

POSITION DESCRIPTION:



SECTION A: Position Context

Position Title	Health & Safety Officer
Position Number	
Classification	Executive
Campus/School/Department/Faculty	Sarawak Campus – Facilities & Services
Division	Student and Corporate Services
Term of Appointment	Permanent
Effective Date	May 2009

Position Purpose:

The position is an administrative position at the Branch Campus University in Sarawak. The person reports to the Manager, Facilities and Services and is responsible for areas as designated by the Manager, Facilities and Services. Currently these include: safety and health policy, procedures and practices, provide information, training, assistance and interpretation of safety and health requirements and standard to management, employee, vendor and related parties, Emergency Management policy, procedure and practice, General repair & maintenance, sourcing and purchasing of consumables, fire and safety, security system, M&E System, and etc. The position will also be responsible for proper liaison and coordination with the Building Maintenance Unit of Pometia Sdn Bhd, the owner of the buildings. All maintenance in relation to buildings, air-conditioning system, M&E system, fire-fighting system, lifts, etc will be handled by the Pometia Maintenance Team and to work closely with other staff on campus.

University Information:

Swinburne University of Technology is a large multi-sectoral and multi-campus institution with a stated mission to be a pre-eminent entrepreneurial university from the Asia-Pacific, thriving on new ideas and knowledge and exploiting its intersectoral heritage to create value for its stakeholders

Swinburne has campuses in metropolitan Melbourne at Hawthorn, Prahran, Lilydale, Wantirna, Croydon and Healesville and an overseas branch campus university in Kuching, the capital city of the State of Sarawak in Malaysia. It also offers an increasing number of subjects and courses via the Internet. Its programs cover the education and training needs of over 40,000 students ranging from apprentices through to doctoral students

Swinburne is proud of its close links with industry, business and the community generally. It has gained a prominent and respected name in education in Australia and overseas through:

- government funded programs and research;
- industry and business funded research;
- consultancy and training;
- fee-for-service teaching;
- an international focus for its curricula, student recruitment and operations.

The Branch Campus in Sarawak is a licensed branch campus university in Malaysia which offers selected undergraduate, postgraduate and research degree courses identical to those offered at other Swinburne campuses in Australia. It also offers pre-university foundation programs and a limited number of diploma programs. The branch campus was established in 2000 as Swinburne Sarawak Institute of Technology and on gaining university status in Malaysia changed its name to Swinburne University of Technology (Sarawak Campus) in June 2004. The Branch campus occupies a 16.5 acre site in central Kuching, the state capital of Sarawak. In 2008 the Sarawak Campus had approximately 2500 students from Malaysia and other countries and plans to expand rapidly as its staff and facilities are developed in the next few years to allow a greater number and diversity courses to be offered.

The branch campus university in Sarawak is a joint venture between Swinburne University of Technology in Australia and the State Government of Sarawak through two of its Foundations – Yayasan Sarawak and the Sarawak Higher Education Foundation. The academic operations of the campus are integrated with and controlled by the University in Australia.

Department/Faculty/School & Division

Facilities & Services

As a department under the Student & Corporate Services Division, the Facilities and Services Department provide support and advices to the University as a whole. There are major field of services rendered:-

- Renovation works & space planning
- Asset maintenance and management
- Cleaning of the buildings and campus areas
- Utilities management
- Landscaping
- Security
- Facilities support for events and functions
- Safety and Health Management
- Emergency Management
- Administrative Services
- Managing of company vehicles and transportation

The Department plays an important role in ensuring that the University has sufficient technical resources, infrastructure and service in place in supporting the overall operations.

URL to web pages:

<http://www.swin.edu.au/hed/> and <http://www.swinburne.edu.my>

Participation on Committees:

Not applicable.

Supervision Reporting Relationships:

<u>This</u> positions' supervisor/manager	Manager, Facilities and Services
Other positions reporting to <u>this</u> position	Facilities Technician, General Workers, Cleaners, Security

Location:

This position is located at the Sarawak campus.

SECTION B: Key Responsibility Areas

The key responsibility areas (KRAs) are the major outputs for which the position is responsible and are not a comprehensive statement of the position activities.

Key Responsibility Areas		
1.	TECHNICAL SKILLS AND KNOWLEDGE	<p>Able to perform first line support covering at least the following fields:-</p> <ul style="list-style-type: none"> - General repair & maintenance, especially electrical, air conditioning - Fire & safety, Occupational Safety and Health implementation - Maintenance and relocation of furniture & fittings - Record keeping of all documentation pertaining safety & health and emergency management - Lead to identify hazards and control risk through systematic approach - Lead to investigate, report and recommend corrective and preventive measures for accidents - utilises six-sigma tolls and safety strategies to guide injury prevention effort - provide ergonomic assessment and provide technical guidance to staffs and students to minimize risks associated with materials handling, repetitive motion and workstation design - provide expertise during concept and design phase of products and operational process to ensure that sound safety and health / emergency management methodologies and integrated in design and conduct process hazard assessments as warranted - coordinates loss prevention insurance review and associated action plans, oversees inspection on repairs and maintenance of fire system, access control systems, Arranges for system test as required by government regulations, NFPA, NIOSH and company requirements - Organization & planning
2.	VENDOR RELATIONSHIP MANAGEMENT	<p>Able to specify items required and obtain quotations as necessary. Maintain good relationship with vendors.</p> <p>-</p>
3.	CUSTOMER SERVICE	<p>Be polite, and courteous to all members of staff, students and visitors. Able to work well with staff members from other departments to provide the best customer service.</p> <p>Provide accurate information, educating and advising the staff on department policies and procedures</p> <p>Respond to any queries in a timely and polite manner.</p> <p>Ensure the staff provides a friendly, helpful and response service to internal and external customers.</p>
4.	LIAISON AND INTERACTION	<p>Liase with the building owner to ensure technical services are in good working conditions to support the operations of the University</p> <p>Liase with relevant government authorities and statutory bodies in complying with rules and regulations</p>
5.	Report	Prepare and provide accurate reports on relevant information.
6.	General	Work effectively as a member of the technical team, providing input, advice and assistance as required.
7.	Others	Any other duties as required by the Manager, Facilities and Services or Director Administration.

SECTION C: Key Selection Criteria

Qualifications: Include all educational and training qualifications, licences, and professional registration or accreditation, criminal record checks etc. required for the position.		Essential/ Highly Desirable / Preferable
1.	A degree from a Malaysian or overseas university in safety engineering/management, environment with 5 years of relevant work experience.	Essential
2.	A Health and Safety Certificate DOSH or NIOSH.	Highly Desirable

Experience / Knowledge / Attributes: Required by the incumbent to successfully perform the positions key responsibilities.		Essential/ Highly Desirable / Preferable
1.	Sound understanding and appreciation of the role and function of the HSE Management system, regulations and Emergency management, facilities, operation and general building maintenance in supporting the development goals of a modern university.	Highly desirable
2.	Some knowledge in the application of information technology to administrative systems and tasks.	Preferable
3.	Ability to communicate orally and in writing, to convey and elicit information effectively, and to develop cooperative working relationships with staff, students and suppliers, computer literate.	Highly desirable
4.	Hands-on knowledge of the operations and maintenance of various services installed in the building and its compounds, electrical works, plumbing, carpentry, management of sound system, fire & safety, air-conditioning system, housekeeping, gardening, etc..	Preferable
5.	Fair command in English, both spoken and written.	Preferable
6.	Ability to be organised, have some planning skills, dedicated, and hardworking.	Highly desirable

Swinburne Attributes:

Our attributes inform the selection process; however, a written response to the attributes is not required. The attributes are:

Building Organisational Capability	Demonstrates Personal Integrity	Manages Change Effectively
Builds Relationships	Drives Service Excellence	Provides Educational Leadership
Creates a Learning Environment	Exhibits Entrepreneurial Skills	Sets Direction

For information refer to the following weblink: [Swinburne Attributes](http://www.swin.edu.au/corporate/hr/attributes/)
(<http://www.swin.edu.au/corporate/hr/attributes/>).

Further Information:

Further information is available from Andrea Sim, Manager, Human Resource Department at telephone 416353 ext. 8756, fax 423594, email asim@swinburne.edu.my

Applications:

Applications should include a detailed CV summarising qualifications, experience and other matters considered relevant to the application. The CV should also include information on work related areas such as visa and work status in Malaysia/Sarawak. The application should also include a separate document addressing individual key selection criteria (Section C).

The University has a policy requiring successful applicants to produce evidence of all formal qualifications at the time of commencing employment.