

VISION STATEMENT:

To be the leading dual-sector transformative university predicated on inclusiveness, innovation and accessibility for Fiji and the Pacific.

MISSION STATEMENT:

To serve the people of Fiji and the wider Pacific region with leadership that engages with people and communities, respects partnership, enhances excellence, and provides education and skills that promote sustainability through research with real world impact and contributes to self-development.

1. POSITION DETAILS

Position : Occupational Health & Safety and Emergency Management Officer
Grade : 5
Incumbent :
Division : Estates & Facilities
Department : OHS
Location : Nasinu
Reports to : Director Estates & Facilities through Manager OHS & Emergency Management

2. PURPOSE

The incumbent is expected to manage the day to day operations of the OHS department. The Officer is to provide expert assistance, advice and coaching to managers and staff on managing OHS systems, emergency management, programs and procedures to ensure compliance with legislation and industry best practices. Furthermore, the incumbent will provide advice and assistance to develop, implement and lead commitment to the best practice of FNU's OHS Management System.

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

4. KEY ACCOUNTABILITIES

1. Emergency Response Planning and Management

- Assist in developing and implementing the university's emergency response plan, ensuring alignment with national regulations and best practices.
- Coordinate and conduct emergency preparedness drills (fire, earthquake, cyclone, etc.) across all campuses.
- Act as the primary contact for emergency situations, working with relevant authorities and internal teams to manage responses.
- Assist in training emergency response teams.
- Ensure that emergency equipment (e.g., fire extinguishers, alarms, first aid kits) is in place and properly maintained.
- Regularly review and update emergency management policies and procedures based on lessons learned from drills and real emergencies.

2. Disaster Preparedness and Management

- Develop and implement disaster preparedness plans that address potential hazards like cyclones, floods, and earthquakes, ensuring alignment with the National Disaster Management Plan.
- Conduct risk assessments to identify vulnerabilities across university campuses and implement mitigation strategies to reduce the impact of disasters, including infrastructure upgrades and safety protocols.
- Serve as the primary contact during disaster events, coordinating with local and national authorities, emergency services, and internal teams for a swift and organized response.
- Ensure disaster response resources such as evacuation centres, emergency operation centres, communication systems, medical supplies, and evacuation routes are in place and properly maintained.
- Oversee post-disaster recovery efforts, including damage assessments, resource distribution, and infrastructure repairs, while conducting post-incident evaluations to improve future disaster management plans.

3. Occupational Health and Safety (OHS) Management

- Assist in the ongoing development, implementation, and continuous improvement of FNU's OHS Management System, Council's Business Continuity Plan, and Risk Management Strategy and Program.
- Be aware of the requirements under FNU's Occupational Health and Safety Policy Guidelines.
- Assist in developing, implementing, and reviewing OHS Programs, Procedures, and Risk assessments to ensure compliance with legislation and industry best practices.
- Conduct OHS risk assessments in conjunction with Worksite OHS Committees.
- Provide training and guidance to staff in the implementation of OHS management systems.
- Keep up to date with changes to the legislation, standards, and codes of practice that impact OHS and communicate them to all stakeholders.
- Assist in developing and implementing internal and external audit schedules to ensure compliance with the OHS management system.
- Assist, support, and guide staff participating in compliance audits.
- Assist officers involved in OHS inspection and audit of contractor activities.
- Assist in undertaking investigations following accidents or occurrences to determine likely causes and corrective actions, and prepare senior management reports for incidents.

4. Risk Management

- Monitor and review compliance with FNU's Risk Management Policy.
- Conduct periodic audits of Risk Management programs as directed.
- Support and participate in risk-based training across the organization.

- Undertake risk assessments, develop, and maintain a Risk Register reflecting FNU's operations and assets.
 - Assess and evaluate risks to which FNU is exposed and develop action plans with appropriate FNU officers.
 - Support the development and implementation of corrective actions and continuous improvement programs.
- 5. Personal Protective Equipment (PPE) Management**
- Manage the Personal Protective Equipment (PPE) register for staff and assist in acquiring relevant PPE for their work functions.
 - Conduct PPE audits for staff and suppliers to ensure quality, affordability, and efficient supply.
 - Manage procurement and distribution of PPEs.
- 6. Incident Reporting and Emergency Drills**
- Report and maintain the register on all accidents, incidents, and near misses, making recommendations to supervisors to avoid, eliminate, or minimize hazards regarding working conditions or methods.
 - Plan and assist in conducting emergency drills (Fire, Tsunami, Bomb threat) on campuses with worksite OHS committees.
- 7. Compliance**
- Ensure compliance of the Department with academic support functions, relevant collective agreements, Acts, Regulations, and Legal obligations.
 - Ensure that employees obey all instructions issued to protect their health and safety and that of others.
 - Ensure the correct use of all equipment provided for health and safety purposes.
 - Ensure in a matter of self-interest, and as a legal obligation, that nothing is done to make health and safety provisions less effective. Everyone must take reasonable care to protect their own health and safety at work and ensure that no one endangers another through any act or omission at work.
- 8. General Administrative and Supporting Duties**
- Assist in conducting OHS Space Audits.
 - Support OHS-organized programs under Sustainability Initiatives.
 - Maintain a complaint register and assist in investigations.
9. Assist in any other work relevant to the section as required by the Manager/Deputy Director Operations.

Skills & Knowledge

- Previous experience in a similar role is essential
- Strong interpersonal skills
- High degree of Excel and Microsoft Office software and web-based programs competence
- Strong written and verbal communication skills with a high degree of accuracy
- Solutions-oriented and the ability to work autonomously and proactively while maintaining a high level of integrity, confidentiality and diplomacy.
- Excellent people, communication and leadership skills with dynamic work habits
- Ability to manage time and planning and to organise own work to achieve set and specific objectives in an efficient way and within resources available

5. KEY CHALLENGES

- Decision making in an environment of the high level of ambiguity and resistance for Heads of Colleges/Divisions to accept change.
- Ensuring conformity in the implementation of policies and processes in an organisation with diversity in people and organisational culture.
- Help Manage the Emergency Operation Centre and assist in the coordination of efficient and effective responses during a state of Natural Disaster

**FIJI NATIONAL UNIVERSITY
JOB DESCRIPTION**



- Network with key stakeholders in both the public and private sector
- Complaint investigations and reporting
- Assist in the preparation of standby rosters and mobilising emergency response teams

6. AUTHORITY LEVEL

- Operating Expenditure :.....
- Capital Expenditure :.....
- Others :.....

7. QUALIFICATION AND EXPERIENCE

Essential:

- A Bachelor's Degree in Environmental Health or relevant field of OHS or Disaster Management .
- At least 2 years' relevant work experience in the relevant field of OHS or Environmental Health or Emergency Management.

Desirable:

- Previous OHS or Environmental Health or Emergency Management work experience
- Valid driver's license

8. KNOWLEDGE & SKILLS

- Proficient in report writing
- Excellent records management skills
- Exceptional Emergency Management Skills
- Experience in working extra hours
- Experience in conducting Training and Presentations
- Experience in working in high risk and strenuous work environment

9. WORKING RELATIONSHIP

INTERNAL	Frequency
Staff, Manager, Deans, Directors	Daily
Students	Daily

EXTERNAL	Frequency
Stakeholders	As and when required
Vendors	As and when required
Accredited Trainers	As and when required

11. JOB DESCRIPTION AND VARIATION OF 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.