



JOB DESCRIPTION

Job Title:	Executive; Campus Safety and Health
School/Department:	Safety and Health Office
Job Family and Level:	PSS – Level 3
Reporting to:	Head of Security, Safety and Community
Roles:	To ensure the smooth operations of the Health and Safety Office on day-to-day basis and supports the Head of Security, Safety and Community in the department administration related matters efficiently and effectively.

Generic roles:

No.	Description
1.	Assist the Head of Security, Safety and Community in creating and executing campus safety protocols, including performing all duties and responsibilities designated to the Safety and Health Officer and/or required by applicable regulations and laws.
2.	Undertake all duties and responsibilities designated for the role and/or required by applicable regulations and legislation.
3.	To carry out functional safety and health management work such as control, monitor, enforce, implement, coordinate, maintain and improve Occupational Safety and Health related matters.
4.	Liaise with regulatory bodies (DOSH, DOE, BOMBA, MOH, etc.) to ensure compliance with all legal requirements.
5.	Promotes safety awareness, advises the management on associated laws and regulations, prepares safety policies and trains on safety and health related issues.

Specific roles:

No.	Description	Required Competency
1.	Prepare documentation (agenda, minutes, reporting) and support Safety and Health Committee Chair by CEO/Provost of UNM.	Administration and relevant knowledge
2.	Support development of Health and Safety framework and policies across UNM including transparent and responsive reporting and escalation pathways.	Process development
3.	Provide continuous improvement to Health and Safety processes and responses.	Initiative and continuous improvement



4.	Conduct risk assessments, participate / lead investigate the causes of incidents and accidents, and report the findings and appropriate corrective / preventive actions as required.	Risk assessment
5.	Conduct safety inspections at all work locations and provide knowledge transfer to colleagues regarding safety assessments and mitigation strategies.	Workplace inspection training required
6.	Maintain first aid items inventory and relevant PPE. Provides standard first aid treatment for non-critical injuries.	Inventory management
7.	Compile, analyse, and maintain statistics on any workplace accidents, diseases brought on by occupational poisoning, or accidents.	Report writing and analysis
9.	Support development of annual communications plan for Health and Safety awareness.	Communications
9.	Develop, implement and monitor relevant training programmes for staff and students.	Planning and relevant legislative knowledge
10.	Complete required federal, state and local government reports relating to safety.	Report writing
11.	Develop broad stakeholder network to support health and safety activity.	Influencing and networking
12.	Perform other related duties as assigned.	Commitment and responsibility
13.	Uphold UNM's values at all times.	Values

Job Requirements:

Specification	Essential
Qualifications/Education	Minimum Degree in Occupational Safety and Health, Engineering, Science, or a related field.
Knowledge and Skills	• Knowledge of local health and safety regulations • Experience in writing reports • Good time management and problem-solving skill
Working Experience	At least 5 years of experience in occupational safety and health.
Character Attributes	Self-motivated, mature, responsible, ability to work independently, well-organised with good interpersonal skills.
Others	Excellent communication skills with the ability to present and explain health and safety topics when required. Proficient in English.