

CASUAL DUTY STATEMENT

POSITION DETAILS

Title:	Event Safety Officer	Position Number:	TBD
Classification:	Level 4.1		
Branch:	Sports and Events		
Directorate:	Venue Management		
Award/Agreement:	VenuesWest General Agreement		
Reports to:	Venue Coordinator/Venue Supervisor		
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 Venue Coordinator/Supervisor, the Event Safety Officer will support VenuesWest to deliver safe events by monitoring, reporting and providing guidance to workers involved in event activities including bump in and out and contributing to safety during an event.

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 Safety

- Monitors high-risk activities associated with the bump in and out of production and events to maintain workplace safety including:
 - Monitoring work conducted by workers engaged for event activities, including bump in and out.
 - Reporting unsafe behaviours and conditions to the Venue Supervisor/Coordinator for follow up with contractors or Hirers
 - Reporting/ documentation of issues or concerns
 - Assisting in checking licences and qualifications to perform work.
- Identifies and reports hazards or risks to workers and the public including conducting inspections, preparation of reports and conducting roaming controls of the venue.
- Assists in the documentation of WHS incidents and hazards through CAMMs.
- Reviews event risk assessments and other relevant documentation in line with the event plan and ensures that controls are implemented and updated accordingly.
- Reports incidents and accidents; assisting in incident notification process.
- Proactively endeavours to resolve issues quickly and effectively.
- Develops positive safety relationships with key event stakeholders to ensure effective communication.
- Directs workers to stop works as appropriate.
- Advises workers on all WHS matters.

ABOUT THE PERSON

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

1. Experience in delivering safety services with a sport, recreation, hospitality or entertainment environment.
2. Understanding of contemporary and emerging WHS and emergency management issues.
3. Sound knowledge of Workplace Health and Safety legislation and regulations including Codes of Practice and Standards.
4. Ability to work autonomously and as part of a team.
5. Strong interpersonal skills to manage disputes, stop works as appropriate and minimise disruption to services.

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.