

FIJI NATIONAL UNIVERSITY
JOB DESCRIPTION

VISION STATEMENT:

To be the leading dual-sector university in the Pacific.

MISSION STATEMENT:

To serve the people, the economy, and society of Fiji and the wider Pacific region, by providing education and training for employability, with an excellent student experience; carrying out research with real-world impact, aligned to national priorities and with global relevance; engaging proactively with stakeholders, in our communities, nation, and region; and demonstrating leadership in sustainability.

1. POSITION DETAILS

Position : OHS Risk & Compliance Officer
Incumbent : New
Division : Estates & Facilities
Department : OHS & Emergency Management
Location : Nasinu Campus
Reports to : Director Estates & Facilities through Manager OHS & Emergency Management

2. PURPOSE

The Risk and Compliance Officer will be responsible to develop, establish, maintain, and promoting internal processes and procedures ensuring that all OHS, and Environmental Health-related activities of the Division are aligned with the University standards, and all other external stakeholders' standards such that the Division meets its legal requirements in terms of health, safety and compliance. The incumbent shall, through Manager OHS&EM, be the main point of contact for all matters related to compliance for the Division.

3. ORGANISATION CHART

Position of Your Immediate Supervisor: Manager OHS & Emergency Management

In the table below write down the positions reporting to you (if any). For each of those positions, indicate the number of staff reporting to them.

Positions Reporting To You	No Of Staff Reporting To Them
N/A	N/A

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4. KEY ACCOUNTABILITIES

- Ensure that the University complies with the relevant local municipality requirements such that all buildings have the necessary approval from the Local Authority, are NFA and OH&S compliant, have Engineer Certification and Cyclone Certification, as well as meet any other standards according to the FHEC compliance requirements. Maintain updated records of all building compliance and certification and ensure all appropriate certification register is updated regularly and reported.
- Ensure all workers in the Division have proper Personal Protective Equipment (PPE). Maintain updated records of all assigned PPE.
- Maintain a database of risk and hazard registers, accidents and incidents register for the Division.
- Implement safe work methods and procedures for the Division's activities.
- Ensure that works at all work sites are undertaken as per safety standards and University OH&S policy.
- Coordinate and facilitate, and where applicable conduct training and informative sessions with Division representatives on safe work methods including liaison with the OHS team and Accommodation team in the facilitation of regular emergency and fire drills.
- Act as an independent and evaluation body within the Division to ensure that compliance issues are appropriately evaluated, investigated, and resolved.
- Planned, organize, and carry out compliance audits in the Division.
- Identify potential areas of compliance vulnerability and risk; and develop and implement corrective action plans for resolution of the issues.
- Make recommendations on the systems and procedures being reviewed, report on the findings and make recommendations and monitor management's response and implementation.
- Act as the main contact point for all compliance matters related to the Division.
- Liaise with other departments and sections to direct compliance issues to appropriate channels for investigation and resolution; including liaison with the OHS team on audit and compliance of firefighting equipment and fire alarm system.
- Work in close collaboration with the Manager OHS & Emergency Management, to ensure that any emerging risk is identified and mitigated, and that appropriate control measures are in place.
- Play an active role in the Incident Response Team both at Campus and at University Level and assist with the inspection and the conduct of activities related to the prevention, mitigation, preparedness, response, recovery, and rehabilitation before and after a disaster.
- Standby for any needed response as directed by the Manager OHS & Emergency Management.

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Reporting and Record-keeping

- Prepare weekly, fortnight, and/or monthly reports on risk and compliance.
- Prepare reports, through the Manager OHS & EM, for the Senior Management as and when required.
- Develop and maintain a monthly checklist for all inspections related to the Division's operations and its compliance with the OH&S standards.
- Carry out site audits required for compliance schedules or building audits using the appropriate checklists.
- Develop and maintain a checklist on an ongoing basis for inspection of on-site construction works.
- Inspect building work undertaken to ensure that work meets the requirement of the building code and other related legislation and ensure that OH&S policies, procedures, and regulations are adhered to.
- Any other duties as assigned by the Manager OHS & Emergency Management and/or Director Estates & Facilities.

5. KEY CHALLENGES

- Decision-making in an environment of a high level of ambiguity and resistance to Heads of Colleges/Divisions to accept change.
- Ensuring conformity in the implementation of policies and processes in an organization with diversity in people and organizational culture.
- Maintaining response timelines with Maintenance and Facilities Teams.

6. AUTHORITY LEVEL

- Operating Expenditure: Nil
- Capital Expenditure: Nil
- Others: Nil

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7. QUALIFICATION AND EXPERIENCE

Essential

- A bachelor's degree in Occupational Health & Safety and or related Engineering field (Civil, Architectural or Electrical Engineering) with 2 years relevant work experience
- OR relevant technical qualification minimum of Diploma in OHS, Architectural, Civil or Electrical Engineering with 5 years of relevant work experience.

Desirable

- Valid Driving Licenses
- A related 2-3 years of relevant experience, with experience in multitasking and working with tight deadlines.
- Strong customer service with good interpersonal and organizational skills.
- Demonstrate problem-solving skills and ability to plan and implement projects.
- Ability to work within minimum supervision.
- Be part of response efforts during the National State of Emergency
- Experience related to the management and compliance of Physical assets and compliance related to Fire Protection and Detection systems and building services.

8. KNOWLEDGE & SKILLS

- Have demonstrated experience in managing risk and compliance at an extensive level. Candidates with past working experience in a university-environment and/or those that have worked in government through a multi-sectoral response team will have the additional advantage
- Candidates who have worked with the implementation and monitoring of the Quality Management System (QMS) will have an added advantage.
- Possess a good understanding of property-related repair and maintenance works, hostel accommodation, and cafeteria operations as well as other ancillary services related to property management. Candidates with past working experience in a property-related environment have an added advantage.
- Analyse and assess risks and take or recommend appropriate action to mitigate such risks.
- Prepare clear and concise reports promptly.
- Maintain a high standard of communication and problem-solving skills.
- Able to work during weekends and after hours.
- Ensure any risk to the organization is identified and reported and appropriate remedial action is taken where necessary as well as ensure that safety inspections are carried out, fire drills and fire alarms are correctly reported and safety inspection and risk assessment working practices are managed.

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9. WORKING RELATIONSHIP

INTERNAL	FREQUENCY
All Colleges and Divisions	Daily

EXTERNAL	FREQUENCY
Local Authorities and Statutory Bodies	As and when required
Consultants and Engineers on Compliance Certification and Standards	As and when required
Contractors and Service Providers	As and when required
Key Government stakeholders	As and when required

10. JOB DESCRIPTION AND VARIATION TO EMPLOYMENT CONDITIONS

It is acknowledged and agreed that from time to time as result of the evolving needs of the employer, the Employee may be required to upgrade his/her qualifications and/or to alter the position or role tasks that are to be carried out. Such alterations shall not be deemed to be a variation of this job description or a breach of its terms providing the substantive nature of the employment remains consistent with the parties' intention at the time of contracting.