Job Description

Position details:

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| Title: | Director Corporate Risk, Safety, People and Systems | **Position Number:** | 01001 |
| Classification: | Level 8 | | |
| Branch: | Corporate Services Administration | | |
| Directorate: | Corporate Services | | |
| Award/Agreement: | Public Sector CSA Agreement and GOSAC Award 1989 | | |
| Reports to: | Chief Executive Officer | | |
| Direct Reports: | Chief Information Officer  Manager People and Culture  Chief Safety and Risk Officer | | |
| Special Conditions: | Out of hours work required on an as needs basis | | |

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 event 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:

Shape

Description automatically generated

About the Directorate

Corporate 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 delivery timely, efficient strategic advice and support services to the organisation in People and Culture; Information and Communication Technology; and Risk, Safety and Health.

About the Role

The Director Corporate Risk, Safety, People and Systems is responsible for the contemporary and strategic leadership of People and Culture, Risk Management, Safety and Health, project management, and Information and Communication Technology functions.

As a member of the Executive Team this position plays a broader role in driving strategic direction, safety, culture, policy and the delivery of overall results of the organisation.

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 using behaviours consistent with EEO legislation, Occupational Safety & Health legislation, VenuesWest’s Code of Conduct, the VenuesWest Way and other relevant Policies/Procedures and legislation.*

Executive Leadership and Strategic Management

* As a member of the Executive Team has shared responsibility for the formulation of VenuesWest’s direction, policies and strategies.
* Actively contributes to strategic planning, business planning and policy development for VenuesWest.
* Facilitates continuous improvement through the ongoing monitoring, analysis and achievement of VenuesWest’s Business Plan, Budget and KPI’s, responding proactively and making changes as required.
* Is the Executive Sponsor of VenuesWest’s Culture Program.
* Leads and Directs the ICT components of the organisation’s ICT Strategy.
* Leads, evaluates and delivers on major corporate projects.
* Is responsible for the development and implementation of the organisation’s Reconciliation Action Plan.

supports change management strategies required to achieve organisational objectives.

Corporate Governance, Accountability and Compliance

* Provides leadership to the Corporate Services Directorate to achieve VenuesWest’s objectives and deliver a customer service focused Corporate Services function.
* Contributes to the development and maintenance of, and compliance with VenuesWest’s accountability framework and manages resources to deliver on the expected outcomes and outputs for this position.
* Contributes to the identification and management of risks and ensures risk frameworks, governance, controls and treatment action plans are in place to mitigate the organisation’s exposure to risk.
* Provides advice to the CEO, Board and Minister to ensure all accountability, legislative, government policy and other employer responsibilities are met.
* Manages the effectiveness and delivery of any Board Committee’s relevant to the Directorates priorities and other working groups as required.

Client and Stakeholder Management

* Develops and fosters industry, community and government communications and relationships.
* Positively manages stakeholder relationships and consults and negotiates with a range of internal and external stakeholders including industry representatives.
* Represents VenuesWest in negotiations, discussions and consultations with customers and key stakeholders.
* Leads and promotes innovation and continuous improvement within the Directorate and across the organisation to ensure the successful delivery of VenuesWest services.

Leadership and Development of People and Teams

* Provides effective leadership and ensures the Corporate Services Directorate and teams model the behaviours of the VenuesWest Way.
* Is accountable for shaping appropriate workplace culture aimed at facilitating high performance.
* Leads the VenuesWest Performance Development Planning process for Corporate Services Directorate ensuring people are developed and recognised.
* As part of the Executive Team, has shared responsibility for the delivery of the VenuesWest Workforce & Diversity Plan.

Management

* Directs and ensures the integration of Corporate Services Directorate business planning processes to achieve strategic directions.
* Leads and directs the development and integration of corporate services systems, processes and policies to improve overall business efficiency and effectiveness and ensure compliance with statutory obligations.
* Strategically leads and oversees the provision of contemporary human resource services and the implementation of Human Resources and Employee Relations programs and initiatives
* Strategically leads and oversees the delivery of risk management, workplace health and safety, and health & wellbeing services, activities and systems promoting a safe and secure culture across the organization and to our patrons.
* Strategically leads and oversees the ICT Strategy and initiatives to enable effective, efficient and reliable services in support of business deliverables.
* Ensures the provision of procurement processes and practices for the Corporate Services Directorate in accordance with public sector policies and requirements for the Directorate.
* Provides quality services and timely information to support VenuesWest’s Board, Executive and Directorates.
* Leads, directs and implements all areas of strategic resource management and planning, including workforce planning and ensures alignment with the organisation’s strategic objectives, corporate planning and governance processes.
* Is accountable for the management of human financial, technological and physical resources to achieve the VenuesWest Business Plan and Key Performance Indicators.
* Develops briefing papers, Executive Team and VenuesWest Board papers and reports pertaining to Corporate Services strategies, initiatives and activities.

Risk, Safety and Health

* Leads, champions and represents Executive in developing, implementing and monitoring risk, safety and health for the organization.
* Maintains a high-level focus on safe work practices at all times, challenging practices where required to ensure appropriate safety outcomes.
* Reads and understands all emergency plans and safety and health procedures, follows safe work instructions, undertakes emergency management and safety related training and assumes responsibilities as required or directed.

Other

* Other related duties as required.

About the Person

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

1. High level skills, knowledge and experience leading the delivery of organizational outcomes in a Human Resources, Risk and Safety and/or Information Communication Technology function.
2. Inspires a sense of purpose and direction and focusses strategically by establishing goals that link the organisational goals and the business unit’s goals; Harnesses information; Considers opportunities and risks and identifies innovative solutions.
3. Achieves results by building effective teams and creating a flexible environment that enables people to meet changing demands; Implements continuous improvement activities; Adopts a planned approach to the management of work and projects; Drives a culture of achievement by ensuring ideas become actions that result in expected outputs.
4. Builds and sustains productive relationships with a diverse range of internal and external stakeholders; Facilitates cooperation and partnerships and resolves conflicts effectively; Drives a culture which uses diversity to foster innovation and embraces high quality customer service.
5. Exemplifies personal integrity by adhering to and promoting the VenuesWest Way and Code of Conduct; Provides impartial and forthright advice, making tough corporate decisions and standing by them; Commits to actions and displays resilience in achieving them; Demonstrates self-awareness and commits to personal development.
6. Communicates confidently, clearly and accurately both orally and in writing; Listens to, understands and adapts their style to their audience; Negotiates persuasively, addresses disagreements and ensures negotiations remain on track.
7. Engages and motivates employees and develops their capability and potential; models and encourages a culture of continuous learning and leadership; engages in strategic workforce planning and strategic resource utilisation to meet organisational goals; and supports, promotes and champions change, leading employees through change processes to build support and commitment.

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

1. Knowledge and understanding of Public Sector policy, legislation and regulations.

Qualifications / Certifications

Desirable:

* Tertiary qualification in Business Management, Finance, Information Technology, Risk Management, Human Resources or a related discipline or significant senior level experience

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.

**Important note:** The key requirements and attributes detailed above are based on the following core capabilities prescribed in the VenuesWest Job Capability Framework:

* Shapes and manages strategy
* Achieves results
* Builds productive relationships
* Exemplifies personal integrity and self-awareness
* Communicates and influences effectively
* Manages people

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

Certification:

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| The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position. | | |
| David Etherton  Chief Executive Officer |  | Date Approved:  18/3/2022 |
| As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document. | | |
| Employee Name: |  | Date Appointed:  ……../……../…….. |
| Signature: |  | Date Signed:  ……../……../…….. |