

POSITION DESCRIPTION

POSITION TITLE	Risk & Safety Advisor - Supply Chain		
FUNCTION	People & Culture	DEPARTMENT	Safety
REPORTS TO	Head of Risk, Safety and Wellbeing	KEY STAKEHOLDERS	Internal: People & Culture, Risk & Safety team, Supply Chain, Myer sites, Facilities Management, Myer team members External: WHS Regulator, Service Providers, Contractors
DIRECT REPORTS	Include role title(s) and number of direct reports		
POSITION PURPOSE	The Supply Chain Risk & Safety Advisor is responsible for building, implementing, and operating the safety program for the newly developed NDC site, ensuring compliance with health and safety legislation and implementing best practice safety protocols across the site operations. This position also provides safety leadership and support across all Supply Chain sites, managing workplace safety risk, ensuring implementation of the safety management system and monitoring compliance. A key focus of the role is coaching, mentoring and development of safety capabilities across our entire supply chain.		
KEY RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Developing, implementing and maintaining health and safety procedures for the site in accordance with the Myer Safety Management System and compliant with self-insurance license obligations 2. Providing guidance, advice, and support to operational managers and team members to ensure a safe working environment 3. Conducting regular safety audits, inspections, and risk assessments to identify and mitigate potential hazards 4. Developing and delivering safety training and awareness programs to improve safety culture and reduce incidents 5. Manage response and reporting procedures concerning significant hazards, injuries and incidents to ensure accurate and timely response and reporting 6. Developing and implementing emergency response plans 7. Reporting to Head of Risk, Safety and Wellbeing on safety performance and trends 8. Liaising with external regulators, auditors, and stakeholders on safety matters 9. Keeping up to date with changes in safety legislation and best practices, and recommending improvements to safety policies and procedures 		
ROLE SPECIFIC SKILLS & EXPERIENCE	<ol style="list-style-type: none"> 1. Tertiary qualifications in Workplace Health and Safety, min. Dip WHS 2. At least 3 years of experience in a similar health and safety role, 3. Strong knowledge of safety regulations and compliance standards within the warehouse and logistics industries 4. Knowledge of state WHS legislation and regulations 5. Experience in conducting risk assessments and incident investigations 6. Strong communication, interpersonal, and influencing skills 7. Ability to work collaboratively with stakeholders at all levels 8. Demonstrated ability to develop and implement and site safety procedures, and training programs 9. Experience in emergency response planning 10. Proven change and project management skills. 11. Experience in Safety Auditing, with experience conducting audits desirable 12. Familiar with automation technologies - desirable 		
KEY METRICS	<ul style="list-style-type: none"> • Safety Leader board • Maintenance of Self-Insurance Licence • Regulator and Compliance Audit Results • Hours Lost • Delivery of aligned Risk & Safety projects • Improvement Notices/Prosecutions 		

CAPABILITIES

Accountability & Results Focus	Plans effectively and takes accountability for behaviour and results. Delivers on expectations in the right way at the right time.	Intermediate
Change Agility & Resilience	Maintains composure and focus under pressure and quickly adapts to change	Intermediate
Leadership	Provides direction and purpose, and empowers, motivates and inspires others to achieve their potential	Intermediate
Customer Centricity	Has the customer at the forefront of every decision and action	Intermediate
Communicating with Influence	Engages and inspires others through clear and persuasive communication	Intermediate
Collaboration	Builds and maintains positive relationships to drive results that delight the customer	Intermediate
Entrepreneurial Thinking	Actively seeks out ways to take advantage of emerging opportunities	Intermediate

POSITION DESCRIPTION

PERSONAL CHARACTERISTICS

The specific personal characteristics and qualities needed to be successful in the role

- Autonomous
- Action Orientated
- Open Engaging
- People Focused
- Team player
- Approachable
- Pragmatic
- Passionate
- Strategic thinker

SAFETY AND COMPLIANCE AT MYER

SAFETY LEADERSHIP COMMITMENTS	Operational Leaders 1. Actively manage safety issues to ensure timely corrective action is taken 2. Develop, implement and monitor health & safety plans to improve safety performance 3. Ensure effective implementation and review of the safety system and the Myer Risk & Safety Strategy and systems as required
SAFETY COMMITMENTS	All Myer Pty Ltd and Warehouse Solutions Pty Ltd team members are responsible for: 1. Clearly understanding and complying with their safety related responsibilities as defined in the "SAFETY AT MYER – Shared Responsibilities Statement" located in the online induction program, Team Member Handbook and the Safety intranet site. 2. Ensuring personal (and wider team – fully briefed & coached) compliance with internal company policies, procedures and codes (e.g. Code of Conduct), and all applicable external laws, regulations, standards and industry codes (e.g. fair trading laws)

OUR VALUES DRIVE OUR BEHAVIOUR

 <p>CUSTOMERS COME FIRST</p> <p>Be passionate about the customer; they're at the heart of everything we do</p>	 <p>OWN OUR FUTURE</p> <p>Be fearless, find new ways, adapt to deliver the right results</p>	 <p>DO WHAT'S RIGHT</p> <p>Execute with integrity, be accountable & make a difference</p>	 <p>ONE INCLUSIVE TEAM</p> <p>Care as a family, work as a team</p>
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APPROVAL

APPROVED BY	Head of Risk, Safety & Wellbeing	REVIEW DATE	12-NOVEMBER-2024
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The requirements and responsibilities contained in this position description do not create a contract of employment and are not meant to be all-inclusive. They may be changed during employment on an as-needed basis.