Position Description: OHS Certification Assessor

Company Overview

Established more than 70 years ago, the Australian Institute of Health & Safety is Australia’s professional association for the health and safety profession. We provide services to, and represent people throughout the profession working as Health and Safety Representatives, OHS practitioners and professionals, right up to heads of Health and Safety in Australia’s largest companies.

Our vision is safe and healthy people in productive workplaces and communities.

We maintain and develop the OHS Body of Knowledge, support the Australian OHS Education Accreditation Board, run the OHS Profession Certification program, provide a wide range of information services, run an extensive range of professional development programs and activities, and undertake policy and advocacy to improve standards in legislation, regulation and standards.

OHS Certification Program

Introduced in 2015, the Australian OHS Certification Program follows similar programs already in place for decades in Canada, the UK and the USA. The program serves multiple purposes including:

- Providing a structured development pathway for people in the field of health and safety, including the conduct of ongoing professional development in a planned and structured way;
- Providing employers with greater clarity about the specific knowledge and skill levels health and safety bring to their roles at each level;
- Promoting the value and capability of the work of the health and safety profession overall.

With each level of certification linked to the framework outlined in *Occupational Health and Safety Professional Capability Framework: A Global Framework for Practice*, the knowledge and skill requirements for work at each level are outlined and provide a focus for individual development.

Like certifications in virtually every profession, there are three components to the program:

- Entry comes via the combination of (a) a minimum level of work experience; and
- (b) a minimum level of education; then
- (c) an assessment is undertaken which allows the candidate to show they have combined this conceptual knowledge of their education with their practical experience, to demonstrate capability.

At each level of certification, the application and assessment process is slightly different.

Assessment

The Program has a panel of Assessors who work individually to undertake the assessment of applications to standards agreed with the AIHS and Certification Governance Committee. This panel of assessors is guided and supported by a Lead Assessor.
## OHS Certification Assessor: Position Details

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<th>Key Purpose of the Role</th>
<th>The purpose and objective of the Certification Assessor role is to assess the applications from people who have applied for certification as a Practitioner (COHSPrac), Professional (COHSPProf) or Chartered Professional (ChOHSP).</th>
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| Responsibilities/Key Functions | - Carry out assessments as per the procedures and training guidelines  
- Participate in training and moderation processes  
- Regular communication with the Certification Program Administrator regarding the progress of the assessment  
- Review completed reports against established criteria  
- Complete Assessor documentation set for each assessment conducted  
- Conduct at least two Referee interviews per applicant. Members who apply for ChOHSP also require an additional applicant interview  
- Conduct Assessor role in an ethical manner as per the Assessor Code of Conduct  
- Completion of assessments in due time (4-6 weeks from application date) |
| Knowledge Requirements | Carrying out the role of Assessor successfully requires not only a strong functional knowledge of the key elements of capability at the level assessed, but also a range of personal skills and qualities which assist the assessor to undertake the activity.  
- Ability to interpret capability & range of skills through written materials  
- Ability to interpret capability & range of skills through conduct of Referee interviews  
- Ability to identify not only what is said and written, but also what is not said or written in order to explore the Applicant’s suitability for Certification  
- Ability to interpret advice of others; including Referees and asking follow up questions which arise during assessments  
- Ability to directly explore the contents of reflective journals with ChOHSP applicants  
- Capability to work with and understand a range of personality types and schools of thought at all levels |
| Selection Criteria | - The candidate must hold a minimum status of COHSPProf Certification. Assessors who conduct ChOHSP assessment must themselves be certified as a ChOHSP  
- Good time management  
- Experience in assessment processes  
- Experience in dealing with complex processes and written materials  
- Extended work experience in senior roles across a range of areas or be able to demonstrate the capability to work with a wide range of people in other ways  
- Must be committed to undertaking activities to the high standards of the program, while being consistently efficient with your time |
| Reporting To | Immediate report: Lead Assessor  
Agency head: AIHS CEO |
Assessor Remuneration

Assessors have a set range of administrative tasks to undertake within a relatively short timeframe, and are paid for their work on a fixed rate per assessment. The time taken for each assessment will vary, being affected by both the complexity of the particular assessment and the level of efficiency applied to the task, but over the past two years has been assessed as averaging out at approximately 1.5 Hours per assessment.

Assessor remuneration is set at a fixed rate of $140 with an additional $60 for international or Chartered Generalist OHS Professional (ChOHSP) assessments.

This is a professional rate in the mid-range. Our commitment is to keep costs for the Certification applicants down as much as possible. The Certification fee paid by applicants must also incorporate all management and administrative costs, as well as absorbing the costs associated with complex assessments and appeals. The contribution that Assessors make to their field by taking up this work is appreciated and acknowledged, and the role of Assessor is anticipated to carry high professional status.

For further information, please contact Tanny Lu at certification@aihs.org.au or 03 8336 1995.