

## OHS AND LOGISTICS LEAD

<b>TITLE:</b>	OHS and Logistics Lead
<b>BASIS OF EMPLOYMENT:</b>	Fixed Term for 12 months; Part time .8FTE
<b>REPORTS TO:</b>	Senior Facilities Manager
<b>DIRECT REPORTS:</b>	N/A

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### ABOUT US

Steeped in history and hosting over 90 events for over 400,000 people each year, Kardinia Park is an icon of the Geelong region.

GMHBA Stadium is now a true multipurpose venue that is utilised all year round. As well as being the home of the Geelong Cats, we host international music concerts such as the Foo Fighters, A-League Soccer, Big Bash Cricket, NRL, local football finals and community events such as carols, Movie Night and the Festival of Sport. As a Victoria Government statutory authority, the Kardinia Park Stadium Trust has an over-arching objective of contributing to the economic, community, and liveability benefits to Geelong, that arise from the use of the stadium. We work hand in hand with City of Greater Geelong Council, who manage the park land on a daily basis, and on major event days we take control of the precinct. The Geelong Football Club is our major tenant, and we have several tenants working out of Sports House such as Barwon Sports Academy, Leisure Networks, Basketball Victoria (Country) and Western United.

Our Venue Management team run the event days, coordinating security, operations, casual event staff and more. Our people, being our greatest asset, think big and work hard to ensure we maximise the return on the State Government's investments. We do this through our values of courage, accountability, integrity, equity, care and collaboration. Our people culture supports innovation and growth, celebrates success and eliminates exclusion. We provide exceptional customer service, create strong partnerships and attract exciting events to the stadium.

Be it entertainment, community or elite sport, work or play, we are the home of inclusive experiences and Australia's Best Regional Stadium.

### OUR VALUES

<b>Integrity:</b>	Be authentic and have best intentions for the Trust.
<b>Courage:</b>	Be bold, be yourself and reach beyond boundaries.
<b>Care:</b>	Be genuine in your approach, show compassion and trust in all that you do.
<b>Collaboration:</b>	Seek diverse input to reach the common goal.
<b>Accountability:</b>	Own your process and stand by your outcome
<b>Equity:</b>	Learn and understand from each other and create opportunities.

### OUR BENEFITS

Free and confidential Employee Assistance Program; Mental Health Program; Reward and Recognition Programs; Professional Development, Flexible Working Arrangements; Inclusion and Diversity; High Performing Organisation; Excellent Facilities in Central Location and much more.

Kardinia Park Stadium Trust is an equal opportunity employer, celebrating diversity and a commitment to creating an inclusive environment for all employees.

<https://www.kardiniapark.vic.gov.au/about-the-trust/careers/>

## ABOUT THE ROLE

The OHS and Logistics Lead is responsible for managing and monitoring the Trust's safety management systems and processes to support compliance. This role will be instrumental for ensuring a safe and healthy environment for all Trust employees and stadium visitors and tenants, ensuring risks are identified and appropriately managed.

The role will effectively and efficiently coordinate the logistics workforce and ensure the stadium is prepared for events as per the Trust's events management framework requirements.

The role will be a part of a team that will perform a function on nominated event days, may be required to operate as a Chief Warden at the venue and will be a member of the Emergency Planning Committee (EPC).

## POSITION RESPONSIBILITIES

### Leadership Responsibilities

- Play a key role in shaping the organisation's culture and operations by being a visible and influential leader at an operational level.
- Establish and maintain positive and effective professional relationships with business partners, and key stakeholders (including stadium tenants) to ensure event and non-event day stadium safety compliance requirements are met.
- Respond proactively to emergencies and/or urgent issues as they arise and deal with the consequences, report on and debrief incidents as required.
- Adopt a proactive management style able to lead group discussions at an operational level.
- Act as the Chief Warden and/or Deputy Warden in accordance with the Emergency Management Plan when and as required.
- Demonstrate and promote the culture, values, and philosophy of the Trust at all times.
- Significantly contribute to the formulation and review of Trust policies, procedures and practices.
- Deliver on allocated projects, objectives, and programs.
- Be available "on-call" to respond to or assist/advise in respect of OHS emergencies or other site related matters of a significant nature.

### Safety Planning and Systems Management

- Lead the implementation and management of a venue and precinct wide Safety Management System, in line with the Trusts ISO45001 compliance obligations.
- Be aware of the alignment of Safety Management System, as they align to the Trust's strategic plan and priorities.
- Coordinate the systematic and quality delivery of safety procedures, plans and processes that contribute to a safe and secure venue and precinct.
- Ensure data within the safety management systems is up to date, maintained and reports extracted from systems in a timely manner.
- Facilitate, monitor, and provide feedback on implementation of operational plans to address and improve the controls of OHS hazards, their associated risks, and related costs.
- Coordinate the annual review of existing strategic and operational plan/s for the management of safety, and incorporate current trends, intelligence and ensure the Trust is well positioned in each of these areas.
- Lead the annual review, maintenance, management of the 45001 certification obligations and requirements.
- Actively contribute to the Business Resilience Committee and associated plan/s.
- Lead the compliance of all major and special events (hosted by the Trust) to appropriate OHS legislation, standards, policies and guidelines, ensuring risk assessments are completed and safety management practices are in line with Trust policy.

### OHS Risk Management Processes

- Conduct hazard identification in well-known tasks in sometimes dynamic conditions.

- Use technical, human factors and other knowledge to identify causation, consequences, possible risk controls, including critical controls, and potential failure in controls related to the hazards of well-known tasks in sometimes dynamic conditions.
- Contribute to identification of risk factors and analysis and prioritization of OHS risks associated with known and routine work processes in familiar environments.
- Provide technical information to inform risk analysis and risk estimation processes.
- Provide information on the requirements for compliance with detailed, operational-level OHS-related regulations and standards.
- Take appropriate steps to stop unsafe work.
- Advise on hazard control for routine and sometimes complex tasks.
- Advise on and support implementation of efficient controls, including critical controls for effective risk minimization/mitigation strategies.
- Prepare and check specifications and orders for the purchase of preventative and protective safety equipment and other physical risk controls.
- Coordinate the issue, testing, availability use and replacement of personal protective and/or emergency equipment.
- In liaison with operational staff, write and keep up-to-date procedures for safe working.
- Write and keep up-to-date documentation for emergency planning.
- Initiate incidents are investigated within 24 hours
- Incidents are managed and reported in accordance with policy and legislative requirements.

#### **Measurement and Evaluation of Safety Performance**

- Monitor the integrity and effectiveness of controls, to identify actual and potential failures in control.
- Coordinate workplace inspection activities to monitor the presence and use of hazard controls.
- Monitor and provide feedback on compliance with safety-critical procedures.
- Monitor and report on the effectiveness of risk management and safety management processes.
- Support processes and procedures to investigate, analyse, record and report on incidents and nonconformities indicating failures or inadequacies of controls.
- Participate in OHS hazard and management system audits.
- Support periodic management reviews to systematically assess, monitor and identify areas for improvement in the OHS management system and OHS culture.
- Make recommendations to improve OHS including addressing identified nonconformities to improve OHS compliance.
- Ensure the appropriate testing of plans, evacuation/s on a regular basis to maintain & deepen knowledge.

#### **Staff Safety Training**

In association with the Trust's external Safety Consultant or department manager:

- Provide support to ensure all employees receive OHS training, inductions and on the job safety and environmental training as required.
- Coordinate and provide Security, Health & Safety, and Emergency information /training/inductions as required.
- Monitor the venue to ensure all employees and contractors are given OHS induction training.

#### **Logistics Workforce Lead**

- Establish and maintain a professional, proactive, well trained and skilled casual logistics workforce that aids in the preparation, delivery and pack down of events held at the venue.
- Develop and maintain standard operating procedures and safe work method statements that will ensure the Logistics workforce are appropriately skilled and equipped to fulfill their role and undertake manual handling responsibilities.

- Work with the Trusts HR Manager to ensure the Logistics workforces has access to and documented learning and development opportunities.
- Lead the engagement and integration of the Logistics workforce into the broader organisational culture, ensuring continuity in experience and service standards.

#### **Professional and ethical practice**

- Comply with laws and regulations governing the safety practices and related activities.
- Make decisions and judgements impartially based on standards, legislative requirements, and safety knowledge and practice.
- Observe relevant codes of conduct provided by professional associations and other assessment and advisory bodies nationally.

#### **Workplace Health Safety (WHS)**

- Identify, assess if necessary and control hazards.
- Access sources of OHS information and systematically disseminate information to all workers.
- Maintain professional knowledge of OHS issues.
- Develop policies and procedures as required.
- Develop safe work procedures as required and ensure adherence to procedures.
- Develop safe systems of work as required and ensure adherence to policies and procedures.
- Identify training needs of workers for safe systems of work and safe work procedures.
- Ensure plant, equipment and property maintenance records are kept in accordance with WHS Regulation and organisational policies and procedures.
- Ensure emergency evacuation procedures are in place and plan necessary training and drills on a regular basis.
- Ensure adherence to first aid policies and procedures.
- Ensure that all contractors adhere to contractor management procedures.
- Ensure that workers including volunteers and contractors are aware of, and abide by, all relevant health and safety procedures.
- Act as a role model by demonstrating safe work behaviours.
- Ensure the Regulator is advised of any serious incident or dangerous occurrence immediately.
- Other duties and responsibilities related to the scope of the role.

#### **SUCCESS PROFILE**

In addition to demonstrating relevant knowledge across the core functional areas of responsibility identified in this position description, candidates applying for the OHS and Logistics Lead role will require a range of personal and professional skills, including:

#### **QUALIFICATIONS, SKILLS, AND EXPERIENCE**

- Tertiary qualifications in Health and Safety or a related field and/or significant previous experience in a similar role.
- In depth knowledge of Australian legislative and regulatory framework for workplace health and safety.
- Sound experience and expertise in managing OHS management systems and practises.
- Proven experience in risk management, safety audits and safety inspections.
- Continuous improvement skills with respect to OHS processes.
- Demonstrated operational leadership capabilities.
- Ability to develop and maintain relationships with, and influence executives, senior management and staff and stakeholders to deliver results.
- Strong Project Management skills.
- An ability to exercise sound judgement and decisiveness with problem-solving.



- Excellent written and oral communications skills, including consultation and negotiation, presentation skills.
- Strong understanding of operational objectives and factors that may influence work plans, think laterally and show innovation in identifying and implementing improved work practices.
- Deep understanding and sound working knowledge of respective legislation.
- Ability and experience to implement and comply with Occupational Health and Safety (OH&S) policies and regulations for all works carried out.
- Technology savvy

### Special Requirements

- First Aid Certificate
- Working with Children Check
- Satisfactory Police Check
- Current Victorian Driver's license
- Willing and able to become a certified Chief Warden
- Must be able to work outside standard business hours, on weekends, day, and night shifts etc.

### Personal, Values and Behavioral Attributes

- Possess the intellect, cultural competency and flexibility to work effectively in a collaboratively, values-driven and energetic team.
- Ability to think strategically, analyse problems, respond creatively and implement strategy into results.
- Displays personal integrity and self-awareness, constructively challenging issues and committing to actions and reflecting on own behaviours.
- High energy, enthusiasm and drive, inspiring others to achieve.
- Clear and strong ability to collaborate with others, including direct team, colleagues and stakeholders, working toward a shared direction.
- A demonstrated drive and commitment to customer service.

### REPORTING RELATIONSHIPS

#### Functional Reporting:

- Senior Facilities Manager

### LOCATION

This position will be based at Kardinia Park in Geelong, Victoria. Occasional work from home and or other locations may be required such as during pandemic times. We offer flexible and hybrid work arrangements as per organisation wide policies and procedures (including work from home or another location) which may be applicable to this role.

### OTHER RELEVANT INFORMATION

- The position may be subject to an annual performance appraisal;
- Appointment to the position is subject to a 6-month probationary period;
- The successful applicant will be required to provide evidence of their right to work in Australia e.g. tax file number, copy of Birth Certificate or Passport and Visa;
- A National Police Check may be required throughout your employment with the Trust;
- This position may involve some out of business hours' work, including on the weekends.
- The position is required to collaborate with colleagues and stakeholders face to face on a regular basis.

### CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities, and other requirements of the position.

<b>Immediate Manager:</b>	Senior Facilities Manager
<b>Position:</b>	OHS and Logistics Lead
<b>PD Approval Date:</b>	17 May 2022



I have read and understood this position description and in signing this document agree that I am capable of fulfilling all of the requirements of the position described in this document, which forms part of my employment contract.

Additionally, I agree to notify KPST Management immediately of any change in my capacity to meet the inherent requirements outlined in this position description, such as changes in:

- Drivers license status (where applicable to role);
- Police Check status;
- Working with Children Check status;
- Capacity to fulfil inherent requirements of the role;
- COVID-19 vaccination status.

Employee Name:

Position Title:

Signature:

Date Signed:

## STATEMENTS

### ***Privacy Statement***

*Making an application for this position requires that you consent to the collection, use, storage and destruction of personal information, including details of your referees. This information will assist us to select the best applicant for the vacant position. At all times during the recruitment and selection process, personal data will be treated in a highly confidential manner. Documents will only be available to members of the selection committee for the purposes of selecting the best person for the position. All unsuccessful applicants' documentation will be destroyed three (3) months after the end of the recruitment process. Please do not send originals of documentation with your application, as they will be destroyed. Successful applicant details become employment-related information and will be placed on the successful applicant's Personal File. The Kardinia Park Stadium Trust may release this personal information to third parties such as the superannuation providers, Victorian WorkCover and Centrelink for employment related purposes*

### ***COVID-19 Vaccination Records Collection Statement***

*Kardinia Park Stadium Trust is committed to the health, safety and wellbeing of employees. This includes complying with the Chief Health Officer's directions, including the Trust's requirements to collect, record and hold vaccination information about its employees. Successful applicants will be required to provide evidence of their COVID-19 vaccination status or medical exemption prior to commencing employment.*

### ***Child Safe Statement***

*Kardinia Park Stadium Trust is strongly committed to the safety and well-being of all children within our venue. We create and maintain a child safe environment. The welfare of children is a top priority, and we have zero tolerance for child abuse.*

### ***Pre-Employment Screening Statement***

*Please note successful applicants will be required to undertake a pre-employment screening. This includes but not limited to a national police check and working with children check. Kardinia Park Stadium Trust may withdraw an employment offer in the event of an unsatisfactory screening result.*

### ***Diversity and Inclusion Statement***

*Kardinia Park Stadium Trust is an equal opportunity employer and encourages individuals of diverse backgrounds including but not limited to those from Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse communities or applicants with a lived experience of disability to apply.*

## DISCLAIMER

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.

