

A more equitable world through better health.



POSITION DETAILS

TITLE	Manager, OHS & Compliance
CLASSIFICATION	Professional Level 8: \$113,115 - \$122,434 + super + salary packaging
TIME FRACTION	Full Time
CONTRACT TYPE	Ongoing
LOCATION	85 Commercial Road, Melbourne 3004, Boonwurrung Land
REPORTS TO	Head, OHS & Compliance
DIRECT REPORTS	Nil
LAST UPDATED	June 24

POSITION SNAPSHOT

The purpose of this position is to assist the Head, OHS and Compliance to establish occupational health and safety management systems (OHSMS) and to regularly monitor and audit the systems to ensure the continued appropriateness. This includes the development and implementation of OHS policies and procedures ensuring compliance with all relevant regulations and standards.

The role will provide leadership, specialist advice and technical support to managers/supervisors, staff, and students to ensure safety risk and compliance is managed and to advise of any non-compliance issues, including steps taken to address the issues identified. Burnet has a requirement to comply with not only OHS regulations and standards, but also those of the Department of Health, Department of Agriculture, Biosecurity, DFAT, NHMRC and ACFID, all of whom we regularly engage with.

The position will promote the discipline of risk assessment, risk mitigation and documentation using the risk management framework and risk management system. Working with leaders and staff the role will assist in developing and driving compliance strategies aimed at strengthening and maintaining a positive *Culture of Compliance*. Burnet's primary approach to reporting incidents is one of "no fault/no blame" and to be used as an opportunity for improvement, providing a secondary performance indicator for work areas and managers.

KEY RESPONSIBILITY AREAS

1. Assist with strengthening Burnet's Culture of Compliance (encompassing PNG and Myanmar)	<p>Work closely with the Head, OHS and Compliance to:</p> <ul style="list-style-type: none"> Strengthen the institute's understanding and commitment to compliance. Assist effective Risk Management aligned with strategic and key compliance risks of the Institute. Provide specialist and impartial advice to staff and students to encourage a shared understanding of the principles of a positive 'no blame' workplace culture that operates within a continuous improvement cycle.
2. Assist with the development and maintenance of a compliance framework for the Institute, including policies, procedures, and on/off boarding	<ul style="list-style-type: none"> Facilitate an OHS risk management approach at Burnet, including hazard identification, risk assessment and risk control processes supported by evaluation and periodic review to affirm the acceptability of risk management arrangements. Assist with the development of new policies, procedures, and with providing appropriate guidance. Undertake compliance reporting and monitoring of mandatory training (working closely with the Learning & Organisational Development Manager). Develop new training modules (utilising the Burnet's LMS) and other regulatory documentation and records as required by WorkSafe, DHS, OGTR, and DFAT. Keep abreast of relevant legislative requirements & amendments/updates (if any)
3. Monitor, evaluate, and report on adherence to training, inspection, and auditing requirements	<p>Assist the Head, OHS & Compliance with:</p> <ul style="list-style-type: none"> Monitoring progress towards objectives and targets by the measurement of compliance performance indicators across Burnet Systematically reviewing the compliance management system Assessing and reporting on complaint, incident, and breach investigations to ensure adequacy & objectivity. OHS and Laboratory Regulatory Compliance Reviewing implementation of risk controls via auditing and spot checks.
4. Incident investigation and management	Assist in incident management, investigation, reporting, corrective, and preventive actions

5. Employee Representation and consultation	<ul style="list-style-type: none"> Contribute to HSCs by raising OHS matters and assist the HSC to formulate and review policies and procedures. Provide Secretariat support to OHS Committee Liaise closely with Laboratory Custodians.
6. Other	<ul style="list-style-type: none"> Assist with standard OHS related administration such as updating emergency evacuation signs, First AID List, Wardens List
7. TRAINING	Responsible for completing all required training in line with the position / role.

KEY SELECTION CRITERIA

QUALIFICATIONS / EXPERIENCE / KNOWLEDGE / ATTRIBUTES		
1.	OHS Diploma qualified and hold a CERT IV in Training and Assessment.	Essential
2.	Familiarity with ISO 45001 – OHS Management systems	Essential
3.	Minimum 5 years' experience in risk management & compliance, developing policies, procedures, and guidance, and in conducting audits at various institute levels	Essential
4.	Laboratory Based OHS Experience	Essential
5.	Strong conceptual and analytical skills to identify and advise on issue resolution to achieve agreed outcomes with Burnet personnel which will involve high level liaison with internal and external groups.	Essential
6.	Strong influencing, negotiation, interpersonal and communication skills, and the ability to communicate sensitively and respectfully with a range of internal and external stakeholders from diverse backgrounds.	Essential
7.	OHS Degree and/or comparable relevant professional experience	Preferable
8.	Familiarity with ISO 9001 – quality management systems	Preferable

About Burnet Institute

Vision

A more equitable world through better health.

Purpose

Create and translate knowledge into better health so no-one is left behind.

Values

Respect, Equality, Inclusiveness, Diversity.

Who we are

Burnet Institute is an Australian-based medical research and public health institute and international non-government organisation that is working towards a more equitable world through better health.

What we do

We are committed to creating and translating knowledge into better health so no-one is left behind. We do this through engaging with and understanding the needs of a broad range of communities and stakeholders to develop laboratory-based and social research programs, policies and products that deliver better health outcomes.

Where we work



Priority countries:

Australia | Papua New Guinea | Myanmar

We also support and contribute to research and public health programs in other Asian, Pacific and African countries.

Australian Institute for Infectious Disease (AIID)

Burnet Institute is a foundation partner of the AIID, a visionary initiative designed to protect Australia and the wider Asia-Pacific region against major global health issues and pandemics. The state-of-the-art facility is expected to be open in 2028 and will be home to Burnet Institute, Doherty Institute and The University of Melbourne, with funding from the Victorian Government. In joining this exciting initiative, Burnet will remain an independent medical research institute.



BURNET 2030 STRATEGY

The Burnet 2030 Strategy focuses on growing our impact, placing equity at the centre of what we do, and paying close attention to the effects of a rapidly changing climate and environment. Our point of difference is our technical breadth—from laboratory-based discoveries to field research, to commercialisation to development programs; all to progress toward a more equitable world. This is what sets us apart. Our Strategy will also see us invest in our people, building our position as the aspirational workplace within the sector with ethical values and a culture committed to fostering talent for future leadership and rewarding careers.

OCCUPATIONAL HEALTH AND SAFETY

The Burnet has a commitment to providing a safe and healthy workplace in accordance with the Occupational Health and Safety Act 2004. All staff are obliged to take all reasonable care to ensure that their actions do not place themselves or others at risk.

OTHER REQUIREMENTS

Burnet Institute is a child safe organisation. The incumbent of this position will be required to undergo a Police Check and possibly a Working with Children Check as a condition of employment. The types of contact with children can be viewed [here](#). This position involves the following contact with children (any individual aged under 18 years):

CONTACT TYPE	No Contact With Children
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ENQUIRIES

For enquiries, please contact careers@burnet.edu.au