



Position Description – Technical Officer OHS (Radiation & Laser)

Position Details

Position Title: Technical Officer OHS (Radiation and Laser)

College/Portfolio: STEM College **School/Group:** STEM College Office

Campus Location: Primarily based at City and Bundoora campus, and the potential to work across other RMIT campuses as required.

Classification: HEW 6 **Time Fraction:** 1.0 FTE

Employment Type: Continuing

Reporting Line: Manager, OHS and Compliance (OHS)

No. of Direct reports:

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 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 School 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

Under the guidance of the Manager OHS and Compliance, the Technical Officer OHS (Radiation and Laser) will be responsible for developing, administering and reviewing systems and processes to ensure compliance with RMIT's the Health and Safety Management System, Occupational Health & Safety legislation, regulations, standards, and safe work practices for biological, laser and radiation related activities within STEM laboratories and workspaces.

The successful candidate will provide expert advice to users of the STEM spaces and will be required to work effectively across all levels of the organisation, developing productive working relationships with but not limited to Technical Services, STEM Schools, HSW, and other University staff to establish and maintain OHS systems. The position will provide a point of contact for the collection and dissemination of information on Radiation and Laser safety across the STEM School. The Technical Officer OHS (Radiation and Laser Safety).

Key Accountabilities

- Be accountable for your own actions and workload to positively influence the team culture and consistently demonstrate RMIT's value.
- Radiation and Laser Safety Oversight: Act as the primary contact for radiation and laser safety matters, providing expert advice to staff and students. Support Dept. Health Radiation licencing, ensure those working with ionising radiation have appropriate licences/endorsements or gazetted exemptions and supervision, oversee radioactive waste disposal and record-keeping, coordinate annual inspections with relevant personnel. Notify the responsible person of any changes requiring approval before work commences.
- Safety Compliance and Support: Provide ongoing support to users of STEM spaces to ensure equipment and workspaces comply with OHS legislation, industry standards, and RMIT policies. Maintain spaces in a clean, operational state and develop remediation plans for any non-compliance.
- Documentation and Risk Management: Develop, review, and implement safety documentation as per the Global Safety Model. Ensure all documentation is accessible and up to date for all laboratory and workspace users.
- Auditing and Continuous Improvement: Under the direction of the Manager, OHS and Compliance, conduct safety audits, assess outcomes, generate reports, and initiate corrective actions to drive continuous improvement.
- Regulatory Administration: Administer day-to-day compliance activities across STEM College, ensuring all licensing and permit requirements are met and maintained.
- Safety and Training: Provide expert advice on radiation and laser safety, including handling and disposal, regulatory compliance, and training. Support induction activities in a timely and client-focused manner.
- Infrastructure and Equipment Safety: Advise on the safety aspects of infrastructure, equipment, and tools within laboratories and workspaces, ensuring timely and effective support.
- Collaborative Planning and Delivery: Work closely with the Technical Service Staff/Coordinators and stakeholders to ensure planned activities are delivered efficiently and in alignment with safety requirements.
- Data Analysis and Reporting: Collect, analyse, and report on health and safety data to inform decision-making by Technical Services leadership, OHS committees, and other university stakeholders.
- Hazardous Materials Oversight: Review and assess hazardous purchasing requests, providing recommendations to ensure safety and compliance.

- Process Development and Implementation: Contribute to the development and maintenance of safe work processes and risk assessments, ensuring alignment with OHS legislation and RMIT policies. Proactively consult and implement improvements where needed.
- Support for Equipment Acquisition: Assist in planning for the acquisition, installation, and commissioning of complex equipment and resources, ensuring safety considerations are integrated.
- Other duties as directed by the Manager OHS and Compliance

Key Selection Criteria

1. Experience and knowledge of current OH&S legislation, regulations, and standards with relevant expertise in managing radiation and laser risk.
2. Experience in advising and assisting organisations on safety legislation and regulations including monitoring compliance and liaising with required regulatory bodies.
3. Demonstrated experience in identifying and mitigating risks and hazards.
4. Ability to train staff and students on radiation hazards, safe work practices and individual responsibilities.
5. Proven knowledge and experience working within a laboratory setting to develop, implement or review OHS practices and processes.
6. Demonstrated ability to research and analyse data, maintain records, produce concise reports, and make recommendations.
7. Proven initiative and problem-solving skills, highly organised, and the ability to work autonomously and in a team.
8. Excellent oral, written communication and interpersonal skills with the ability to work effectively in cross-functional teams and with a diverse range of people from various backgrounds.
9. A commitment to RMIT's policies of supporting a diverse workplace along with zero tolerance towards harassment, bullying, or discrimination in any form.

Qualifications

Must have a Radiation Safety Officer Certificate and Laser Safety Level 1 relevant qualification and/or relevant experience. A valid Working with Children Check is mandatory.

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.

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