



OCCUPATIONAL HEALTH PHYSICIAN

Department/Unit	Buildings and Property Division
Faculty/Division	Chief Operating Officer and Senior Vice-President
Classification	Executive Manager
Work location	Clayton Campus
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About Monash University

Monash University is an energetic and dynamic university committed to high-quality education, outstanding research and international engagement. A member of Australia's prestigious Group of Eight research-intensive universities, and ranked among the top 100 universities worldwide, Monash is a university seeking to make a difference in everything we do, through seeking new answers and solutions to the challenges facing our world.

With a presence on three continents and the strongest international competitive research funding record of any Australian university, Monash is fast emerging as a truly global university. Our global footprint includes our four Australian campuses, Monash Malaysia, Monash Indonesia, and centres in India, Italy and the People's Republic of China. Our alliance with the University of Warwick in the United Kingdom represents a world-first in university collaboration, spanning shared degrees, joint academic appointments and research projects.

With approximately 86,000 students (and more than 440,000 alumni) from over 160 countries, Monash is Australia's largest university. Our research and education focusses on addressing the challenges of the age for the betterment of our communities, both locally and globally. Our Strategic Plan, Impact 2030, charts the path for how the University will actively contribute to addressing these challenges through its research and education, and in collaboration with government, industry and community. Further information on Monash University is available at monash.edu.

About the Buildings and Property Division

The Buildings and Property Division are the stewards of our beautiful campuses. We contribute to Monash's global reputation as a leader in research and teaching by providing world class, award-winning buildings, innovative teaching spaces, quality facilities and stunning grounds.

BPD Business Support provides a broad range of professional services for both the Division and directly to the University. Internally teams provide administrative, change management, risk, compliance, communications and

reporting capability. Externally teams provide professional services in the areas of business relationship management, health and safety, wellbeing and environmental sustainability.

The **Health, Safety and Wellbeing** team work with the University community to prevent injuries and illnesses in the Workplace through the provision of technical advice and guidance, implementation of an ISO 45001 certified safety management system and the promotion of a proactive safety culture as well as supporting innovative and sector leading preventative health and wellbeing programs for staff and students.

Position Purpose

The **Occupational Health Physician (OHP)** works within the Health, Safety and Wellbeing team and is responsible for providing targeted occupational health advice so that staff and students can safely engage in all education/work-related activities with minimal risk to health and safety. The OHP also plays a pivotal role in the promotion of preventive health strategies and workplace wellbeing.

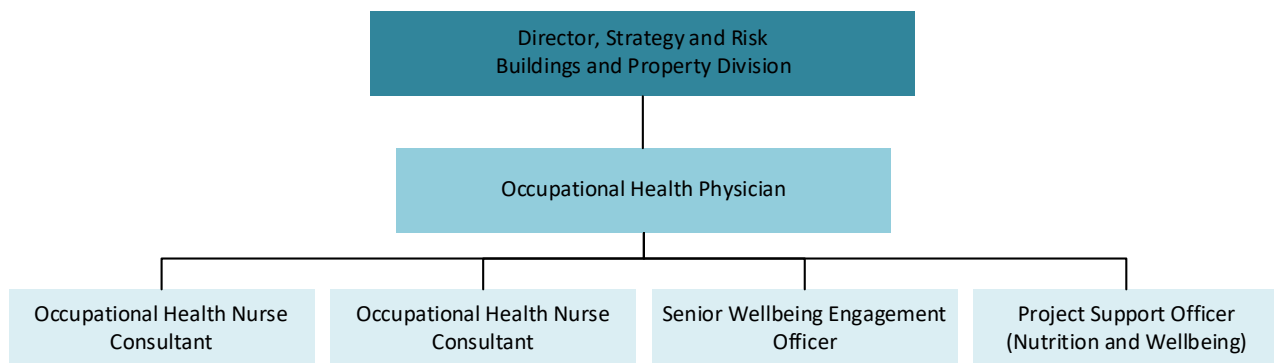
Reporting Line: The position reports to the Director, Strategy and Risk, Buildings and Property Division, whilst working closely with the Health, Safety and Wellbeing Manager.

Supervisory Responsibilities: The OHP leads a team of health and wellbeing specialists.

Financial Delegation: Financial delegation in accordance with the delegations register.

Budgetary Responsibilities: The position manages a staffing budget of approximately \$800k per annum.

Organisational chart



Key responsibilities

1. Provide specialist occupational health services and advice to the University community, both in Australia and at our international campuses and sites, relating, but not limited to, infectious materials, animal handling, radiation exposure, respiratory agents, noise-induced hearing loss or work-related musculo-skeletal and asbestos exposure. Ensuring Monash meets its OHS legislative responsibilities in relation to all occupational health regulations relevant to the University. Act as the liaison between external health agencies/providers and the University.
2. Using International best practice frameworks, develop and implement integrated, evidence-based workplace occupational health and wellbeing initiatives to support and protect the University community. Maintain and review policies, procedures, guidelines and information sheets in support of the health and

wellbeing programs, and liaise with other Health, Safety and Wellbeing staff to ensure this material is relevant and effective in addressing contemporary workplace wellbeing issues.

3. In conjunction with local work areas, support the implementation an occupational health and wellbeing plan for the University which includes managing and supporting the delivery of an extensive, diverse suite of health and wellbeing programs offered by a range of service divisions across the University, both preventative and remedial.
4. Drive and foster a positive culture of health and wellbeing across the University community through an investment in health promotion campaigns that enhance student and employee engagement and partnerships. Develop and implement effective communication strategies to fully engage staff that are underpinned by and advocate for, the University's commitment to health, wellbeing, ethical and social responsibility agendas.
5. In collaboration with the broader Health, Safety and Wellbeing team, undertake risk assessments of key hazards and tasks. Design, develop and deliver occupational health and safety solutions to provide a safe work environment and enhance the wellbeing of staff and students that both address these risks and are cost-effective for Monash to implement.
6. In collaboration with relevant personnel, contribute to establishment of policies and communication collateral that positions the University as both an employer and educator of choice, due to its commitment to supporting the wellbeing of all members of the University community. The University prides itself on fulfillment of its duty of care, and this can be further leveraged to demonstrate its brand and point of difference.

Key selection criteria

Education/Qualifications

- Bachelor of Medicine/Surgery
- Post-graduate qualifications in occupational health and/or public health
- Fellowship of the Australasian Faculty of Occupational and Environmental Medicine

Knowledge and Skills

1. Extensive experience of leading an occupational health program for a large complex organisation.
2. Evidence of experience, commitment to, and promotion of, organisational health and wellbeing programs.
3. Demonstrated initiative, judgement and ability to communicate effectively to manage highly complex occupational health issues / emergencies.
4. Demonstrated negotiation and problem-solving skills and ability to provide strategic advice to senior leadership groups.
5. Outstanding relationship management and consulting skills, including the ability to interact with, influence and negotiate with stakeholders both within and external to the University.
6. Outstanding interpersonal and communication skills, with particular emphasis in the areas of consultation, negotiation, influencing and conflict resolution, including the ability to develop professional and effective communications for a range of audiences.
7. Advanced understanding of emerging health practices and principles and how these apply to and benefit different work environments.

Other job-related information

- Travel to other campuses of the University may be required

- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted
- A current satisfactory Working With Children Check is required
- This position will require a successful National Police Record check

Governance

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.