

## Position description

<b>Title:</b>	<b>Risk and Compliance Officer</b>
<b>Branch/Department:</b>	Business Services – Safety
<b>Status:</b>	Full Time
<b>Location:</b>	Belgrave
<b>Reports to:</b>	Safety Manager
<b>Direct Reports:</b>	Nil
<b>Hours/Days of Work:</b>	Monday to Friday 9.00 to 5.00pm usually – some requirement to work evenings or weekends by negotiation
<b>Requirements:</b>	Current Victorian Working with Children Check (WWCC) Resolved National Criminal History Check and participation in periodic checks Completed a National Transport Commission Category 3 Health Assessment Medical

### Job Purpose

Supporting the Safety Manager, this position is responsible for conducting internal risk assessments and identifying, assessing, and managing regulatory risks along with encouraging a desired risk and compliance culture.

This position has a specific focus on assessing risk and ensuring compliance within Rail Safety National Law & Regulations and Occupational Health and Safety Act 2004 and Regulations 2017 as well as company policies and procedures.

### Key Duties & Responsibilities

- Under the direction of the Safety Manager drive the strategic and operational delivery of best practice workplace health and safety across the organisation to shape the way PBR approach the safety, health and wellbeing of volunteers, employees, contractors and visitors
- Assist the Safety Manager to create the structure, systems and processes that enable PBR team members to take ownership of their own health and safety outcomes
- Provide quality information and guidance for people leaders, managers, employees, volunteers and Health and Safety Representatives (HSRs), to identify, monitor and manage risks in accordance with legislation and PBR policy
- Coordinating and running Risk Assessments:
  - leading the scheduling and coordination of workshops.
  - reviewing existing risks in the risk register
  - facilitating workshops where required; and
  - addressing review comments from stakeholders.
- Maintaining of PBR risk register including
  - Assist the Safety Manager to ensure any potential Rail Safety/Health and Safety risks are clearly identified and reduced to a level so far as reasonably practicable
  - Review and closure of Safety Controls
  - Periodic reporting to Safety Manager and Group Leaders
  - Periodic input into HF analyses and Child Safety assessments
  - Conducting RM awareness sessions (periodically / as required)
  - Reporting on Compliance



- Assist in developing risk management strategies
- Advising internal management on the implementation of compliance programs
- Conducting internal reviews and audits
- Periodic updates of PBR risk profile summary for reporting purposes
- Maintain and review and update of PBR Safety Management System (SMS), including:
  - Ensuring regulatory compliance
  - Maintaining safety Corrective Action Plans
  - Administration of the SMS / Rail Safety review meetings
  - Prepare annual Office of National Rail Safety Regulator (ONRSR) Performance Report.
- Coordinate and maintain PBR Rail Safety Management of Change processes including preparation of documentation
- Participate in the committees/working groups and provide guidance and support to workplace participants
- Draft and maintain key safety policy and procedure documents as required
- Be a change agent for encouraging PBR team members to proactively adopt a safe and healthy workplace
- Attend and provide administration support at meetings as directed

#### **General Responsibilities**

- Undertake research and other projects as directed
- May have direct contact with children and will be required to follow all appropriate policies
- Maintain a Child Safe environment including reporting responsibilities and procedures
- Will actively participate in continuous improvement – learning and development programs and performance management programs
- Maintain behaviours in line with company values and adhere to all company values, principles, policies and procedures
- Other tasks and duties as requested

#### **Key Competencies**

- Fully versed in legislation, regulations, standards and procedures for workplace health and safety
- Well-developed interpersonal, verbal and communication skills, with the ability to communicate at all levels
- A strong focus and commitment to quality, compliance and reporting requirements.
- An ability to provide high-level advice in health safety matters
- Flexible and adaptable with ability to problem solve and multi-task
- Integrity, with an ability to handle confidential information
- Ability to work un-supervised and under pressure
- Ability to work as a team & to lead by example
- Strong organisational skills and time management skills with ability to prioritise and follow-through
- High standard computer skills including Microsoft suite
- Focus on service excellence, exceeding internal and external customer expectations

#### **Qualifications & Experience Required**

- Qualifications/ Experience in occupational health and safety or safety management required
- Experience in Safety operations and safety compliance
- Experience in planning and conducting complex audits and compliance inspections
- Experience in hazard identification and risk management
- Demonstrated skills and experience with implementing OH&S activities and planning is desirable
- Knowledge of safety legislation and statutes, including Rail Safety National Law is desirable
- An understanding of Puffing Billy's history and current business is desirable
- Current motor vehicle driver's licence desired



**Key Relationships**

- PBR staff, volunteers and visitors
- External stakeholders including elected officers and senior management in public and private organisations

**Health & Safety**

Employees have a responsibility to:

- Participate in the development of a safe and healthy workplace.
- Comply with instructions given for their own safety and health and that of others, in adhering to safe work procedures.
- Co-operate with management in its fulfilment of its legislative obligations.
- Take reasonable care to ensure their own safety and health and that of others, and to abide by their duty of care provided for in the legislation.
- To report any injury, hazard or illness immediately, where practical to their supervisor.
- Not place others at risk by any act or omission.
- Not wilfully or recklessly interfere with safety equipment.

The following health and safety factors are relevant to this position

Frequent (occurs 1/3-2/3 of time)	Constant (occurs 2/3+ of time)
<ul style="list-style-type: none"> <li>• Manual handling task (0 – 9kg)</li> <li>• Gripping, holding, clasping with fingers/hands</li> </ul>	<ul style="list-style-type: none"> <li>• Hand/arm movement i.e. stacking, reaching, typing and sorting</li> <li>• Walking on uneven surfaces</li> <li>• Sitting at workstation</li> <li>• Responsibility for the safety of others</li> </ul>

**Additional Notes**

- Some weekends and public holiday work may be required on a rostered and negotiated basis
- As Puffing Billy Railway’s peak time is during the Victorian school holiday period, taking leave during school holidays is limited
- Puffing Billy Railway is a child-safe organisation. All employees and volunteers are required to undergo a National Police Check, a Working with Children Check and sign our Child Safe Policy and Child Safe Code of Conduct.
- PBR is a zero drug and alcohol workplace – workplace participants maybe subject to unannounced drug and alcohol testing

**Acknowledgment**

I have read and understood the above position description and I agree to undertake the duties outlined. I declare that I have no health, medical or other restrictions that would affect my ability or capacity to undertake these duties in a safe manner.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_



Approved By:	Stefanie Straub	Date:	May 2022
Last Updated By:	Vikki Ducrow	Date:	May 2022



Puffing Billy Railway's staff and volunteers are committed to providing positive experiences for children in an environment that is caring, nurturing and safe.

**Our Children, Our Focus, Our Future, Speak Up!**