with providing state responses to issues within reasonable time frames. • Operational outcomes delivered in a timely manner. • Policy implemented within agreed time frames. • Quality of policies and procedures

Initiate and develop compliance projects	• Initiate, plan and coordinate state-wide proactive projects relating to occupational hygiene and emerging workplace hazards. • Identify trends, develop appropriate strategies, and coordinate the delivery of relevant projects. • Ensure emerging public safety and security issues are identified in relation to emerging workplace hazards.	• Relevant project management techniques are applied. • Implement projects in line with National/State strategies and business needs. • Ensure compliance plans are targeted, in line with legislative requirements and progressed within agreed timeframes. • Appropriate project documentation developed and maintained throughout projects. • Project plans and reports provided as required.
Support Inspectorate and Advisory Service	• Provide advice and support to relevant staff to undertake effective hygiene activities. • Assist to develop, implement and evaluate significant training programs and projects for occupational hygiene. • Deliver assigned activities and projects that contribute to improve training outcomes across the agency. • Actively seek feedback on the effectiveness of operational tools and processes.	• Time frames met • Accurate and up to date files on complex matters • Assist develop relevant training programs where necessary • Liaise with Training Coordinator to develop skills needs • Consistency in the delivery of services.
Continuous Improvement	• Maintain and support a culture of high performance, professionalism and continuous improvement within the team.	• Identify opportunities for improvements in systems and objectives of SafeWork SA and drive continuous improvement.
Contribute to Culture	• Actively participate and contribute to responsible and safe work practices; • Embrace diversity and cultural differences in the workplace. • Contributing to the promotion and implementation of Public Sector Principles and Practices and in particular Equal Opportunity, Work Health and Safety by adhering to the provisions of various Acts and associated legislation.	• Work practices are safe and Work Health and Safety legislation, policies and procedures are adhered; • Respectful behaviour observed when faced with diversity/differences in opinion. • Individual differences are encouraged and accommodated in the workplace.



Technical Expertise

Qualifications, Skills, Knowledge and Experience relevant to the role

Technical Expertise (Essential)	• A relevant degree (e.g., health science, chemistry, occupational hygiene, public health). • Experience in determining operational priorities, strategies and work standards and the successful initiation, planning, implementation, and evaluation of complex and high-level workplace health hazards projects. • Current membership or eligibility for membership with the Australian Institute of Occupational Hygienists • Comprehensive and current knowledge in occupational hygiene including knowledge of state and national initiatives. • Demonstrated experience undertaking demanding evaluations with a high level of professional independence including, researching, analysing and evaluating complex information from a range of sources and deliver options, policy advice, recommendations and plans for action. • Proven ability to effectively engage stakeholders, consult, liaise, influence, engage and negotiate successfully with a broad range of people at all levels. • An awareness of the relevant legislation, policies and procedures, including Code of Ethics, EEO and cultural inclusion. • An understanding of the legislative requirements of the Work Health and Safety Act 2012. • An awareness of and ability to work to the spirit and principles of AS/NZS ISO 31000 Risk Management.
Technical Expertise (Desirable)	• Extensive experience in dealing with complex and emerging issues • Advanced user of IT applications (Word, Excel, PowerPoint, Project) • Knowledge of injury prevention principles • Sound experience in working in a WHS and/or research environment



Behavioural Capabilities

The Performance Matrix describes the behaviours expected of SWSA employees across various levels in the Department.

Descriptors below detail the behavioural capabilities required for performance in the Occupational Hygienist. KEY behaviours for this role are listed with the critical behaviours highlighted in **bold**. This broader group of behaviours are applicable to your ongoing success in the role.

	Strategic Focus	Results Orientation	Service Delivery Excellence	Relationship Management	Professional Approach and Drive
Strategic	Shapes Strategic Thinking and Change	Achieves Organisational Results	Drives Business Excellence	Forges Relationships and Engages Others	Exemplifies Personal Drive and Professionalism
Tactical	Promotes Strategic Thinking and Change	Achieves Team Results	Delivers Business Excellence	Establish Relationships and Engages Others	Models Personal Drive and Professionalism
Operational	Supports Strategic Direction	Achieves and Monitors Own Results	Supports Service Delivery Excellence	Fosters Working Relationships	Supports Personal Drive and Professionalism
Foundational	Understands the Strategic Direction	Achieves Individual Results	Contributes to Service Delivery Excellence	Maintains Working Relationships	Demonstrates Personal Drive and Professionalism



Element	Behaviours
Strategic Focus (Tactical)	- Actively promotes goals and strategic direction Translates strategies and goals into achievable plans Ensures work goals are linked to the bigger picture - Considers the broader political environment and context when decision making Sets aside time to engage in forward planning for his/her area of responsibility
Results Orientation (Tactical)	- Creates a shared sense of purpose towards achieving goals Makes complex decisions that require a high degree of judgement - Provides clear direction on how to achieve outcomes Develops plans with clear outcomes and supports others to achieve these - Is accountable for the delivery of quality, timely and cost effective results
Service Delivery Excellence (Tactical)	- Identifies trends, potential problems and opportunities and incorporates into plans. Identifies and manages capability and expertise of the workgroup to achieve outcomes. Promotes and ensures a strong focus on internal and external customer service. - Effectively manages their own, individual and team performance and contribute to the business unit.
Relationship Management (Tactical)	Represents the agency and public sector effectively in public and government forums. Develops effective working relationships and internal and external networks. - Appropriately identifies and collaborates with relevant stakeholders. Tailors approach and communication style to suit the situation and audience.
Professional approach and drive (Tactical)	Identifies risks and takes appropriate action - Maintains strict confidentiality of information - Remains positive and recovers quickly from setbacks Accepts change constructively - Pro-actively seeks to develop skills and knowledge - Receptive to feedback and uses to improve performance

Acknowledged
by occupant

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(Print name)

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(Signature)

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Acknowledged
by line manager

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