

Position Description

Position Title	National Health and Safety Services Officer (NHSSO)
Function / Team	Sport Operations/Health & Safety
Employment Type	Full Time (38 hours per week)
Classification	12 Month Maternity Leave Cover Contract
Reports To	General Manager – Sport Operations; Directives from National Health & Safety Manager
Location	Sydney Olympic Park – Flexible Working Available to right candidate

Organisation	Equestrian Australia (EA) is the peak body for the administration of Equestrian Sport in Australia. The organisation manages four Olympic / Paralympic sports and four non-Olympic sports. The commitment to success is encouraged at every level of the sport and is reflected in world-class results at Olympic level. As a result, Australia has earned the reputation as an elite Equestrian nation.
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Team Purpose	The Health and Safety team has the responsibility for the development implementation and monitoring of EAs National Health, Safety and Welfare (HSW) policies, processes, and governance of all discipline equestrian activities. The team works closely with all key stakeholders to provide best-practice, effective and practical risk mitigation practices to support our participants and their horses.
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Position Purpose	The NHSSO will be responsible in assisting EAs National Health and Safety Manager (NHSM) in providing key administrative and project support according to their skills, sport knowledge and capabilities, with directive from EAs NHSM.
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Responsibilities	<p>The following responsibilities are indicative requirements of the role and are not intended to represent an exhaustive list of all requirements.</p> <p>NHSM-NHSSO Communications</p> <ul style="list-style-type: none"> • Liaise with NHSM on ways to identify, assess, and mitigate potential human and horse-related HSW risks through policy development and implementation of best-practice procedures and guidelines • Discuss areas of concern, regarding HSW specific operational issues with NHSM to develop further action and or reporting processes
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- Share new ideas, including equestrian specific HSW initiatives with NHSM for consideration and further development
- Participate in regular weekly or as agreed communications for HSW matters with NHSM

Administration

- Respond to all general HSW enquiries, such as telephone and email correspondence.
- Collate relevant HSW data and information, sharing with NHSM for further analysis, reporting and review of risk mitigation strategies
- Manage timely meeting agenda preparation, minutes, active actions and general discussions with sport operations key stakeholder groups and other relevant parties as required.
- Maintain EAs incident reporting data base, extracting information for reporting and dissemination to all relevant parties under the directive of NHSM
- Assist NHSM with information input, collation, and dissemination through access to reporting@equestrian.org.au
- Responding to member and other enquiries via safety@equestrian.org.au email correspondence
- Assisting NHSM with HSW report preparations, dissemination of information and maintaining EAs website health and safety pages with assistance from NHSM.
- Maintaining various reporting data bases, e.g., concussion management, incident, and issue reporting

Risk Management

- Working with the NHSM, States and the National Discipline Committee's (NDCs) on equestrian sport HSW risks, collaborating respectfully identifying ways to mitigate risk through policy and procedural development and implementation.
- Incident and concussion reporting follow up and management with NHSM support.
- Assist NHSM in research and development of National HSW policies, procedures, and other risk management documents, including any that require approval by the NDC's and the EA Board.
- Assist NHSM in the management and maintaining of HSW related software programs, data bases and preparation of education and training content for EAs Learning Management System (LMS).
- Assist and support NHSM in the development and delivery of EA HSW specific national training and education programs.

	<ul style="list-style-type: none"> • Assist NHSM in managing serious and critical incident reporting, follow up, maintaining contact with all relevant parties, organising, and facilitating an incident debrief process if/as required with NHSM support. • Assist NHSM with serious or critical incident management evaluation and reporting if/as required • Assist NHSM with the implementation of any National Sport Stakeholder, EA Board, Government, Governance or Coronial Recommendations, corrective or active HSW actions if/as required <p>Health, Safety and Welfare Liaison</p> <ul style="list-style-type: none"> • Monitor and maintain effective and respectful Sport Operations and State committee HSW liaison and communications. • Promote a respectful, positive, and proactive culture approach during all stakeholder engagement for HSW projects and initiatives • Facilitate National Discipline Committee (NDC) meeting discussions and communications in consultation with EAs designated Sport Operations Support Officers for all HSW matter's, reporting to NHSM with feedback and recommendations as required. • Assist NHSM in developing EAs equestrian sports presence in promoting best-practice HSW risk mitigation, management, and compliance standards. • Assist NHSM in monitoring and reporting on compliance with EAs HSW policies, procedures, and rules. • Assist and support Organising Committees, Officials, Incident Response and Serious Incident Management Teams and others to follow and implement EAs National emergency response management processes. • Assist NHSM in developing proactive HSW communications including publication and dissemination of statistics, reports, and member education-awareness information
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<p>Key Performance Indicators</p>	<ul style="list-style-type: none"> • Consistently uphold the organisational values and code of conduct. • Demonstrate a whole of organisation viewpoint, positively representing and promoting the interests of the organisation amongst colleagues, stakeholders, and members. • Achieve Health and Safety KPIs and targets in accordance with the EA strategic plan, as it relates to Health, Safety and Welfare operations for both humans and horses
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Qualifications	Experience in a similar role is desirable in the areas of Sport, Administration, and/or HSW. Tertiary education in HSW would be excellent but not necessary.
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Skills, Knowledge and Experience	<ul style="list-style-type: none"> • Experience in a similar role desirable • Experience in HSW industry and/or sport-related activities • Good working knowledge of the principles and communications associated with sport operations • Demonstrate an understanding of risk management practices • Ability to communicate respectfully with others, demonstrating confidence in HSW and ability to influence as required. • Solid administrative experience with a high attention to detail • Sound capability with internet applications and MS Office (Outlook, Word, PowerPoint, Teams, Excel) • Strong written communication skills with the ability to write appropriate emails and reports with regard to tone, content and the audience • Equestrian knowledge and an interest in the development of equestrian sport is highly regarded
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Key Behaviours	<ul style="list-style-type: none"> • A can-do attitude, and natural ability to bring enthusiasm and positive energy to the team. • Ability to work collaboratively with others to provide high-quality HSW services • Ability to cope with high pressure, tight deadlines and multiple, competing priorities • Demonstrates leadership and is proactive in solving problems, seeing issues through in a timely manner. • A team player, works effectively with others, collaborates and shares information to build collective knowledge. • Ability to build and maintain strong relationships with key stakeholders, industry experts, EA members, officials, volunteers, and others to enhance EAs sport reputation, Social Licence to Operate (SLO) for both a national and international profile • Is inclusive in approach and shows respect for all others at all times. • Ability to manage conflict and defuse difficult situations respectfully and confidently.
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Notes	Working with Children Clearances, willingness to undergo a Police Check, driver licence and car, outside of ordinary business hours work expectations, some domestic travel may be required
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Unit 7, 11-21 Underwood Road
Homebush NSW 2140
PO Box 673
Sydney Markets NSW 2129
P +61 2 8762 7777
E info@equestrian.org.au
I www.equestrian.org.au
ABN 19 077 455 755

We value and strive to deliver an inclusive and diverse workforce, representative of the communities we work within. We welcome and encourage applications from all people who have an interest to work with us, and who can make a positive and new contribution to our team.