

Safety System Specialist (WHS Corporate / Emergency Planning)

Position Detail			
Reports To	Safety System Lead (Work Health and Safety)	Group	Safety & Assurance
Classification	ASA6	Location	Canberra
Reports – Direct Total	0		

Organisational Environment

Airservices is a government owned organisation providing safe, secure, efficient and environmentally responsible services to the aviation industry.

Each year we manage over four million aircraft movements carrying more than 140 million passengers, and provide air navigation services across 11 per cent of the world's airspace.

Airservices has two major operating centres in Melbourne and Brisbane and a corporate office in Canberra. We operate 29 air traffic control towers at international and regional airports, and provide aviation rescue fire fighting services at 26 Australian airports.

Primary Purpose of Position

As the **Safety System Specialist (WHS Corporate / Emergency Planning)** you will contribute to the maintenance of Airservices' Safety Management System (SMS) Work Health and Safety framework and deliver specialist advice to corporate groups to enable them to effectively acquit their WHS obligations.

Accountabilities and Responsibilities

Position Specific

- Contribute to the design, development, implementation and evaluation of major enhancements to elements of Airservices SMS. This includes policy, standards, systems, procedures and practices for application across Airservices, including integration and interfaces with other systems.
- Contribute to development and conduct of training and communication strategies to ensure relevant staff understand specific processes and the general objectives of the Airservices SMS.
- Coordinate and oversight Airservices' compliance with its emergency planning obligations.
- Contribute to system reviews to identify opportunities to improve the SMS and/or remedial action at both the corporate and local level.
- Provide specialist WHS advice and assistance to Corporate Groups.

People

- Maintain an effective working relationship with other Airservices staff to ensure that there is effective coordination of all activities in support of organisational objectives;

Compliance, Systems and Reporting

- Maintain compliance with enterprise governance systems and policies, including Safety, Environment, WHS and Enterprise Risk

Safety

- Demonstrate safety behaviours consistent with enterprise strategies.

Key Performance Indicators

Efficient, Effective and Accountable

- Organisationally applicable operational safety management process which is consistent with legislation and the Board risk appetite, and is readily understood, accepted and applied by workers
- Effective application of WHS process by staff within Corporate Groups and IM&T
- Managers and staff who understand and apply appropriate controls to address the WHS risks to which staff in the Corporate Groups and IM&T are exposed

Commercial

- Fiscal awareness in the conduct of duties to ensure Branch budget targets are achieved

Safety

- Compliance with safety, risk, environmental and any other standards.

Key Relationships

- Staff within Safety and Environmental Systems, and the wider Safety & Assurance Group
- Staff within other Corporate Groups
- Work Health & Safety Community of Practice

Skills, Competencies and Qualifications

- Experience in the development and implementation of creative and innovative safety management approaches
- Experience in assisting workers acquit their WHS accountabilities
- Experience in the coordination of corporate emergency planning
- Detailed knowledge of the Commonwealth legislative framework and emergency planning standards and practices.
- Highly developed written and oral communication skills including a strong capacity to communicate with influence to diverse stakeholders
- Research, analytical and problem solving abilities

Performance Standards and Behaviours

As a member of Airservices, you will consistently demonstrate performance standards and behaviours that meet our Code of Conduct. This includes:

- Treating everyone with dignity, respect and courtesy
- Acting with honesty and integrity
- Acting ethically and with care and diligence
- Complying with all Airservices' policies and procedures, and applicable Australian laws

- Disclosing and taking reasonable steps to avoid any actual, potential or perceived conflict of interest
- Behaving in a way that upholds our vision, mission and values, and promotes the good reputation of Airservices.