

## POSITION DESCRIPTION

<b>POSITION TITLE</b>	Occupational Health & Safety (OHS) Advisor
<b>CLASSIFICATION</b>	PG 5.1 – 5.8 (\$77,408 - 88,914 base per annum FTE)
<b>ROLE</b>	Part time (29 hours per week, 0.8 FTE)
<b>LOCATION</b>	St Vincent's Hospital - Fitzroy, with flexibility to work from home in accordance with company guidelines

### ABOUT US

The Bionics Institute is an internationally recognised, independent medical research institute that solves medical challenges with technology. We lead the world in the research and development of innovative medical devices and therapies to improve human health. Our multidisciplinary team comprises world-class scientists, engineers and researchers, and our laboratories are located in St Vincent's Hospital Melbourne, close to our clinical collaborators.

Together we transform the lives of people with a range of conditions, including Alzheimer's disease, hearing impairment, Crohn's disease, Parkinson's disease, stroke and arthritis.

### ABOUT THE ROLE

You will play a key role in ensuring compliance with Victorian OHS legislation and maintaining safety standards throughout our research laboratories, engineering workshops, and office spaces. Reporting to the Laboratory & OHS Manager, this role offers the chance to collaborate closely with research, technical, and professional teams, providing expert support and fostering a culture of safety and collaboration.

#### Key responsibilities

- Perform safety audits – including gap analysis, record audits, and workplace inspections – and recommending actions to improve safety performance.
- Undertake incident investigations and determining and monitoring appropriate corrective actions.
- Assist the Laboratory and OHS Manager to generate regular reports for relevant Committees and the Board.
- Author and review risk assessments.
- Author and review Standard Operating Procedures.
- Assist the Laboratory and OHS Manager with authoring policies and procedures.
- Assist the Laboratory and OHS Manager with designing training programs.
- Deliver inductions and training as required.
- Participate in continuous improvement of OHS processes and systems.
- Facilitate compliance with OHS legislation, including chemical and biosafety compliance.
- Provide advice on safety to BI personnel.
- Participate in internal and external safety committees as required.
- Keep records under a Quality Management System (QMS).

- Act as an Area Warden and First Aid Officer (training provided).
- Act as cover for other team members during periods of absence or leave.
- Support the team to effectively manage workload.
- Other ad hoc duties as directed.

### Core Competencies for the Role

#### *Task complexity* - Some complexity

Work involves a number of variables which complicate the work tasks, but the position holder can overcome problems by applying own knowledge and experience within the field or position.

#### *Knowledge required* - General

Degree level theoretical knowledge, and knowledge of up-to-date professional standards and precedent.

#### *Judgement and problem solving* - Interpretive

Uses own judgement to solve problems in own work area. Can apply own skills and knowledge to assess best approach to a work task or problem. At this level, position holder is expected to start to show initiative to recommend and apply work process improvements. Has latitude to decide on work scheduling and priorities and can exercise own judgement over when to refer a matter to a higher level.

#### *Level of supervision and independence* - General

Position holder is told what outcomes are expected and when they are expected to be achieved. Position holder can determine own priorities and some work methods and has some scope to be able to choose from established procedures to achieve work goals. Supervision is typically weekly or fortnightly and specific outcomes are reviewed.

#### *Organisational relationships and impact* - Strong

Position holder is able to apply their knowledge of their work area and understand the impact of their actions on other work areas and employees. Can provide advice or assistance to others based on in-depth knowledge within field of expertise. Has started to develop ability to recommend changes to processes and procedures to improve operations.

## ABOUT YOU

Bringing strong and current knowledge of OHS legislation, codes, and standards, you have a drive for continuous improvement and practical, fit-for-purpose outcomes. Proactive and self-motivated, you're genuinely committed to building and maintaining a strong, positive safety culture. Your ability to build relationships and communicate effectively means you can confidently engage with people at all levels of the organisation.

You take a practical, systematic approach to problem-solving, using diplomacy and insight to navigate different perspectives and build consensus. Detail-oriented and highly organised, you enjoy producing clear, well-structured technical documentation and can manage your workload independently, balancing competing priorities to deliver outcomes with confidence.

## SELECTION CRITERIA

### Essential

- Formal qualifications in safety (Cert IV, Diploma, or Degree), or equivalent work experience.
- Experience undertaking risk assessments and procedural documentation.
- Proficiency with the Microsoft Office suite.
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### Desired

- Experience working in a laboratory or research setting, preferably for a research institute.
- Experience with biosafety or chemical compliance.
- Experience with incident investigation and response.
- Experience writing policies and processes.
- Experience delivering training.
- Experience working under a formal Quality Management System.

**Additional Requirements:** Prior to any offer being made, all preferred candidates will be required to provide:

- A national police check via Fit2Work.
- Evidence of holding the legal right to work in Australia with no restrictions.

## OUR COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

As our research transforms the lives of people across all walks of life, we recognise that a diverse, engaged, and united team makes us stronger, and we hire qualified people from all different backgrounds and experience levels.

We encourage employees to speak with your manager or a member of our HR team about the type of working arrangements that would help you thrive in your role at the Bionics Institute

## BENEFITS OF WORKING WITH US

- Competitive remuneration and Salary packaging.
- Flexible working arrangements.
- Discretionary Staff Incentive Scheme of up to 10% of salary as an annual bonus.
- Professional development opportunities and mentorship to ensure career progression.

## JOIN US!

If you believe you have the attributes to be an integral part of the team, please submit your application by clicking 'Quick Apply' link on SEEK that takes you to a login page and include a CV and a brief cover letter (max 2 pages) that addresses the selection criteria

**Applications Close** 25 January 2026 at 11.59 pm. However, applications will be considered as received, and the position may be filled ahead of the closing date.