**Position Description**

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| **Job title:** | Manager, Occupational Health & Safety |
| **Team:** | Finance & Corporate Services |
| **Reporting to:** | Manager, Risk & Safety |

**About the organisation:**

The Melbourne Showgrounds is Melbourne’s largest and most versatile venue, offering unique, flexible indoor and outdoor spaces designed to host a variety of world class programs and events including exhibitions, festivals, business events, celebrations and much more. The Melbourne Showgrounds is currently operated by Melbourne Royal®.

**About this role:**

Reporting directly to the Manager, Risk and Safety, you will support Melbourne Royal in delivering a coordinated, systematic approach to risk management and commitment to continuous improvement to health and safety at the Melbourne Showgrounds.

This position will have functional accountability for the ongoing development and administration of Melbourne Royal’s OH&S, including compliance monitoring, incident investigations, and capability development. The Manager OH&S will work across all aspects of Melbourne Royal’s operations, supporting the Executive Leadership Team and employees to build a safety conscious culture; applying specialised knowledge of health and safety to the role in an easy to understand and practical way.

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

Melbourne Royal offers generous conditions and supports flexible working arrangements.

**Note:** It is important that the successful candidate be available and flexible to work on weekends and outside of normal working hours to accommodate events which may be held on-site during these times.

**Key responsibilities:**

Risk Management

* Give appropriate priority and support to eliminate or mitigate hazards that pose a threat to the health and safety of all employees and visitors to the Showgrounds.
* Liaise with key internal and external stakeholders to deliver operational requirements, clear and efficient systems, and work practices
  + Consult, engage and monitor contractor and third-party activities including high risk work activities with respective stakeholders, provide feedback and collaboratively manage identified issues
  + Liaise with relevant persons including Risk and Safety staff, Event Operations staff, Contractors, Security staff, and Emergency Services personnel as required, 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 occupational health and safety matters and ensure the OH&S Committee meetings address any areas of non-compliance or concern.
  + Drive 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 reporting and relevant regulatory consultation
  + Participate in / deliver relevant pre-event briefings and de-briefs.

Occupational Health and Safety Leadership

* Provide OH&S expertise and leadership, guidance and direction to Melbourne Royal Executive Leadership Team and employees across the organisation
* Develop, implement, and recommend a practical health and safety strategy, utilising a consultative and collaborative model that integrates with Melbourne Royal’s 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 management register and related documents
* Provide expert advice to Melbourne Royal clients with responsibility for the safety of public users of the Melbourne Showground facilities
* Develop relationships with a range of external organisations, including WorkSafe, insurers, professional networks, health and safety advisors and consultants and 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 the Melbourne Showgrounds as required (which may also be conducted after hours and during weekends)
* Develop health and safety operational plans to achieve the objectives of the organisation
* Assist with the preparation of an annual risk and safety budget and financial forecasts, 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 Melbourne Royal Executive Leadership Team, or external authorities on activities and KPIs.

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 Melbourne Royal Emergency Management Plan, including liaison with emergency service personnel as required.

Occupational Health and Safety Education and Training

* Engage with management and staff on health and safety issues and programs, communicate and promote effective safety practices.
* Co-ordinate documentation and ensure systems are in place to achieve ongoing compliance and the maintenance of a safe work environment, including site inductions.

**Key competencies of the role:**

* Tertiary qualifications in OH&S 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 multi-disciplinary 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 Melbourne Royal’s Code of Conduct, policies and values.
* Must be fully vaccinated for Covid-19 or have a medical exemption