

WHS Manager

Australian National Maritime Museum

What will you do?

Assist and support the ANMM to provide a healthy, and safe, place of work for its employees, volunteers, contractors, and other stakeholders, and to provide a site, facilities and services for its visitors and paying customers that are safe with risks identified and eliminated or mitigated and controlled. Ensure that the ANMM complies with the WHS Act and associated regulations and guidelines.

The successful candidate is required to demonstrate:

- Excellent understanding, knowledge of the WHS Act, (including regulations and guidelines), and its application to a major public institution, its staff, volunteers, contractors, visitors and customers.
- Proven ability to develop and implement WHS policies and procedures to assist and support the management in the establishment and maintenance of a healthy and safe place for work and visitation.
- Effective communication and negotiation skills, with a proven ability to deal effectively with people with diverse backgrounds, and at all levels of the museum's organisational structure.
- A proven ability to motivate employees, volunteers and contractors to develop, establish and maintain safe work places, systems and methods.
- Demonstrated experience in dealing with the public on WHS related matters.
- Ability to achieve goals, work to deadlines and organise priorities.
- Knowledge and experience in development, maintenance and use of a risk management system.

Applications Close: 11:30 pm AEST, Sunday, 27 August 2017

Contact Officer: Peter Rout, Assistant Director Operations, Operations Division Telephone No: 02 9298 3746

Selection for these positions will be made on the basis of relative merit which will be assessed against each item of the selection criteria. Applications that do not address the selection criteria will not be considered for short listing by the Selection Committee. As part of the selection process the selection committee may invite candidates to undertake psychometric test, you should advise the selection committee if you have any special needs. Psychometric tests may be used as the initial short-listing test or later in the selection process. Some tests are very short while others may take one or more hours.

Notes

These positions are open to all eligible members of the community. To be an eligible member of the community you must be an Australian citizen. Applications may be accepted from Australian permanent residents who are in the process of acquiring Australian citizenship. Full position details, application requirements, selection criteria, position description and a pre-

Application form are located on this website:

<http://www.anmm.gov.au/about-us/who-we-are/work-with-us>

No Applications will be accepted by mail or email.