



EXPRESSIONS OF INTEREST SOUGHT MANAGER OHS BODY OF KNOWLEDGE

1 day per week average, variable hours
Contractor or employee role
Australia -wide: work from home option

The Australian Institute of Health & Safety is seeking a suitable person to manage the ongoing content review, and development, of the [OHS Body of Knowledge](#) (BoK), in an ongoing part-time capacity, either as an employee or sub-contractor.

About the OHS BoK

After more than a decade of establishment development under Pamela Pryor OAM, today the OHS BoK is the health and safety profession's greatest asset, forming the evidence base for the science, psychology, and practice of Workplace (Occupational) Health and Safety, as conducted by the health and safety profession. It is a key reference point for universities in the delivery of formally Accredited OHS graduate and post-graduate programs and forms the basis of our ongoing work to establish the professional development of people who work in the field.

About the AIHS

[The Australian Institute of Health & Safety](#) is Australia's national association for the health & safety profession. With over 70 years of history, our vision is for healthy, safe workers in productive workplaces. We work toward this by building the capability of the health and profession in a number of ways, maintaining underpinning education standards and the evidence base for the work, supporting career development for practitioners and professionals and being a strong voice for the profession in its work to improve health and safety legislation, regulation, and standards.

Staffing and office environment

We run a small, quiet, friendly, and professional office based at Tullamarine. We work hard and have a focus on excellence in the conduct of our activities. We are committed to having a workplace that reflects mutual respect, and which can be enjoyable and supportive amongst the staff group. When we need to, we jump in and help each other out.

Although we highly value the team ethos and environment that working together face-to-face generates, in the COVID-19 environment we have embraced work from home as a part of the process of supporting considerate and flexible work arrangements for staff. For this role, the option to work from any area of Australia exists for the right person.



THE STAFF TEAM AND KEY CONTRACTORS

- **Executive:** The Chief Executive Officer (full-time) and Executive Assistant/Governance Manager (part-time)
- **Finance:** Finance Manager (full-time), and Finance Officer (part-time)
- **Membership:** Membership Services Coordinator (part-time) and Membership Officer (Full-time)
- **Certification:** Certification Manager (part-time) and Certification Administrator (part-time)
- **Professional development and events:** Events Manager (full-time) and Events Coordinators (x1 part-time, 1 x full time)
- **Communications:** Communications Coordinator (part-time)
- **Education Accreditation** (Contractor position) Registrar, Education Accreditation Board (part-time)
- **Body of Knowledge:** Manager (Contractor position OHS Body of Knowledge (part-time)
- **IT:** IT support, (part-time)
- **Magazine and E-news Editor:** (Contractor position), and ad sales, contractor position

Position profile

OVERVIEW AND KEY PURPOSE OF ROLE

The OHS BoK Manager oversees the maintenance and development of the [OHS Body of Knowledge](#), identifying areas for upgrading and project managing chapter updates, as well as in some cases the development of new chapters, so that it is an up-to-date and contemporary source of knowledge on which OHS higher education and continuing professional development can be based.

The quality and evidence-base in individual chapters should reflect current OHS research and leading-edge thinking.

The resources provided to accompany the OHS BoK chapters should support quality OHS education and practical implementation of the chapter content by professionals.

Reporting

The OHS BoK Manager reports to and is accountable to the AIHS CEO.

Hours

The role is part-time, averaging around 8-12 hours per week, however, *weekly workload can be highly variable with periods of intensive project work relating to Chapter development and review, so the incumbent is required to be highly flexible in time allocation and availability.*

Activities

Engagement and liaison

- Develop and maintain a small OHS BoK editorial advisory panel and liaise with the panel as required to establish an annual body of work to maintain and develop the OHS BoK.
- Engage with and report to the AIHS CEO.
- Liaise with AOHSEAB on priorities for new chapters and chapter reviews and to facilitate input to individual chapters by the AOHSEAB.
- Engage with various national and international networks to support chapter development and review. Where appropriate such liaison will be in association with the AIHS.
- Make conference presentations and undertake other activities to promote the OHS BoK nationally and internationally.

Existing Chapter reviews

- Prepare project briefs for chapters requiring extensive review, confirm availability of funding, convene technical/expert panels as required, and coordinate the review and development activities. In some cases, this will require drafting chapter content. Coordination of the review may be delegated to a member of the editorial panel.
- Oversee the chapter review process, establishing a technical panel if required.

- Liaise with authors and others as required
- Undertake final proof/edit of each chapter and determine if professional editing is required.

Development of new chapters

- Confirm priority for new chapter, prepare project brief, identify potential partner bodies, and confirm availability of funding.
- Establish technical/expert panels.
- Manage the chapter development process including meetings of technical/expert panel and other liaisons. In some cases, a member of the OHS BoK editorial panel may undertake the coordination role.
- Where required, draft content or act as a chapter editor to integrate content from contributing authors.
- Undertake pre-edit review.

Pre-publication

- Liaise with AIHS graphics expertise for the preparation of any graphics
- Liaise with the editor.
- Liaise with the author(s) on editorial comments and prepare the final document.

Publication

- Liaise with webmaster for posting of the chapter.
- Arrange promotion and launch.
- Ensure any technical requirements such as ISBN are completed.

Administration

- Maintain files as appropriate for the OHS BoK and management of the OHS BoK.
- Develop and maintain procedures, information for authors and other documentation as required.
- Oversee the OHS BoK website content to ensure the functionality and currency of the web pages including resources, and develop new content as required

Reporting

- Provide quarterly activity and progress reports to the AIHS CEO/Board, and AOHSEAB and the College of Fellows on request
- Liaise with AIHS IT support staff to ensure functionality and currency of the website.



Salary

Salary is to be determined by the CEO and negotiated with the OHS BoK Manager. As a general guide, the university pay scale for lecturers can be taken as a guide, taking into account qualifications and experience.

Work Hours

Working hours for this role can vary greatly, depending on the program of work being undertaken. The AIHS sets aside funds to cover the general administration of the role, with some time allotted for chapter reviews. However, the extent of the work will annually depend on the availability of funding for specific chapter projects. When chapter project funds are available, a management component is set aside as part of the funding, without chapter work, the role can take on average 2-4 hours per week, plus any review work which can be managed within existing funds. With funds available chapter development underway, the role can extend significantly for the period of the work being undertaken. Additional funding is currently sourced through Enforceable Undertakings; however, the Institute is always seeking new funding opportunities, and ways to fund the program sustainably.

The candidate:

The knowledge, skills and qualities required for the role

The successful candidate will:

- Be self-motivated, and able to operate with minimal supervision;
- Be able to demonstrate initiative in planning and implementing activities to achieve OHS BoK outcomes;
- Be respected and credible within the OHS profession, and influential within relevant networks;
- Be able to engage with others to gain support for OHS BoK outcomes;
- Be able to demonstrate advanced and integrated understanding of a complex body of OHS knowledge together with its application in practice;
- Be able to demonstrate a familiarity with and understanding of the OHS BoK objectives, style, and content.
- Demonstrate engagement and networking skills to develop and maintain professional networks to support OHS BoK development and maintenance;
- Have high-level organisational skills to manage OHS BoK activities;
- Have high-level cognitive and technical research skills to access, review, critically evaluate and consolidate information from a range of sources.
- Have high-level academic writing and referencing skills.
- Have the ability to present on behalf of the Institute, on OHS BoK related matters, at conferences and in other forms, in an engaging way.

Education

- Higher Education qualifications in OHS are essential;
- Masters level qualifications in OHS or another discipline are desirable
- Formal training in research and academic writing is highly desirable.

Expressions of interest/Applications

Expressions of interest/applications for this role, with a cover letter, and addressing the selection criteria should be made to:

The CEO, AIHS via email: admin@aihs.org.au by Wednesday 27th July 2022.

If you would like to discuss the role confidentially, please contact admin@aihs.org.au or ring (03) 8336 1995 and ask for Karen Zeffiro, to make an appointment with the CEO.