

Position Description

Job title:	Manager, Risk & Safety
Team:	Finance & Corporate Services
Reporting to:	Executive Manager, Finance & Corporate Services

About the organisation:

The Royal Agricultural Society of Victoria (RASV) enables communities to celebrate their passion and celebrates excellence in Victorian agricultural produce through world-class programs and events connecting industry with consumer.

About this role:

This position plays a crucial role in ensuring effective safety and risk management practices are developed, implemented and embedded across the organisation and events with the overall aim of creating a safe and healthy environment for staff, contractors, volunteers, event personnel and the public.

A key responsibility of this role is the management and implementation of the Strategic Risk Register and the Operational Risk Register, to ensure that the key risks of the business are monitored and mitigated where possible. This will allow the business to achieve its strategic goals in a safe and controlled environment.

Note: it is important that you are available and flexible to work on weekends and outside of normal working hours to accommodate events held onsite.

Key responsibilities:

Risk Management

- Maintain and improve the Strategic and Operational Risk Registers for the business
- Implement a Risk & Safety Committee to drive improvements in the organisations risk management practices
- Prepare reports for both the Audit & Risk Board Sub-Committee and the Board, demonstrating the significant risks and associated mitigations
- Deliver improved risk management outcomes through the effective development and implementation of risk mitigation strategies
- Liaise with key internal and external stakeholders to delivery operational requirements, clear and efficient systems and work practices
- Undertake and facilitate risk assessments in relation to key organisational risks, operational activities and event activations (where required)
- Consult, engage and monitor contractor and third party activities including high risk work activities with respective stakeholders, provide feedback and collaboratively manage identified issues

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- Liaise with relevant persons from Contractors, Safety Staff, Event operations Staff, Police and Emergency Services and Security to ensure that issues raised are appropriately addressed
- Carry out planned inspections, audits, monitoring and testing of critical plans, procedures and practices.
- Ensure an active presence across the event site, conducting regular walk-arounds, safety inspections and identify safety concerns and risk issues which may require intervention or control
- Ensure the successful implementation of event related health and safety initiatives
- Facilitate the joint consultation and resolution of risk, health and safety matters
- Assist in the reporting and/or rectifying of any safety issues identified Inspecting, observing and testing critical safety requirements and risk controls
- Facilitate / co-facilitate incident investigation reported and relevant regulatory consultation.
- Participate in / deliver relevant pre-event briefings and debriefs.

Risk and Safety Leadership

- Provide risk and safety expertise and leadership, guidance and direction to RASV managers and employees across the organisation
- Develop, implement and recommend a practical health and safety strategy utilising a consultative and collaborative model that integrates with the RASV Risk Management Framework to develop a culture that embraces and values safety
- Develop and implement a program of health and safety activities to successfully implement and operationalise the health and safety strategy including the administration of an incident register and related documents
- Provide expert advice to Melbourne Showground clients with responsibility for the safety of public users of RASV facilities
- Develop relationships with a range of external organisations, including WorkSafe, insurers, professional networks, health and safety advisors and consultants and other local government authorities to keep abreast of developments in health and safety practice

Health and Safety Management, Systems and Reporting

- Develop, implement and review the risk and safety management system, including standards, policies and procedures and supporting systems, ensuring that all relevant legislative and regulatory requirements and standards are met.
- Conduct regular workplace and facility inspections and audits across Melbourne Showgrounds as required (which may be conducted after hours and weekends)
- Develop health and safety operational plans to achieve the objectives of the organisation
- Assist with the preparation of an annual safety budget and financial forecasts, monitor expenditure and ensure funds are effectively utilised within budget constraints.
- Ensure that rigorous health and safety audits, inspections and investigations are conducted and that appropriate risk identification, assessment and control measures are in place.
- Ensure that breaches of standards or procedures and any non-compliances, incidents or observations are investigated, resolved, corrective actions taken, and learning's identified and disseminated across the organisation.
- Analyse health and safety related information and prepare regular reports for the Manager, Executive Leadership Team or external authorities on activities and KPIs.

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Emergency Management

- Contribute to the development and implementation of emergency management and event threat preparedness arrangements in consultation with key internal and external stakeholders
- Participate in the implementation and review processes of the Emergency Management Plan including liaison with emergency service personnel

Risk and Safety Education and Training

- Engage with management and staff on risk and safety issues and programs, communicate and promote effective safety practices.
- Determine the safety training needs of the organisation and provide recommendations
- Coordinate documentation and ensure systems are in place to achieve ongoing compliance and the maintenance of a safe work environment including site OH&S inductions.

Key competencies of the role:

- Tertiary qualifications in risk and safety management and or significant experience in a similar role
- Previous experience in leading and driving a safety culture in a complex and event management environment
- Demonstrated experience in OHS auditing and risk assessments
- Knowledge of incident management protocols, including response, investigation and regulatory reporting requirements
- An understanding and experience in the development of preventative strategies to minimise safety risks in the workplace.
- Excellent written and negotiation communication skills
- Ability to discuss and resolve problems
- Ability to work effectively as part of a multidisciplinary team
- Ability to meet objectives within time constraints and conflicting demands
- Ability to liaise effectively and professionally with external organisations
- Results oriented with a strong focus on continuous improvement and quality control
- Exceptionally self-motivated and self-directed and a high degree of initiative.

Organisation compliance:

- All employees are required to have and maintain a current Working with Children Check
- Current Fit for Work – Police Check
- Be available to work all 11 days of the Royal Melbourne Show
- Work additional hours in the lead up and during events
- Driver's licence
- Adhere to RASV's Code of Conduct, policies and values.