

SENIOR SAFETY AND RISK CONSULTANT

(POSITION #01417)

VENUES WEST

AWARD CLASSIFICATION	GOSAC, Level 6	ANZSCO	251312
DIRECTORATE	Business Support Services	BRANCH	Safety and Risk
LINE MANAGER	Chief Safety and Risk Officer	DIRECT REPORTS	2
SPECIAL CONDITIONS	Outside of normal hours work is a requirement of this role.		

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

Reporting to the Chief Safety and Risk Officer (CSRO), the Senior Safety and Risk Consultant (SSRC) is a business partner and compliance adviser responsible for actively engaging and supporting operations leaders to 'deliver safely'. The role provides stakeholders with advice and support to ensure safe systems of work and strong compliance processes and demonstrates standards for workplace safety.

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 leadership to identified members of the Safety & Risk team and operational management of the function to achieve organisational objectives.
- Contributes to the formulation of the Business Support Services Directorate's direction, policies and strategies.
- Supports the CSRO in the development and implementation of VenuesWest's Safety and Risk Framework and safety management system. Assists in the delivery of major projects.
- Assists in the delivery of change management strategies.

DEVELOPMENT AND LEADERSHIP OF PEOPLE AND TEAMS

- Provides effective leadership to ensure the Safety and Risk team models the behaviours of the VenuesWest Way.
- Supports an appropriate work culture that delivers high performance.
- Facilitates the VenuesWest Performance Development Planning process for the Safety & Risk 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.
- Assists with the implementation of change management strategies required to achieve corporate objectives.

SAFETY AND RISK (EMPLOYEES, CONTRACTORS AND THE PUBLIC)

- Provides stakeholders with timely and accurate safety and compliance advice, support and education.
- Maintains expert knowledge of VenuesWest safety and risk management system and documentation.
- Assists the CSRO to develop, maintain and improve the safety and risk management system and documents.
- Assists stakeholders to develop and implement work-level risk assessments, including safety plans and/or SWMS.
- Develops and Facilitates safety and risk education workshops, as required.
- Coordinates Safety and Risk Projects to achieve strategic and operational objectives.
- Establishes effective relationships with key stakeholders including senior management to promote, coordinate and develop strategies to enhance safety, risk and business continuity across VenuesWest.
- Supports the CSRO in driving contemporary public safety practices across the organisation.
- Provides support on risk management to facilitate the development and implementation of effective strategies to identify, assess, monitor and manage identified risks across VenuesWest.
- Undertakes investigations related to workplace safety and other incidents in conjunction with other internal functions as required.
- Coordinates safety assurance activities including scheduling and conducting regular contractor safety audits and assurance checks, supports the implementation of corrective action and improvement plans ensuring adherence to health and safety regulations. Monitors and reports on contractor performance, addresses identified non-compliance, and implements corrective action processes when necessary.
- Analyses audit outcomes and develops recommendations for continuous improvement in contractor safety and risk processes.
- Provides consolidated reports and trend analysis of contractors' and licensees' safety performance, including identification of systemic issues or repeated non-compliances, to the CSRO.

BUSINESS CONTINUITY

- Contributes to the development of a resilient organisation through the development of Business Continuity Management and Action Plans and supports the CSRO to ensure these Plans are prepared, tested and regularly reviewed.
- Provides support and builds organisational capacity for Emergency Management, Incident Response and Crisis Management Teams to assist with any incidents or crisis events resulting in activation of the Business Continuity Action Plans; facilitates debriefs following incidents, shares findings and makes recommendations for improvements, where required.

CORPORATE GOVERNANCE, ACCOUNTABILITY AND COMPLIANCE

- Performs operational activities to support the compliance with the VenuesWest accountability framework and manages resources to deliver on the expected outcomes for this position.
- Contributes to the implementation and evaluation of corporate governance policies, practices and systems for the Safety and Risk function, ensuring compliance.
- Contributes to the identification of risks and ensures appropriate mitigations are in place to manage risk, liability and safety.

WORKPLACE SAFETY AND HEALTH

- 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.

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. Previous relevant experience, knowledge and skills as a subject matter expert in safety and high-risk work including:
 - Exposure to a variety of workplaces or sites including events, construction and high-risk works.
2. Monitoring and providing feedback to contractors/tradespersons, providing guidance and advice to achieve safe outcomes, managing compliance and non-compliance. Understands strategic and operational objectives, trends and factors that may influence work plans; Draws on information from a range of sources; Analyses and works within agreed guidelines to make decisions and incorporates outcomes into work plans.
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. 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 in the application of relevant legislation, regulations and standards.
3. Demonstrated experience in safety reporting systems and contractor management systems.

QUALIFICATIONS / CERTIFICATIONS

ESSENTIAL

- Tertiary level (Minimum Diploma) qualification in Safety Management
- WA Construction Industry White Card (Work Safely in the Construction Industry).
- Lead Auditor Qualification

DESIRABLE

- Tertiary qualification (Bachelor Level) in Risk Management, Occupational Health & Safety, Work Health & Safety, or similar health-related discipline.
- Completion of training in undertaking workplace investigations or capacity to complete within 3 months of commencement

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

5 February 2024