



Position Description

Position Title
School/Unit

Never Stand Still

Human Resources

Level:		Date:	
School/Unit:		Faculty/Division:	
Written by:			

POSITION SUMMARY

ORGANISATIONAL ENVIRONMENT

Overview of the Faculty/School/Divisional Work Unit

Statistics

Reporting Relationships

Supervisor's title:

Other positions reporting to the supervisor:

Positions reporting to this position (show position titles and levels):

Other relationships: (if applicable)

KEY DUTIES & RESPONSIBILITIES

- (Non-supervisory) Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others
- (Supervisor) Ensure hazards and risks are identified and controlled for tasks, projects and activities that pose a health and safety risk within your area of responsibility
- (Manager/HOS equivalent) Implement the UNSW Health and safety management system within your area of responsibility

SELECTION CRITERIA

- (Non-supervisory) Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training
- (Supervisor) Ability and capacity to implement required UNSW health and safety policies and procedures
- (Manager/HOS equivalent) Ability and capacity to direct and monitor the implementation and effectiveness of the safety management system.

PROGRESSION STATEMENT

The incumbent will normally be expected to have reached the top step of level X prior to progression to level X. Criteria for progression to level X will be based on satisfactory performance of all duties and accountabilities at level X and a demonstrated capacity to take on the duties and accountabilities of the position at level X.

PRE EMPLOYMENT CHECKS REQUIRED FOR THIS POSITION

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.