

Position Description

Senior Ergonomist



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| Classification band: | AO4 |
| Position number: | |
| Business unit: | Health & Safety |
| Division: | Specialists, Programs and Licensing |
| Employment type: | Full time Fixed term 3 years |
| Position reports to: | Principal Ergonomist, Ergonomics and Human Factors Unit |
| Direct reports: | Nil |
| Work location: | This role is based at WorkSafe headquarters, located at 1 Malop St, Geelong |

At **WorkSafe** we're dedicated to supporting all Victorians to be healthy and safe at work and to recover from any workplace injury or illness as quickly as possible. Our Passion for safety and wellbeing is what unites us.

Our organisation is undergoing major transformation, with relocation of our Headquarters to Geelong and implementation of **WorkSafe 2030**. As we build the WorkSafe of the future we're committed to delivering value to our people and to Victorian employers, workers and the wider community.

Agile and curious, our people come from a wide range of professions and with no two days being the same, diverse thinking comes naturally to us. We work closely with employers, workers and the community to prevent workplace injury and illness and to improve outcomes and the client experience. **We make WorkSafe.**

Our Values

The work we do is important because we impact upon many people's lives, everyday. We have responsibility to ensure that our values guide us in everything we do.

- ✦ Constructive in the way we provide information, advice and service
- ✦ Accountable for what we do and what we say. We live up to our promises
- ✦ Transparent in the way we work, our environment is open and honest
- ✦ Effective by working collaboratively to deliver high quality services
- ✦ Caring by showing empathy in our dealings with everyone we work with

Purpose

Utilise expertise to provide specialist service, advice and the implementation and administration of specialist processes aligned with the framework of the OHS legislation.

Providing authoritative analysis, specialist knowledge and expertise in human factors to inform the decision-making of others, including the recommendation of business solutions, and contributes to the

development of initiatives relevant to the management and prevention of musculoskeletal disorders and poor psychological health outcomes.

The Senior Ergonomist, as an appointed Inspector, works closely with the Regions through a formal business partner relationship, participating in risk profiling, business planning and workplace interventions for nominated Regions as well as contributing to the identification and development of Regional initiatives.

Key accountabilities

- ✦ Provide expert advice, conduct analysis and apply contemporary technical information to influence a reduction in the incidence and severity of work-related injury and disease.
- ✦ Effectively partner with nominated Regions to facilitate the provision of ergonomics support to complex workplace interventions, building capability across regional teams and the development of tactical activities for local delivery.
- ✦ Participate in regional planning activities, perform analysis to determine the local risk profile and seek to understand local training and coaching needs.
- ✦ Provide subject matter expertise, as a member of a multi-disciplinary project team, to the Health & Safety Improvement Programs as required; this can be achieved through collaborative teamwork or as part of a formal secondment.
- ✦ Contribute ergonomics expertise to the development of legislation, standards, guidance materials, operational policies and procedures in relation to human factors.
- ✦ Identify emerging issues that can inform the risk prioritisation process for future programs; and training and development of field staff.
- ✦ Provide subject matter expertise to collaborative research initiatives.
- ✦ Participate in investigations and prosecution, act as an expert witness as required.
- ✦ Provide assistance to the Operations and Regulatory Support Division in the development of policies and procedures and the development and delivery of training in relation to human factors.
- ✦ Represent WorkSafe on specialist national, state and industry committees and forums as required, including the participation in Communities of Practice or Reference Groups.
- ✦ Maintain the currency of corporate knowledge in human factors through participation in professional bodies, industry forums and stakeholder engagement for dissemination of information across WorkSafe as appropriate.
- ✦ Participate in Incident Response in accordance with operational policies and procedures.
- ✦ Complete all reports and administrative requirements, including those relating to the functions of an Inspector, in an accurate and timely manner, and in accordance with required timeframes.
- ✦ Identify opportunities, make recommendations and implement improvements to processes, systems and work practices.
- ✦ Monitor workload and work demands for liaison with the Principal Ergonomist to ensure prioritisation of effort is aligned with the Health and Safety Strategy.
- ✦ Comply with WorkSafe's OHS policy, operations procedures and legislative requirements and perform your role in a manner which does not endanger your own or other's safety, health or wellbeing.
- ✦ Any other reasonable and related duties as required to meet the ongoing needs of WorkSafe

Key relationships

- ✦ Hazardous Industries and Industry Practice
- ✦ Operations & Emergency Management
- ✦ Specialists, Programs and Licencing Division
- ✦ Licensing Branch
- ✦ Operational & Regulatory Support
- ✦ Legislation, Policy and Information Services
- ✦ Enforcement Group
- ✦ Other Divisions of WorkSafe Victoria
- ✦ Workplaces and workplace parties
- ✦ Industry stakeholder forums
- ✦ Employer and Employee Associations
- ✦ Other Victorian regulatory agencies
- ✦ Other interstate jurisdictions
- ✦ Standards setting/developing organisations
- ✦ Professional bodies

Requirements of the position

Skills and experience

- ✦ A high level of knowledge and expertise in the systems and regulations governing human factors and ergonomics and be able to apply knowledge of research and analysis techniques
- ✦ A strong knowledge of ergonomics and experience in its application to systems, processes and procedures to reduce the incidence and severity of work-related injury and disease
- ✦ A strong knowledge of and experience with identification and management of organisational factors that impact health and safety in the workplace including psychosocial risks and understanding the link between organisational, physical and psychological health
- ✦ Good analytical and problem solving skills, including demonstrated ability to interpret complex technical information and data.
- ✦ Ability to undertake effective research and analysis and produce accurate reports and material
- ✦ Demonstrated ability and experience in the development of initiatives that aim to influence the behaviour or actions of others.
- ✦ Understanding and prior application of project management methodologies, including the preparation of project plans and undertaking project evaluation
- ✦ Demonstrated ability to liaise in a professional manner with a range of internal and external clients/stakeholders
- ✦ Demonstrated ability to train, develop and motivate employees in a team environment.
- ✦ Strong experience in conducting presentations, facilitating discussion groups and/or training sessions
- ✦ Demonstrated ability to work as part of a team

- ✦ Highly developed written and oral communication skills, including the provision of authoritative advice
- ✦ Excellent time management, prioritisation and organisational skills, with the ability to meet tight deadlines
- ✦ Intermediate computer skills in Word, Excel, PowerPoint and email (Lotus notes preferred)
- ✦ Demonstrated ability and experience in the development of policies, legislation and guidance materials in relation to human factors. (desirable)

Qualifications

- ✦ A post graduate qualification in human factors / ergonomics and/or
- ✦ A degree in a relevant discipline such as science, health science, organisational psychology or engineering that includes a significant formal component in ergonomics.
- ✦ Eligible for full membership of the Human Factors and Ergonomics Society of Australia

Attributes and approach

- ✦ Flexible
- ✦ Organised
- ✦ Positive
- ✦ Reliable
- ✦ Attention to detail