

EVENT SAFETY OFFICER

Role Description

The Business Unit

The Production department sits within the Performing Arts pillar and comprises of a team that delivers production services for ACM across Staging, Lighting, Audio, Broadcast, Wardrobe, Stage Management, and Safety/Training to enable the safe and efficient delivery of events across all of our venues and spaces.

The Production Team is responsible for meeting the Trust's strategic aims to:

- 1) Undertake a series of events of world significance every year
- 2) Incorporate and promote innovation and style in the development and delivery of our programs, ensuring their relevance to Melbourne, Victoria and Australia
- 3) Develop and utilise all our assets, working across our whole estate externally and internally, and linking the experience of the Arts Centre through to the Bowl
- 4) Grasp the opportunities for arts and culture within the digital sphere
- 5) Have a collaborative approach to working with our partners, seeking to promote the most the most significant achievements possible
- 6) Establish a leading reputation for excellence in theatre technical training, management and leadership

The Role

The Production Safety Officer provides operational event safety support to the Production, Presenter Services, and Health Safety & Environment teams by reviewing and monitoring Production Risk Assessments, providing safety compliance advice, conducting inspections, delivering safety inductions and assisting to develop and maintain Production safety related documentation. This position plays an important role in fostering stakeholder relationships and assisting to identify and develop solutions for Production risks, such as review modifications to work areas, processes, procedures and equipment.

Leads, motivates and inspires a high performing Customer Service team to deliver on Arts Centre Melbourne's strategic goals and functional tasks.

Type	Variable Time
Reports to	Senior Manager, Venue Operations
Direct Reports	n/a
Salary/Hourly Rate	ACM Enterprise Agreement 2018 Band 3.2
Key Relationships	Internal: Production, Health Safety & Environment, Presenter Services, Programming, Facilities External: Presenters, Hirers, artists, technical contacts and networks, other venues, suppliers
Delegation	Financial and people delegations as per current policy.
Location	Arts Centre Melbourne premises (subject to potential relocation)
Other	Live Performance Employee under the ACM Enterprise Agreement 2018
	Satisfactory completion of a National Police Check required You will hold valid working rights in Australia (subject to verification)
Last Reviewed	November 2019

KEY CRITERIA

Your capabilities

- **Change Agility** – you work well in an environment characterised by high levels of change: adapting, learning and applying skills quickly.
- **Sustainable Creative Practice** – you create and choose from a number of strategic options and make decisions to deliver the most impactful strategic outcome.

- **Collaboration** – you work with others to achieve outcomes – involving the right skill, perspectives, abilities and expertise.
- **Accountability** – you achieve required goals and outcomes both personally and for the organisation.
- **Coaching** – you continuously develop yourself and others.
- **Being Inclusive** – you act in a way that is inclusive and provides an environment of access and equity

Your qualifications and experience

- Minimum Cert 4 in OHS from a recognised industry organisation.
- Demonstrated experience in an health and safety role preferably within a high risk environment

Your skills and attributes

- Knowledge of relevant WHS legislation, codes of practice and standards relevant to events or equivalent
- Strong interpersonal skills.
- Good written and verbal communication
- Problem solving skills and capacity for lateral thinking.
- Ability to work well in a team and flexible work environment.
- Demonstrated experience managing priorities and working in a busy environment
- Computer skills and experience using Word

In the role you will

Accountabilities:

- Oversee the safe delivery of events and performance in line with ACM safety policy and supporting documentation.
- Provide expert advice on health and safety and support to all business units involved with event delivery.
- Review Production Risk Assessments and supplier and contractor safety systems and undertaken compliance monitoring focusing on positive safety outcomes.
- Deliver effective and informative safety inductions, toolbox talks and safety communications to internal and external production teams and presenters.
- Provide reliable and consistent safety advice and guidance to Venue Operations managers, Production Managers and broader Production team to ensure compliance with safety legislation and ACM safety procedures.
- Contribute to identifying compliance requirements, improvements and solutions on Health and Safety matters.
- Proactively respond to safety issues, provide advice and assistance when problems arise and endeavour to resolve problems quickly and effectively.
- Assist with the development and review of all safety documentation, including but not limited to, Safe Operating Procedures, Safe Work Method Statements and Risk Assessments.
- Support ACM managers by providing incident management advice and including gathering of evidence, WorkCover notifiable incident requirements and ACM hazard and incident reporting processes. Ensure serious incidents are escalated appropriately.
- Proactively establish relationships with key production and site stakeholder to ensure effective communications integral to a safe workplace and event.
- Proactively contribute to the continuous improvement for events, including debrief reporting for performances and events and team planning.
- Conduct Workplace Inspections and Risk Assessments in consultation with key stakeholders to identify and assess high risk work practices.
- Provide assistance to the Health, Safety and Environment team and be involved in other tasks as required.
- Performing other relevant duties and tasks as directed by the Senior Manager, Venue Operations

Decision making:

- Under the broad direction of the Senior Manager, Venue Operations, this role manages the day to day delivery of event safety which involves making operational decisions and providing advice on safety procedures and processes.



Working environment/physical requirements:

- General office work with a strong emphasis on computer usage and site work while maintaining safe OH&S practices is required including outdoor and remote locations when required.
- May be required to work at height
- Must be able to lift and carry technical equipment.
- Ability to make quick decisions under pressure.
- Due to the nature of work within the theatre environment this can involve long hours, irregular work patterns & heavy physical work.
- Work hours in accordance with your employment type and the ACM Enterprise Agreement 2018.

You demonstrate our values

- **Leadership** – courage and conviction.
- **Creativity** – a boundless imagination.
- **Care More** – a place for everybody.
- **Community** – working together.