

Role Description

Safety Consultant - Risk



Cluster	Department of Creative Industries, Tourism, Hospitality and Sport
Division/Branch/Unit	Sydney Opera House
Location	Sydney CBD
Classification/Grade/Band	Grade 3, Level 3
Kind of Employment	Enterprise Agreement
ANZSCO Code	251312
PCAT Code	1334592
Role Number	W02662R02530
Date of Approval	November 2020
Agency Website	http://www.sydneyoperahouse.com

AGENCY OVERVIEW

The Sydney Opera House is an Executive Agency of the NSW Department of Creative Industries, Tourism, Hospitality and Sport. The Opera House is operated and maintained for the Government of NSW by the Sydney Opera House Trust, which is constituted as a body corporate under the Sydney Opera House Trust Act 1961.

The Sydney Opera House is a living work of art. A place of possibility and wonder - on and off the stage. We bring people together to be uplifted, empowered and entertained. Our ambition is to be Everyone's House; where we aim to better understand and connect with community; to be a place where everyone feels welcome; to be future ready and to lead and inspire positive change.

To make this real, we are focused on four themes that underpin our organisational values (Creativity, Courage, Inclusivity, Integrity, Collaboration and Care):

- We better understand and connect with community.
- Everyone feels welcome here.
- We are future ready.
- We lead and inspire positive change.

Further detail on strategic direction is set out in the [SOH Strategy 2024-26](#).

PURPOSE OF THE ROLE

The role of Safety Consultant – Risk supports the Opera House to develop and implement safety risk management systems including procedures and processes to ensure a consistent approach to safety risk across the organisation. The role provides guidance and advice on WHS legislation, and to assist in completion of safety risk assessments, the development and review of safety risk registers and to lower risk to as low as reasonably practicable

The role assists with the design and delivery of training relating to safety risk management procedures and processes. The role will also assist with complex and notifiable safety investigations and significant projects relating to safety risk management to ensure continuous improvement and elimination or minimisation of risks.

KEY ACCOUNTABILITIES

- Ensure the Safety risk management system is developed, and managed so a consistent approach is applied to minimise and eliminate safety risks across the organisation.
- Develop, implement and review safety risk management procedures, guidelines and forms
- Assist and support business units in the completion of risk assessments as required for complex and critical high risks
- Manage the risk management and risk assessment safety database to ensure records are up-to-date and reviewed including risk assessment documents and risk registers
- Complete safety investigations that are complex or critical/notifiable incidents to a high standard to identify root causes and develop action plans in consultation with key stakeholders

- Ensure WHS performance, analysis, and technical reports in relation to the safety risk management are delivered in a timely manner with a high degree of accuracy, professionalism, clarity.
- Ensure strong relationships are built by coaching managers on their WHS responsibilities and supporting them to foster a positive safety culture.
- Assist in the delivery of Safety Projects and training relevant to safety risk management. Projects and training are managed to deliver positive results which also support the WHS Action Plan.

KEY CHALLENGES

- Work to identify safety solutions and controls in a complex work environment and building considering heritage, risk minimisation and continuous improvement.
- The Safety Consultant - Risk must be flexible and solution focused to effectively work with a multifarious, busy, demanding with high stake reputation business
- The diverse range of work type, occupations, conditions and personnel profiles require imagination and flexibility when delivering safety services

KEY RELATIONSHIPS

WHO	WHY
Internal	
Head of Safety	Follow the overall direction set by the Head of Safety and the WHS Action plan goals and objectives to ensure continuous improvement of the safety risk management and safety performance.
Safety Operations Manager	Follow the direction and priorities set by the Safety Operations Manager and work in collaboration ensuring objectives are met.
Safety Team	Work collaboratively and proactively with the Head of Safety and safety Team members ensuring consistency and seamless delivery of safety risk services across the whole Team.
Project and Contract Managers	Work in collaboration with Project & Contract Manager to develop and improve risk systems to monitor third parties safety management and performance.
Department Managers	Supports managers to understand safety risk management and encourage active participation in risk assessment activities and training.
HSRs and Management Sponsors	Consult, advise and inform HSRs and their management sponsors to support effective, efficient and proactive consultation arrangements in the development and review of the safety risk management systems, risk assessments and risk registers
Organisational Development and Learning and Development (OD&L)	Work in collaboration with OD&L to ensure that safety risk management related training is consistent and aligned with Opera House OD&L training programs.
External	
External Agencies	To develop and maintain operational relationships with key external agencies (e.g. SafeWork, MIDAS)
Third Parties working at SOH premises	Build and maintain trusted working relationships with third parties to support safe work environments, systems and communications
Service Providers	To build and manage relationships with relevant service providers, e.g. height safety specialists, training providers, auditors and risk consultants.
Industry	To build relationships with relevant industry associations e.g. Professional Safety organisations, , Live Performance Australia, MEAA. Establish networks with other live performance organisations.

ROLE DIMENSIONS

Decision Making

The Safety Consultant - Risk manages the development and review of the safety risk management system in consultation with Head of Safety, Safety Operations Manager and Safety Consultant - Systems.

The Safety Consultant - Risk makes recommendations to the Head of Safety and the Director - Building Safety & Security, regarding risk assessments, legislative compliance, risk registers and safety compliance matters to achieve positive safety outcomes.

The position has discretion to select and engage various contractors such as risk consultants and safety trainers in consultation with the Safety Operations Manager. The position has a financial delegation of up to \$2000 and this must be exercised in accordance with the SOH Delegations of Authority Policy.

Reporting Line
Safety Operations Manager

Direct Reports
Nil

ESSENTIAL REQUIREMENTS

- Tertiary WHS **qualifications** with 5-10 years experience as a safety advisor or safety consultant
- Experience in the development and review of safety risk management system in complex and high risk organisations
- Certificate of attainment as Lead Safety Investigator
- Preferred **industry experience**: live performance, high risk environment or multi-purpose/venue facility operation
- Strong **technical knowledge** including investigations, WHS legislation/Codes of Practice/Australian Standards
- Strong skills in preparing reports, business cases and providing recommendations for action
- Experience dealing with regulators and significant investigations
- Demonstrated experience driving WHS **projects** including managing change and delivering results
- Experience developing and **delivering safety related training** and fostering a proactive safety culture
- Demonstrated ability **influencing** peers and developing effective working **relationships** with all people
- Well-developed **problem solving capabilities** including managing conflicting stakeholder priorities
- Demonstrated experience working independently and **managing priorities** in a busy environment

CAPABILITIES FOR THE ROLE

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

Capability Summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Adept
	Act with Integrity	Intermediate
	Manage Self	Intermediate
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Intermediate
	Commit to Customer Service	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Intermediate
 Results	Deliver Results	Adept
	Plan and Prioritise	Advanced
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Adept
 Business Enablers	Finance	Adept
	Technology	Intermediate
	Procurement and Contract Management	Adept
	Project Management	Adept

Focus Capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Display Resilience and Courage	Advanced	- Stay calm and act constructively in highly pressured and unpredictable environments - Give frank, honest advice in the face of strong, contrary views - Accept criticism of own ideas and respond in a thoughtful and considered way - Welcome new challenges and persist in raising and working through novel and difficult issues - Develop effective strategies and show decisiveness in dealing with emotionally charged situations, difficult and controversial issues
Personal Attributes Act with Integrity	Adept	- Represent the organisation in an honest, ethical and professional way and encourage others to do so - Demonstrate professionalism to support a culture of integrity within the team/unit - Set an example for others to follow and identify and explain ethical issues - Ensure that others understand the legislation and policy framework within which they operate - Act to prevent and report misconduct, illegal and inappropriate behaviour
Relationships Commit to Customer Service	Adept	- Take responsibility for delivering high quality customer-focused services - Understand customer perspectives and ensure responsiveness to their needs - Identify customer service needs and implement solutions - Find opportunities to co-operate with internal and external parties to improve outcomes for customers - Maintain relationships with key customers in area of expertise - Connect and collaborate with relevant stakeholders within the community
Results Plan and Prioritise	Advanced	- Understand the links between the business unit, organisation and the whole-of-government agenda - Ensure business plan goals are clear and appropriate including contingency provisions - Monitor progress of initiatives and make necessary adjustments - Anticipate and assess the impact of changes, such as government policy/economic conditions, to business plans and initiatives, and respond appropriately - Consider the implications of a wide range of complex issues, and shift business priorities when necessary - Undertake planning to transition the organisation through change initiatives and evaluate progress and outcome to inform future planning
Results Demonstrate Accountability	Adept	- Assess work outcomes and identify and share learnings to inform future actions - Ensure that actions of self and others are focused on achieving organisational outcomes - Exercise delegations responsibly - Understand and apply high standards of financial probity with public monies and other resources

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		- Identify and implement safe work practices, taking a systematic risk management approach to ensure health and safety of self and others - Conduct and report on quality control audits - Identify risks to successful achievement of goals, and take appropriate steps to mitigate those risks
Business Enablers Project Management	Adept	- Prepare clear project proposals and define scope and goals in measurable terms - Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements - Prepare accurate estimates of costs and resources required for more complex projects - Communicate the project strategy and its expected benefits to others - Monitor the completion of project milestones against goals and initiate amendments where necessary - Evaluate progress and identify improvements to inform future projects