



## Position Description – Health & Safety Hazardous Substances, Dangerous Goods & Biosecurity Lead (Contract)

### Position Details

---

<b>Position Title:</b>	Health & Safety Hazardous Substances, Dangerous Goods & Biosecurity Lead (Contract)		
<b>College/Portfolio:</b>	Operations	<b>School/Group:</b>	Operations
<b>Campus Location:</b>	Based at the City campus, however, may be required to work and/or be based at other campuses of the University.		
<b>Classification:</b>	HEW 9	<b>Time Fraction:</b>	1.0
<b>Employment Type:</b>	Fixed Term		
<b>Fixed Term Reason:</b>	Specific Task or Project		
<b>Reporting Line:</b>	Head of Health & Safety		
<b>No. of direct reports:</b>	Nil		

### RMIT University

---

RMIT is a global university of technology, design and enterprise, committed to creating transformative experiences for students and making a meaningful impact through research, innovation, and engagement. 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 campuses in Melbourne (City, Brunswick, Bundoora, and Point Cook) are complemented by international campuses in Vietnam and a centre in Barcelona, Spain. We proudly acknowledge the Woi Wurrung and Boon Wurrung peoples of the eastern Kulin Nation on whose unceded lands our campuses are located.

We are deeply committed to reconciliation and Indigenous self-determination, embedding these values throughout our policies, culture and structures.  
<https://www.rmit.edu.au/about/our-locations-and-facilities>

### Why Join RMIT?

---

Our people are at the heart of everything we do. At RMIT, we value innovation, collaboration and impact. Our values are the heart (durrung) of who we are and what we stand for at RMIT. They guide what we do, how we make decisions, and how we treat each other.



**Inclusion Imagination Integrity Courage Passion Impact**

Learn more about our values: <https://www.rmit.edu.au/about/our-strategy/values>

## Organisational accountabilities

---

RMIT is committed to the safety, wellbeing and inclusion of all staff and students. As a staff member, you are expected to comply with all relevant legislation and RMIT policies, including those related to: Equal opportunity, Occupational health and safety, Privacy and trade practices & Child safety standards:

Appointees are responsible for completing all required training and ensuring that they and their team members remain up to date on relevant compliance obligations.

Staff are expected to understand and support RMIT's child safe practices as part of their professional responsibilities. More about our child safety commitment: <https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety>.

## Leadership at RMIT

---

At RMIT, leadership is not defined by position or hierarchy—it is a shared responsibility demonstrated by all staff, regardless of role or title. Leadership is grounded in our six core values, which guide and shape how we work together, make decisions, and create impact.

Effective leadership means consistently integrating these values into everyday actions and interactions, whether influencing a project outcome, supporting a colleague, or leading a team. All staff are expected to embody the principles of the *Be-Know-Do* Leadership Model:

**Be** We are open and authentic, inclusive and empowering. We are purpose driven role models and communicators.

**Know** We are self-aware, and understand our stakeholders, our sector and priorities.

**Do** We set clear direction and expectations, we develop ourselves and others and promote mutual accountability to deliver results.

At every level, leadership at RMIT is about influence, contribution, and mindset. It is reflected in how we empower others, foster collaboration, and drive positive change through capability-building and alignment to strategic goals.

## College/Portfolio/Group

---

The Health, Safety & Risk (**HSR**) team are a team of strategic professionals providing outstanding, client focused, proactive and effective solutions and services for all RMIT staff. Our success is achieved by understanding our business and operating as a business partner to our clients. We deliver responsive, innovative and practical solutions and services. The HSR team operate in a manner that supports the RMIT values and achievement of the business objectives. By providing tailored, quality services and products and ensuring a high level of expert support and advice, the HSR team will enhance College/Portfolio and Groups ability to meet their business objectives. This in turn will allow the University staff to better support the current and future student population at the University.

## Position summary

---

The Hazardous Substances, Dangerous Goods & Biosecurity Business Partner provides strategic and operational leadership for RMIT's compliance, governance and technical management frameworks associated with chemical safety, dangerous goods, medications, biological safety and regulated biosecurity activities. The role ensures the safe and compliant acquisition, storage, use, transport and disposal of hazardous materials across teaching, research, clinical and operational environments.

The position leads continuous improvement, maintains critical RMIT-wide systems, and supports high-quality stakeholder engagement with academic, professional, regulatory and industry partners.

## Key accountabilities

---

**1. Technical leadership**

- Act as the authoritative subject-matter expert on hazardous substances, dangerous goods, biological safety, and biosecurity, influencing enterprise-wide risk management and operational practices.
- Lead and oversee complex risk assessments, technical evaluations, and the provide advice on design of facilities, laboratories, storage and transport systems to ensure regulatory and operational compliance.
- Direct high-level investigations, including root-cause analysis and corrective action implementation, for chemical or biosecurity incidents, ensuring lessons inform systemic improvements.
- Develop, evaluate and maintain advanced technical guidance, procedures and emergency response protocols to mitigate risk.

**2. Systems management**

- Own and provide strategic oversight of the Health and Safety Management System (HSMS) and supporting systems, ensuring accuracy, integration and compliance for chemical inventory, safety data sheet (SDS) management and biosecurity approvals.
- Partner with compliance and governance teams to ensure all chemical, biological and biosecurity licences and permits are maintained and strategically aligned with risk frameworks.
- Drive digital transformation initiatives to modernise systems, enhance data visibility, reporting, compliance monitoring and support evidence-based decision-making.

**3. Compliance and governance**

- Provide authoritative guidance on compliance with state, federal and international legislation related to hazardous chemicals, dangerous goods transport, security-sensitive substances, quarantine and biosecurity.
- Lead and coordinate enterprise-level audits, inspections and regulatory reporting, including AICIS <sup>1</sup> and PFAS obligations, ensuring timely and accurate submission.
- Prepare and present enterprise-wide compliance reports, analysing trends, emerging risks and areas for strategic intervention.
- Advise senior leadership on regulatory developments, risk exposures and operational impacts.

**4. Stakeholder engagement and collaboration**

- Cultivate and sustain strategic partnerships across researchers, laboratory managers, infrastructure teams, security, procurement and external regulators to enable a culture of proactive safety and compliance.
- Provide high-level advisory services to the Health & Safety team and leadership on risk management, compliance gaps and strategic operational solutions.
- Partner with the H&S Training & Development Lead to establish enterprise-wide capability-building initiatives, including training, workshops, mentoring and in-field coaching to embed best-practice chemical and biosafety management.
- Influence organisational change through effective communication, collaboration and advocacy of safety and compliance initiatives.

**5. Projects and continuous improvement**

- Lead major strategic initiatives and improvement projects, applying structured project management methodologies to deliver measurable outcomes.
- Identify opportunities for efficiency, innovation and system enhancement across chemical and biosecurity management processes.
- Manage strategic initiatives and participate in working groups as directed by the Head of H&S or the Executive Director – Health, Safety & Risk.

---

<sup>1</sup> AICIS = Australian Industrial Chemicals Introduction Scheme and PFAS = [Per- and polyfluoroalkyl substances](#)

## Key selection criteria

---

### Essential

- Tertiary qualifications in science, chemistry, biology, engineering, occupational health and safety, or a related discipline.
- Expert knowledge of hazardous substances, dangerous goods, chemical safety, and/or biological safety, radiation, laser and biosecurity regulations.
- Demonstrated experience in managing compliance frameworks, regulatory reporting, licensing or governance for regulated materials.
- Strong technical capability, including risk assessment, incident investigation, procedure development and laboratory/field operations.
- Experience managing systems (eg. chemical inventory, biosecurity tracking and HSMSs)
- Proven stakeholder engagement skills, with the ability to advise senior leaders and collaborate across diverse academic and operational groups.
- Project management competence, including delivery of improvement initiatives in complex environments.
- Excellent written and verbal communication, including policy writing, reporting and training delivery.
- Demonstrated ability to lead, influence and build a positive safety and compliance culture.
- The role will periodically require availability and after-hours response to support incident management, critical events or emergency-related activities

### Desirable

- Certification or formal training in OHS, chemical safety, biological safety or compliance auditing.
- Experience in universities, research institutes, clinical laboratories or complex multi-site environments.
- Knowledge of quality management systems (e.g., ISO 9001, ISO 45001).
- Experience with digital transformation, automation or data analytics relevant to hazardous material management.

### Qualifications

---

A tertiary qualification in occupational health and safety or related field or equivalent education and/or substantial demonstrated experience.

### Working with Children Check

---

Appointment to this position is subject to holding a valid Victorian 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.

END OF DOCUMENT