

CHIEF SAFETY OFFICER

(POSITION #01118)

AWARD CLASSIFICATION	GOSAC, Level 7	ANZSCO	251312
DIRECTORATE	Business Support Services	BRANCH	Safety
LINE MANAGER	Director Business Support Services	DIRECT REPORTS	Up to 3
SPECIAL CONDITIONS	N/A		

ABOUT THE DIRECTORATE

Business Support Services' intent is to build organisational capacity through the support and development of VenuesWest's people, systems and processes. In doing this, the Directorate will deliver timely, efficient strategic advice and support services to the organisation in People and Culture; Information and Communication Technology; and Safety and Risk.

ABOUT THE ROLE

The Chief Safety Officer provides strategic direction, leadership and management of the functions including employee safety, event safety, contractor safety, and business continuity across VenuesWest portfolio of venues.

ROLE RESPONSIBILITIES

VenuesWest is committed to Equal Employment Opportunity (EEO) and diversity in the workplace and providing a safe and inclusive environment for workers and patrons. We will perform all duties and responsibilities in a manner and behaviour consistent with EEO and Work Health & Safety legislation, VenuesWest's Code of Conduct, the VenuesWest Way and other relevant Policies/Procedures and legislation.

GENERAL MANAGEMENT AND LEADERSHIP

- Provides strategic and operational leadership to the Safety team, ensuring the achievement of organisational objectives while modelling the values and behaviours of the VenuesWest Way.
- Contributes to the formulation of the Business Support Services Directorate's direction, policies and strategies.
- Facilitates continuous improvement through the ongoing monitoring, analysis and achievement of the Business Support Services Directorate Business Plan, Budget and KPI's, responding proactively and making changes when required.
- Develops, improves and implements VenuesWest's Safety and Risk Framework.
- Participates as a member of senior management and working groups as required.
- Assists in the planning of major projects.
- Assists in the planning of change management strategies.
- Supports an appropriate work culture that delivers high performance.
- Facilitates the VenuesWest Performance Development Planning process for the Safety team ensuring people are continually developed and recognised.
- Works collaboratively as an active member of the Business Support Services Directorate sharing information and ideas and promoting professional development across the broader Directorate.
- Manages and monitors the recruitment, induction, training and performance of staff within the team.

- Develops and maintains a highly responsive customer focused and values driven culture to ensure service delivery requirements are met within expected timeframes.

SAFETY(EMPLOYEES, CONTRACTORS & THE PUBLIC)

- Monitors, reviews and continually improves the strategic direction, leadership and culture on all aspects of safety (employee, contractors& the public) and business continuity to achieve strategic objectives.
 - Ensures effective integrated frameworks and systems for safety (employees, contractors and the public), and business continuity which are practical and implementable while complying with legislation, standards and codes to ensure a safe and resilient organisational culture.
 - Establishes strategic and effective relationships with key stakeholders including executive and senior management to promote, coordinate and develop strategies to enhance safety, and business continuity across VenuesWest.
 - Provides Subject Matter Expert (SME) support for the Board Safety, Risk & ICT Committee.
 - Supports the Manager Public Safety and Security Operations in driving contemporary public safety practices across the organisation.
 - Undertakes complex or escalated workplace investigations related to workplace safety and other incidents in conjunction with other internal functions as required.
 - Ensures an effective reporting regime for safety, and business continuity is in place as required including reporting to Board and Executive.
 - Develops and maintains an appropriate audit regime and ensures implementation of it to improve safety, and business continuity outcomes.
 - Serves as the primary contact for internal and external stakeholders, assessing and prioritising request for assistance and allocating them to team members.
 - Ensures organisational compliance to business continuity legislative requirements and Australian standards.
- Contributes to the development of a resilient organisation through the development of Business Continuity Management and Action Plans and ensures these Plans are prepared, tested and regularly reviewed.

CORPORATE GOVERNANCE, ACCOUNTABILITY AND COMPLIANCE

- Ensures compliance with the VenuesWest accountability framework and manages resources to deliver on the expected outcomes for this position.
- Manages the implementation and evaluation of corporate governance policies, practices and systems for the Safety function, ensuring compliance.
- Acts as the principal contact for governance matters, ensuring issues are managed and communicated appropriately.
- Prepares and presents reports and briefing papers that provide clear updates on safety activities, performance, and BAU developments, while also highlighting key insights and recommendations where relevant for the Executive, governance committees, and working groups.

WORKPLACE SAFETY AND HEALTH

- I take care to protect my own safety and health at work, and that of others by co-operating with all VenuesWest policies and procedures and complying with all applicable work health and safety laws.Leads and mentors team members, providing technical guidance on WHS legislation and practices to develop capability and ensure high-quality WHS practices across the Safety team.
- Sets and maintains the WHS assurance program schedule, and oversees assurance activities to ensure they are planned, executed and reviewed effectively.
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OTHER

- Other related duties, as directed.

ROLE REQUIREMENTS

The following capabilities are to be addressed in context of the responsibilities of the role.

ESSENTIAL

1. Demonstrated skills, knowledge and experience in leading and influencing the strategic direction of the Work, Health & Safety function in an organisation, including:
 - experience delivering tangible and genuine safety improvements across an organisation; and
 - a strong understanding of government processes in work, health and safety management.
2. Inspires a sense of purpose and direction and focuses strategically by understanding the organisation's objectives, aligning operational activities accordingly and providing direction to team members regarding the importance of their work.
3. Establishes clear plans and timeframes for project implementation; Responds to change and uncertainty in a positive and flexible manner; Sees projects and programs through to successful completion whilst achieving quality outcomes.
4. Builds productive relationships internally and externally to facilitate co-operation, partnerships and working collaboratively as a team; Leverages diverse views and perspectives and promotes a culture of customer service.
5. Exemplifies personal integrity and self-awareness by adhering to the VenuesWest Way and Code of Conduct; Makes decisions for the collective good without favouritism or bias; Responds to pressure in a controlled manner and continues to move forward despite setbacks.
6. Communicates confidently, concisely and articulately both orally and in writing, approaching negotiations with a strong grasp of the key issues, striving to achieve outcomes that deliver benefit for both parties.
7. Refines roles and responsibilities and allocates workforce resources to achieve business outcomes and develop team capability; Undertakes succession planning; Provides coaching and leadership to encourage others to strive for ongoing performance improvement and continuous improvement.

DESIRABLE

1. Direct experience in managing safety for places of mass gathering.
2. Demonstrated experience leading/managing a Safety function, including business continuity.
3. Demonstrated experience in improving safety culture and leadership.
4. Demonstrated experience in the application of relevant legislation, regulations and standards.

QUALIFICATIONS / CERTIFICATIONS

ESSENTIAL

- Tertiary level (Diploma) qualification in Safety Management
- Completion of training in undertaking workplace investigations or capacity to complete within 3 months of commencement
- WA Construction Industry White Card (Work Safely in the Construction Industry).

DESIRABLE

- Tertiary qualification (Bachelor Level) in Occupational Health & Safety, Work Health Safety, Public Safety or similar health-related discipline.

ABOUT THE VENUESWEST WAY

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



We champion dreams



We deliver safely



Together we win



We act like owners



We celebrate success

POSITION CONDITIONS AND ELIGIBILITY

Appointment to this position is conditional upon:

- Providing evidence of 'Right to Work' in Australia
- Providing evidence of a National Police Clearance (dated within 12 months)

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Diane Mistic
Director Business
Support Services

Date JDF
Approved

27 March 2026