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| **Position** | Safety and Compliance Coordinator |
| **Division** | Risk & Operations |
| **Department** | Operations  |
| **Reporting to** | Risk and Safety Manager |
| **Employment Type** | Permanent Part Time (3-4 days a week) Full time during event time  |

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| **Key Relationships** | **Internal**Infrastructure TeamVenue Operations TeamMotorsport, Entertainment & Industry TeamActivations TeamPerformance & Culture TeamStrategy & Contracts TeamStorage Yard Operations staffOther internal stakeholders as relevant and appropriate**External**APP (Engineering Project Managers)Parks Victoria Phillip Island Grand Prix CircuitThird Party Contractors/suppliersSafety Regulators Key suppliers and commercial partnersOther stakeholders as relevant and appropriate |

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| **Values** | Knowledge of and consistent demonstration of the Corporation’s IIQCAT values: Integrity, Innovation, Quality, Customer, Accountability, Teamwork.  |
| **Corporation Objectives** | To create value for the state of Victoria. Our corporate strategy is underpinned by six strategic pillars:* Build a powerful organisation and culture
* Secure the future of our events
* Connect people to business, brands and our sport
* Understand our customers and attract new audiences
* Inspire the future by driving technology and innovation
* Diversify and increase revenues to ensure our success

More specifically, we exist to promote Melbourne and Victoria via the staging of two international sporting events - the Formula 1 Australian Grand Prix at Albert Park and the Australian MotoGP at Phillip Island. |
| **Governed by**  | The Corporation is governed by the Australian Grands Prix Act 1994 (Vic). |
| **Standards of behaviour**  | The Code of Conduct for Victorian Public Sector Employees governs the behaviour of all Corporation employees. |
| **Human Rights** | The [Charter of Human Rights and Responsibilities Act 2006](http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/PubLawToday.nsf/e84a08860d8fa942ca25761700261a63/7379cff5e33da38dca257d0700051af8%21OpenDocument%26Highlight%3D0%2CAct) is a Victorian law that sets out the basic rights, freedoms and responsibilities of all people in Victoria. The Charter requires the Corporation to act compatibly with human rights, and to consider human rights when developing policies, making laws, delivering services and making decisions. |

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| **Role Objectives** | This unique role has been designed to support the development, implementation and monitoring of the AGPC Safety Management System. The primary focus will be;* Supporting the implementation of the safety management system
* Compliance with OHS Act and Regulations
* Safety systems admin
* Supporting the Tottenham Storage Yard team
* Event Compliance role: Event safety, 3rd party management and compliance
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| **Core Responsibilities** | **General*** Foster a positive workplace culture through collaboration, engagement, consultation and inclusion.
* Actively participate in the implementation of the safety management system
* Consult with key stakeholders
* Proactively engage with and provide support to AGPC departments and team personnel to ensure key deliverables are met.
* Oversee the successful site safety operations across the breadth of AGPC business activities including events, construction, office, storage yard and logistics.
* Ensure conformance to AGPC policies and procedures.
* Take corrective action to address or mitigate any risks or hazardous situations throughout the course of your work.
* Take reasonable care for your own health and safety, and for the health and safety of others.

**Systems*** Implement, monitor and drive continuous improvement of AGPC’s safety management
* Contribute to the development and delivery of the internal audit and assurance program to demonstrate due diligence, validate implementation and enable continuous improvement.
* Assist with the implementation and continuity of existing management systems including the Timeline Manager, Risk Manager, Intranet etc

**Risk Management*** 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).
* Provide leadership and support to AGPC personnel, contractors and stakeholders on risk, health and safety matters.
* Participate in key consultation forums including committees, briefings, meetings and other relevant forums.
* 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 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.
* 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.

**Exercises, Training and Briefings*** Assist with the development of safety and emergency management exercises.
* Assist with development and delivery of event safety briefings.
* Assist with the delivery of key risk and safety staff training sessions.
* Develop and deliver training / development programs to improve staff and or contractor / third party risk management capabilities.

**Venue Operations*** Provide support to the broader Venue Operations Team in the effective and safe delivery of key operations,
* Assist with customer service and experience initiatives and practices.
* Assist GP command as required during the event

At the reasonable request of your Manager, General Manager and/or the Chief Executive Officer, role responsibilities may be altered at any time. Changes will be tied to the Corporation’s strategic objectives, workforce planning and the structural alignment of the Corporation. **Governance** Adhere to Corporation policies, procedures, and directives regarding standards of workplace behaviour in completing job duties and assignments.Conducting every aspect of work in a trustworthy, reliable and transparent manner, and maintaining the highest ethical standards.**Customer Service**Putting internal and external customers first, building strong relationships and ensuring that the approach is responsive to the needs of the internal/external customer. Encouraging openness and trust by sharing information widely, listening, welcoming constructive challenge and encouraging free dialogue.**Continuous Improvement**Taking initiative to improve operations/services/products and systems so that they are consistent with the Corporation’s strategic direction and values; incorporating innovation and experimentation into daily work.**Health and Safety** To assist the Corporation in meeting its health and safety obligations you will be required to:* Actively participate in the reporting of hazards, incidents and near misses.
* Take corrective action to address or mitigate any risks or hazardous situations throughout the course of your work.
* Take reasonable care for your own health and safety, and for the health and safety of others.
* Adhere to the Corporation’s various policies, procedures, work practices and standard operating procedures.
* Perform your role in accordance with any specific responsibilities as outlined in the Corporation’s safety management system.

To enable the Corporation to meet its obligations for providing a healthy and safe working environment for you, you must inform your manager of any issues which may impact your ability to safely perform your role.**Environmental Considerations** Cooperate with the Corporation regarding caring for the environment, by acting in a sustainable way and minimising environmental impact by adhering to the Corporation’s policies, procedures and work practices. |

# SELECTION CRITERIA

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| **Qualifications and Experience** | It is highly desirable that the person have appropriate tertiary qualifications application for the position. Qualifications of relevance may include, but are not limited to:* Diploma OH&S
* Working with children check

Demonstrated ability to manage and report on key project deliverables.Communication Skills - applicants will be required to have strong oral and written communication skills which clearly articulate the requirements of the risk and safety management system.Related experience in OH&S, event management or sports sector is highly regarded. |

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| **Relevant Traits and Characteristics** | Customer Service * Demonstrated achievement in and enthusiasm for the provision of quality customer service
* Immediately respond to customers’ needs or concerns to ensure the quality of service meets agreed standards

Teamwork, Collaboration, Adaptability and Resilience* Demonstrated commitment to teamwork and the maintenance of a supportive work environment
* Ability to work effectively as part of a team in a fast-changing environment
* Keeping calm by demonstrating a capacity to positively deal with unanticipated problems and changing circumstances
* A commitment to collaborate effectively with colleagues across the business

Interpersonal, Verbal and Written Communication* Well-developed written communication ability
* Strong interpersonal and communication skills
* An ability to liaise, negotiate and constructively provide and accept feedback from staff at all levels

Organisation and Planning* Organisational and planning skills in managing a personal workload in a busy environment with conflicting demands
* Ability to effectively prioritise and meet deadlines

Technology* Experience in the use of Microsoft desktop products such as Word, Excel, Outlook and PowerPoint
* Experience in information management systems, including internet and on-line environments

Continuous Learning and Professional Development* Demonstrated commitment to continual professional and personal development
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