

**Role:** National Safety Officer

**Reporting to:** Chief Executive Officer

**Role Purpose:** To consider, research and recommend appropriate safety and risk management projects and protocols to optimise safety within equestrian sport. To be the central liaison point for the Fédération Equestre Internationale (FEI) on all matters relating to Equestrian Australia (EA) safety practices and reporting.

**Responsibilities:**

- Develop, lead and manage all safety initiatives relating to equestrian sports
- Review the existing safety and risk management practices and policies
- Undertake market research and analysis to identify suitable initiatives for consideration for implementation in Australia
- Implement and manage approved safety and risk management initiatives including budget, resources and timeframes making recommendations where appropriate
- Work collaboratively with the FEI and other relevant authorities to enable access to and understanding of international initiatives and their applicability for the Australian context
- Liaise with, and report to, the FEI on National Federation matters including those relating to serious accidents at FEI sanctioned events
- Represent EA externally (including attendance at the annual FEI Risk Management meeting) to enhance and strengthen our profile
- Contribute to the EA “Make Eventing Safer” Project Committee (and provide secretariat support)
- Identify appropriate mechanisms by which information about safety and risk management can be shared within the community with the aim of upskilling officials, coaches and athletes
- Act as the primary point of contact for media enquiries relating to safety initiatives
- Respond to day to day queries and requests

**Required Skills and Attributes:**

- A strong understanding of risk management practices
- Demonstrable experience in developing and implementing safety initiatives
- Evidence of being a skilled researcher with the ability to identify salient points and quantifiable data to support views
- Ability to build and maintain strong relationships with key stakeholders, industry experts and the member community to enhance and strengthen EA’s reputation and profile
- Self-motivated, with the ability to problem solve and use initiative
- Possess a calm and confident manner with the ability to influence and persuade
- Proven ability to undertake diligent documentation with an eye for detail
- Excellent verbal and written communication skills to enable appropriate responses to member and key stakeholder enquiries, as well as write compelling proposals and reports
- Proven ability to achieve success while ensuring appropriate regard to operational, legal, financial and reputational risk
- Ability to work collaboratively with others to provide a high quality service
- Ability to cope with high pressure, tight deadlines and multiple, competing priorities
- A reliable team player with a hands-on, can-do ethos
- Willingness to work flexible hours, attend meetings and forums as required
- Equestrian knowledge is essential