



Position Description – Technical Manager – Central Operations – OHS+C

Position Details

Position Title: Technical Manager – Central Operations – OHS & Compliance

College/Portfolio: STEM College

School/Group: STEM College Office

Campus Location: Based at the City campus, however, may be required to work and/or be based at other campuses of the University.

Classification: HEW 8

Employment Type: Fixed Term

Time Fraction: 1.0

RMIT University

RMIT is a multi-sector university of technology, design and enterprise. The University's mission is to help shape the world through research, innovation and engagement, and to create transformative experiences for students to prepare them for life and work. For more information on RMIT University follow the links below.

<https://www.rmit.edu.au/about>

<https://www.universitiesaustralia.edu.au/university/rmit-university/>

<https://www.rmit.edu.au/about/facts-figures>

Our three main campuses in Melbourne are located in the heart of the City, Brunswick, Bundoora and Point Cook, along with other Victorian locations. There are also two campuses in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain. RMIT is a truly global university.

<https://www.rmit.edu.au/about/our-locations-and-facilities>

We are also committed to redefining our relationship in working with, and supporting, Indigenous self-determination. Our goal is to achieve lasting transformation by maturing our values, culture, policy and structures in a way that embeds reconciliation in everything we do. We are changing our ways of knowing, working and being to support sustainable reconciliation and activate a relationship between Indigenous and non-Indigenous staff, students and community. Our three campuses in Melbourne (City, Brunswick and Bundoora campuses) are located on the unceded lands of the people of the Woi Wurrung and Boon Wurrung language groups of the eastern Kulin Nation.

Why work at RMIT University

Our people make everything at the University possible. We encourage new approaches to work and learning, stimulating change to drive positive impact. Find out more about working at RMIT University, what we stand for and why we are an Employer of Choice.

<https://www.rmit.edu.au/careers>

We want to attract those who will make a difference. View RMIT's impressive standings in university rankings.

<https://www.rmit.edu.au/about/facts-figures/reputation-and-rankings>

STEM College

STEM College holds a leading position and expertise in the Science, Technology, Engineering, Mathematics, and health (STEM) fields. We are uniquely positioned to influence and partner with industries.

STEM College is a community of exceptional STEM researchers, teachers, inventors, designers and game-changers, supported by talented professional staff. We offer higher education programs across all STEM disciplines at the Bachelor, Master and PhD levels, and ensure our students experience an education that is work-aligned and life-changing.

The College is renowned for its exemplary research in many STEM areas including advanced manufacturing and design; computing technologies; health innovation and translational medicine; nano materials and devices; and sustainable systems. Our brilliant researchers attract funding from government and industry sources.

Industry is at the heart of what we do. It ensures our research has real world impact and our students are truly work-ready. Under the leadership of DVC STEM College & Vice President, Digital Innovation, we have established new hubs of industry-connected digital innovation and endeavour and are engaging with global STEM organisations at scale.

Our diversity and shared values empower our work, and we are proud of the College's inclusive, caring culture. We offer a safe, dynamic work environment, and support every member of our community to achieve their potential. The College appointed Victoria's first ever Dean of STEM, Diversity & Inclusion in 2020, and this role drives gender equity, diversity and inclusion strategies across the College.

STEM College employs 1,000 staff who deliver onshore and offshore programs to approximately 20,000 students.

We are here to positively impact the world and create the next generation of STEM leaders.

<https://www.rmit.edu.au/about/schools-colleges/stem-college>

STEM College Office Professional Staff

The STEM College Office Professional staff provide exceptional and efficient support to the College.

The Learning, Teaching and Quality teams support:

- Quality Enhancement
- Learning and Teaching support

The Professional shared services Group delivers service to all four Schools across five distinct functions:

- Student Lifecycle
- Planning & Operations
- Technical Services
- Program & Governance
- WIL & Engagement

Relevant digital solutions – such as Workday – are used by the five teams to streamline processes and drive operational efficiencies. The Group's end-to-end professional support ensures a consistent approach

to the operational and strategic functioning of the College and adherence to University policies and procedures.

The STEM College Office professional staff are instrumental in providing students with a transformative and enriched learning experience, and in supporting our research and engagement administration activities. Centralised in the STEM College Office, at our City and Bundoora campuses, professional staff members have opportunities to cross-skill, engage in professional development and develop their own career paths.

Position Summary

The Technical Manager (OHS+C) will play a key role in the design, development, implementation, review and reporting of systems and practices for the management of health, safety and compliance to deliver on the STEM College's OHS and compliance goals and objectives.

This role will be required to lead the OHS team and manage resources to achieve key accountabilities in all OHS related activities and projects across STEM College whilst ensuring they align with our legislative compliance obligations, including in the areas of hazardous substances and biosecurity. Working collaboratively, the Technical Manager will develop productive relationships with key internal and external stakeholders and partners including the executive and senior leaders within the College and Schools.

This position will require a high level of communication, negotiation, and organisational skill, together with a strong commitment to the STEM College's OHS vision.

Reporting Line

Reports to: Senior Technical Manager – Central Operations

Direct reports: 4-7

Organisational Accountabilities

RMIT University is committed to the health, safety and wellbeing of its staff. RMIT and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety, privacy and trade practice. RMIT also expects staff to comply with its policy and procedures, which relate to statutory requirements and our ways of working.

RMIT is committed to providing a safe environment for children and young people in our community. Read about our commitment and child safe practices. <https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety>.

Appointees are accountable for completing training on these matters and ensuring their knowledge and the knowledge of their staff is up to date.

Key Accountabilities

- Be accountable for your own actions and workload to positively influence the team culture and consistently demonstrate RMIT's values.
- Develop, implement, manage, document, review and report systems and processes that operationalise health and safety within activities, work practices, training and working environments within designated STEM laboratories, workplaces, and student placement sites and ensuring they align with RMIT's Global Safety Model and STEM OHS policies and procedures.
- Develop strong internal stakeholder relationships across STEM and the broader University to influence and maintain continued stakeholder engagement with health, safety and compliance systems.

- Foster external stakeholder and partner relationships including with relevant State and Federal government agencies and authorities to support the College's OHS and compliance objectives.
- Provide expert advice to College Executive and senior leaders with respect to regulatory compliance and OHS processes and systems within their areas of responsibility to facilitate decision making.
- Collect and analyse data, and report outcomes and recommendations to relevant OHS Committees, Technical Services management, College, and RMIT stakeholders on health and safety, and compliance objectives.
- Manage the OHS technical staff to ensure the delivery of responsive, high-quality service and the development of a productive working environment which reflects the University's values.
- Other duties as directed by the Senior Technical Manager and/or Director Facilities and Technical Services within the scope of this classification.
- Assist other teams across the portfolio and College as required within the scope of this classification.

Key Selection Criteria

1. Demonstrated experience and expertise in the effective planning, interpretation, implementation and reporting of workplace health and safety policies, procedures and systems, and the management of regulatory compliance within a large, complex organisation, preferably within the tertiary education sector.
2. Extensive knowledge of current health and safety legislation, regulations and standards.
3. Significant leadership skills including the capacity to initiate, lead and collaborate in a challenging and dynamic environment and to provide high-level health, safety and compliance advice and support to deliver innovative and creative solutions.
4. Well developed organisational skills with the ability to plan and manage complex projects, problem solve, and allocate people and resources to ensure projects progress to completion.
5. Demonstrated ability to build and maintain strong and productive team, and stakeholder relationships.
6. High level communication, negotiation and interpersonal skills with a strong service orientation and the ability to work effectively both independently and within a team environment.
7. A commitment to RMIT's policies of supporting a diverse workplace along with zero tolerance towards harassment, bullying or discrimination in any form.

Qualifications

A tertiary qualification in science, health or engineering together with significant experience in HSW, preferably in the tertiary education sector. Completion or progress toward OHS qualifications would be considered favourably.

Note: Appointment to this position is subject to passing a Working with Children Check and other checks as required by the specific role. Maintaining a valid Working With Children Check is a condition of employment at RMIT.

Endorsed:	Signature: Name:	Approved:	Signature: Name:
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