

## Safety System Lead (Work Health & Safety)

### Position Detail

<b>Reports To</b>	Safety System Manager	<b>Group</b>	Safety & Assurance
<b>Classification</b>	ASA8	<b>Location</b>	Canberra, Brisbane, Melbourne
<b>Reports – Direct Total</b>	1		

### 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 Lead (WHS)** you will oversight the development and maintenance of the WHS aspects of Airservices' Safety Management System framework to ensure that it meets regulatory and legislative requirements and enacts the Board's risk appetite.

### Accountabilities and Responsibilities

#### Position Specific

- Lead 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.
- Proactively identify gaps in, and oversight the maintenance of, Airservices SMS compliance with relevant domestic and international regulations.
- Identify training and communication requirements and strategies to ensure relevant staff understand specific processes and the general objectives of the Airservices SMS.
- Scope and conduct system reviews to identify opportunities to improve the SMS and/or remedial action at both the corporate and local level.
- Benchmark the WHS related components of the organisation's SMS with other air navigation service providers, high-reliability organisations and industry standards and best-practices.
- Lead the provision of specialist, high level advice and assistance to services and programs provided by the Safety and Assurance Group.

#### People

- Shape and influence senior leadership in the appropriate development and application of WHS management

- Maintain an effective working relationship with other Airservices staff to ensure that there is effective coordination of all activities in support of organisational objectives.
- Lead and coach those in subordinate roles who have been tasked by the Safety System Lead (WHS) in a manner which emphasises an accountable performance culture.

#### 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

- Fit for purpose WHS SMS framework which is consistent with legislation and the Board's risk appetite
- Organisationally applicable WHS process which is consistent with legislation and the Board risk appetite, and is readily understood, accepted and applied by workers
- Documentation, tools and mechanisms are aligned across the operational safety, WHS, and environmental domains to the greatest extent practicable.
- A Community of Practice which works effectively together to achieve high level of compliance and worker engagement in relation WHS

#### 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
- Work Health & Safety Communities of Practice
- Managers with key WHS accountabilities

### Skills, Competencies and Qualifications

- Significant demonstrated experience in managing and evolving safety management systems which meet the requirements of the WHS Act (2011).
- Tertiary qualifications in Work Health and Safety or a related field
- Proven knowledge of the safety regulatory environment in which Airservices operates
- A strong business acumen and customer services focus, with proven abilities to develop, implement and champion strategic safety management improvement programs and initiatives
- Experience in developing and undertaking audit or assurance related activities
- Highly developed written and oral communication skills including a strong capacity to communicate with influence to diverse stakeholders
- Highly developed research, analytical and problem solving abilities
- Experience in the development of training and education materials

### 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.