



## **Call for Expressions of Interest:**

### **Registrar, Australian OHS Education Accreditation Board**

The Australian OHS Education Accreditation Board is responsible for professional accreditation of OHS education provided by the Higher Education sector. The mission of the Accreditation Board is to ensure that OHS professional education is based on educational design and review processes, and delivery of learning appropriate to develop graduates equipped with the knowledge and skills to enter the workplace as an entry-level generalist OHS professional. The Accreditation Board achieves this by approving and overseeing the accreditation process and ensuring appropriate governance of the process so that appropriate standards are maintained.

The Accreditation Board was created under the By Laws of the Safety Institute of Australia. As such it is auspiced by the Safety Institute of Australia but is independent in its decision-making regarding standards and accreditation.

#### **The role**

The purpose of the role is to be the 'face' of the Accreditation Board and to administer the Accreditation Board and the accreditation process so that:

- OHS professional education is managed and administered to meet the objectives, principles and criteria set by the Accreditation Board
- The accreditation process is seen as valid, fair and reliable and valued by universities, OHS professionals and employers.

Activities include administration of the Board, management of the accreditation process and strategic development and engagement to further the objectives of the Accreditation Board.

#### **The position**

The position is part time role with a nominal time fraction of 0.3 (1.5 days per week) (500 hours/year). The incumbent is expected to be flexible in time allocation and availability taking account of demands such as accreditation assessments and Board meetings. The employment arrangement may be as a contractor or as an employee. There is potential for a remote working arrangement.

As the Accreditation Board is legally auspiced by the Safety Institute of Australia, the Registrar is formally appointed by the SIA. However, the position is accountable through the Chair to the Accreditation Board.

#### **The Person**

To be successful in the role you will be self-motivated, able to operate with minimal supervision and demonstrate initiative in planning and implementing Board activities. You will also be seen as credible in OHS and education matters; influential with OHS educators and able to engage with personnel including members of the Board, Heads of School, academics, current and past students, OHS regulators and policy makers and other accreditation bodies.

You will need to demonstrate advanced and integrated understanding of a complex body of OHS knowledge and good practice in education at the tertiary level as it applies to OHS. In addition, you will be



able to demonstrate a comprehensive understanding of how competence and capability can be built through the education process.

As an essential requirement, you will have Higher Education qualifications in OHS with a masters-level qualification preferred. A Higher Education qualification in education is desirable. You will also have demonstrated experience in OHS practice and in education.

### **Remuneration**

The remuneration will be negotiated with the successful applicant commensurate with their qualifications, skills and experience relevant to the position. As an indication, the benchmark will be within the university senior lecturer pay scale.

### **Enquiries**

The full position description for the role can be obtained by emailing [registrar@ohseducationaccreditation.org.au](mailto:registrar@ohseducationaccreditation.org.au)

Further information on the role can be discussed with the Chair of the Accreditation Board, Emeritus Professor Mike Capra: Email [m.capra@uq.edu.au](mailto:m.capra@uq.edu.au) or Mob 0421 744 337 (only until 27<sup>th</sup> February).

### **To apply**

Expressions of interest in the position close on **March 10<sup>th</sup>, 2017**.

Expressions of interest must be on the form *Registrar - Expression of interest proforma* which can be obtained by emailing [registrar@ohseducationaccreditation.org.au](mailto:registrar@ohseducationaccreditation.org.au).

