

CASUAL DUTY STATEMENT

VENUES WEST

POSITION DETAILS

Title:	Event Safety Officer
Classification:	Level 7
Branch:	Sports and Events
Directorate:	Venue Management
Award/Agreement:	VenuesWest General Agreement
Reports to:	Technical Operations Coordinator
Direct Reports:	Nil
Special Conditions:	Regular outside normal business hours and weekend work is a requirement of this role

ABOUT THE ORGANISATION

Our Vision is to deliver world class sport and entertainment experiences through the effective management of our venues.

We directly support high performance sport by providing training and competition facilities, direct subsidies to sport on venue and events costs, and through the provision of high performance sport experiences for the community.

We focus on attracting world class sport and entertainment events, providing all Western Australians with the opportunity to be inspired.

ABOUT THE VENUESWEST WAY

The VenuesWest Way guides the way we work and the way we model our behaviour.

It is our system of defining and measuring our culture and sets the expectations on how we engage, improve, support and challenge one another to be the safest and best we can be – as individuals and as a collective.

Our signature behaviours:



ABOUT THE DIRECTORATE

The Venue Management Directorate is responsible for the activation of VenuesWest managed facilities through the provision of support for high performance sport and delivery of community opportunities for sport, recreation and entertainment.

ABOUT THE ROLE

Reporting to the Technical Operations Coordinator, the Event Safety Officer plays an expanded advisory and compliance role, supporting VenuesWest to deliver safe, high-quality events by providing specialist WHS guidance, coordinating safety assurance activities and monitoring contractor and event work practices across all stages of event delivery. including bump in and out and contributing to safety during an event.

The role acts as a frontline WHS representative during events, bump-in/bump-out and operational activities, providing authoritative advice, identifying and managing risk, supporting the implementation of the Safety & Risk Management System, and intervening where required to prevent harm.

ABOUT THE RESPONSIBILITIES

VenuesWest is committed to the principles of Equal Employment Opportunity (EEO) and diversity in the workplace and the provision of a safe environment for our employees, customers, trainees, students and volunteers. We will perform all duties and responsibilities in a manner and behaviour consistent with EEO legislation, Workplace Health & Safety legislation, VenuesWest's Code of Conduct, the VenuesWest Way and other relevant Policies/Procedures and legislation.

Event & Contractor Safety Oversight

- Monitors high-risk activities during bump-in, bump-out and event operations, ensuring compliance with safety plans, SWMS and permit requirements.
- Provides timely safety advice and guidance to event staff, contractors, hirers and venue partners.
- Intervenes and directs workers or contractors to stop work where required to prevent injury or correct unsafe performance.
- Reviews, verifies and monitors contractor licences, qualifications and documentation for event activities.
- Supports the review and feedback of event risk assessments, safety documentation and work plans, ensuring adequate controls are implemented.
- Notifies responsible management personnel of failed or absent controls and recommends corrective and preventative actions.
- Maintains strong safety relationships with event stakeholders to build a proactive safety culture.

Safety & Risk Compliance and Monitoring

- Conducts venue safety inspections and roaming risk controls in line with planned programs and event requirements.
- Monitors Permit to Work activities, ensuring compliance and escalating issues where required.
- Identifies, assesses and reports hazards and risks to workers and the public, including recommendations for risk mitigation.
- Provides advice and support for the implementation, maintenance and continuous improvement of the VenuesWest Safety and Risk Management System.
- Supports internal audits, inspections and the development of safety performance improvements.

Incident, Hazard & System Reporting

- Assists in the documentation, reporting and escalation of WHS incidents, hazards and near misses through CAMMS
- Supports incident investigations, contributing factual analysis and assisting with corrective action development.
- Ensures accurate recording of safety observations and contributes to safety trend analysis.

Safety Education & Stakeholder Support

- Provides safety coaching, toolbox support and on-the-job guidance to operational staff, hirers and contractors.
- Communicates and influences effectively to gain cooperation and drive safe behaviours among diverse event stakeholders.

General

- Takes reasonable care for personal safety and that of others, complying with all WHS obligations.
- Undertakes other related duties as directed.

ABOUT THE PERSON

The following *essential* capabilities are to be addressed in the context of the responsibilities of the position:

1. Demonstrated experience delivering safety services within event, sport, recreation, construction, hospitality or entertainment environments.
2. Strong understanding of contemporary WHS practices and risk management, including contractor and high-risk work oversight.
3. Applied knowledge of WHS legislation, regulations, Codes of Practice and relevant standards.
4. Proven ability to work autonomously, make informed safety decisions and intervene with authority when required.

5. Highly developed interpersonal and communication skills, including managing disputes, influencing stakeholders and directing stop-work actions when necessary.
6. Demonstrated ability to interpret risk controls, identify deficiencies and recommend corrective actions.

Desirable

- Experience working with contractor management systems (preferably Rapid Global).
- Knowledge of construction-related WHS requirements and standards.
- Experience in event operations or high-performance sport environments.

Essential Qualifications/Certifications

1. WA Construction Industry White Card (Work Safely in the Construction Industry); and
2. Certificate IV in Workplace Health and Safety.

EMPLOYMENT CONDITIONS AND ELIGIBILITY

Appointment to this position is conditional upon:

- providing appropriate evidence of the 'Right to Work' in Australia
- providing a National Police Clearance Certificate (dated within 3 months from the date of application for the position) from a recognised service provider as determined by VenuesWest

Additional information can be obtained by contacting People and Culture on (08) 9441 8362.