

Role Description

Event Safety Advisor



Cluster	Department of Creative Industries, Tourism, Hospitality and Sport
Division/Branch/Unit	Sydney Opera House
Location	Sydney CBD
Classification/Grade/Band	Grade 3 Level 1
Kind of Employment	Enterprise Agreement
ANZSCO Code	251312
PCAT Code	1334592
Role Number	W00614R00614
Date of Approval	September 2026
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.

PURPOSE OF THE ROLE

This role is responsible for providing advice, promoting a positive safety culture and promoting a proactive approach to risk minimisation throughout the Production & Events portfolio, including with resident companies, hirers and contractors.

This role monitors compliance and utilises appropriate systems and procedures to support production & events operations and activities and its workers and is required to proactively identify and lead small projects.

KEY ACCOUNTABILITIES

- Monitor standards for the safe delivery of productions and indoor events at SOH including bump in, bump outs and productions including formalised checks against systems, procedures, processes, and safe work method statements Oversight and monitoring for the safe delivery of outdoor events and high risk work activities as required.
- Support and advocate improvements for identified Production & Events safety risks by assisting to develop solutions, consulting with technical staff and assist with implementing changes and proactively identify and lead risk improvement projects.
- Deliver SOH safety inductions and other practical Production & Events safety related presentations as appropriate. Provide practical advice to crews on risk controls in place for equipment and services at SOH.
- Ensure that Production & Events related incidents are promptly reported and that corrective actions are identified and actioned as appropriate. Complete non-critical incident investigations as required and ensure serious incidents are escalated appropriately.
- Review and monitor Production Risk Assessments from clients/hirers. Develop and complete SOH Risk Assessments for identified hazards or risks.
- Development and ongoing review of Safe Work Procedures (SWPs), Safe Work Method Statements (SWMS) for theatre equipment and services at SOH.

- Proactively establish collaborative and effective relationships with key production and event stakeholders, and the ability to fulfil the Senior Event Safety Advisor role duties during times of absence.
- Maintain appropriate records, including safety data base and EBMS notations and training records.

KEY CHALLENGES

- Create, implement and manage safety initiatives in an organisation with a large number of workers and patrons.
- Working in a dynamic work environment with a wide and varied range of internal and external stakeholders.
- Working with a diverse range of WHS risks and PCBUS, including understanding new risks, risk interactions and risk controls.

KEY RELATIONSHIPS

WHO	WHY
Internal	
Event Safety Manager	To establish work priorities and ensures resources support and deliver position objectives. Works closely with the Manager to ensure consistent and comprehensive safety and risk service is provided to the Production & Events Portfolio.
Executive Director, Building Safety and Security	To follow the vision, direction and priorities set by the Executive.
Head of Safety	To work with the Head of Safety to ensure that the Safety Action Plan objectives and key result areas are met. Contribute Safety Management Systems (relating to Production & Events) overseen by the Safety Team.
Production & Events Management Team and Production Managers	To ensure understanding and commitment to SOH WHS standards and procedures by all workers. Provide timely risk management and safety advice and support.
Emergency Planning and Response Group	To liaise and work with the EPRG Team to ensure that all event and production safety operations, programs and strategies are clear and consistent with the needs of the Emergency Response Teams.
Performing Arts Supervisors and Workers	To provide advice, address issues, provide feedback and monitor compliance. To provide input and consultation regarding WHS and induction issues for new productions and staff.
WHS Committee and Health & Safety Representatives	To provide support, expertise and regular reports.
External	
Resident Companies, Hirers and Contractors	To provide advice & monitor compliance.
External Industry	To maintain their professional skills and a current knowledge of developments in theatre production and WHS.

ROLE DIMENSIONS

Decision Making

The role determines their own work plan within the overall guidelines and objectives set by the Event Safety Manager and in consultation with the Head of Safety. The role will be allocated and accountable for delivery of projects, checking safe work procedures and systems, work on and occasionally lead key safety initiatives which contribute to the achievement of Safety Action Plan and business improvement.

The role is focused on ensuring the safety of workers in the Production and Events area including cast and crew during bump-in, performance and bump-out. Reporting to, and working closely with the Event Safety Manager.

Reporting Line

Event Safety Manager

Direct Reports

Nil

ESSENTIAL REQUIREMENTS

- Minimum Certificate IV in Work Health and Safety (WHS) from a recognised industry organisation, or willing to obtain, with demonstrated knowledge of WHS legislation, relevant Australian and international codes, standards, and best practice in production and event safety. Desirable: WHS/OHS auditing training.

- Demonstrated experience working in a production and event environment, including experience within a multi-purpose venue or facility operation.
- Strong written and verbal communication skills, with the ability to build effective working relationships and engage with a wide range of stakeholders.
- Proven ability to identify safety risks and operational issues, apply sound judgement, think laterally, and develop practical solutions.
- Ability to work collaboratively within a team and flexible work environment, supported by advanced computer skills and proficiency in Microsoft Word and other business applications.

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	Intermediate
	Act with Integrity	Adept
	Manage Self	Intermediate
	Value Diversity	Foundational
 Relationships	Communicate Effectively	Intermediate
	Commit to Customer Service	Foundational
	Work Collaboratively	Intermediate
	Influence and Negotiate	Foundational
 Results	Deliver Results	Intermediate
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Foundational
	Technology	Foundational
	Procurement and Contract Management	Foundational
	Project Management	Foundational

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		
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		
Communicate Effectively	Intermediate	- Focus on key points and speak in 'Plain English' - Clearly explain and present ideas and arguments

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		• Listen to others when they are speaking and ask appropriate, respectful questions • Monitor own and others' non-verbal cues and adapt where necessary • Prepare written material that is well structured and easy to follow by the intended audience • Communicate routine technical information clearly
Relationships Work Collaboratively	Intermediate	• Build a supportive and co-operative team environment • Share information and learning across teams • Acknowledge outcomes which were achieved by effective collaboration • Engage other teams/units to share information and solve issues and problems jointly • Support others in challenging situations
Results Think and Solve Problems	Intermediate	• Research and analyse information and make recommendations based on relevant evidence • Identify issues that may hinder completion of tasks and find appropriate solutions • Be willing to seek out input from others and share own ideas to achieve best outcomes • Identify ways to improve systems or processes which are used by the team/unit •
Results Demonstrate Accountability	Intermediate	• Take responsibility and be accountable for own actions • Understand delegations and act within authority levels • Identify and follow safe work practices, and be vigilant about their application by self and others • Be alert to risks that might impact the completion of an activity and escalate these when identified • Use financial and other resources responsibly
Business Enablers Technology	Foundational	• Display familiarity and confidence in the use of core office software applications or other technology used in role • Understand the use of computers, telecommunications, audio-visual equipment or other technologies used by the organisation • Understand information, communication and document control policies and systems, and security protocols • Comply with policies on acceptable use of technology