



Scouts NSW

Position Description

**State Commissioner –
Risk & Safety
(SC R&S)**

Purpose of the position

The State Commissioner (SC) Risk & Safety (R&S) is the volunteer member responsible to the Assistant Chief Commissioner (ACC) Innovation & Culture (I&C) for overseeing the management of physical risks and safety at the locations and in the situations where volunteers undertake their duties.

The SC Risk & Safety is an important member of the uniformed team and will work closely with the Head of Risk (salaried staff member) to create no- or low-risk situations in Scouting to safeguard our members and the broader community.

This child safety and the risk element managed by the Scouts NSW issues management portfolio does not form part of the responsibilities of the SC Risk & Safety position.

Key responsibilities include:

- Being responsible for ensuring adult members have facilities and locations that allow for no- or low-risk delivery of adventurous activities
- Monitoring and management of risk and safety issues across NSW
- Continuously build members' interest in risk and safety
- Identify and coordinate influential champions of risk and safety, particularly in the Regions
- Providing direction and guidance to the salaried Risk staff with respect to requirements of volunteers and youth member with respect to their safety while undertaking Scouting activities
- Responding in a timely manner to requests for help or support from members
- Developing and maintaining a co-operative relationship with adults in Scouting who facilitate activities

The SC R&S will interact regularly with uniformed members and supporters, as well as salaried staff, as they undertake their duties.

The SC R&S is focused on helping ensure that Scouts NSW has procedures and 'ways of working' in place to reduce the risks in adventurous activities and supporting our duty of care to our youth and adult members.

Reporting and Relationships and Tenure

Direct Reporting Line

The SC R&S reports to the ACC I&C, within the Innovation and Culture portfolio.

There are no direct reports to this position.



Matrix Relationship Lines

- Head of Risk
- Head of Property

Tenure

The initial term is for up to three years, inclusive of a probationary period of three months. An extension period of up to three years will be considered.

The term is subject to performance outcomes and achievements relevant to the Adult Development Plan, which is reviewed annually.

It is expected that an annual Adult Development Plan will be completed, discussed and agreed with the SC.

Responsibilities and duties

While carrying out the responsibilities of the role, the SC R&S will always uphold the purpose, principles and values of Scouts Australia, will adhere to the Adult Code of Conduct, will abide by WOSM, National and State policies and will behave in accordance with the Scout Law and Promise. Importantly, the SC R&S will comply with, and ensure the implementation of all applicable legislative and statutory regulations pertaining to learning outcomes.

The SC R&S will:

- Work jointly with the ACC I&C and Head of Risk to build a strong approach to risk and safety and a set of planned contingencies
- Develop a strong and constructive working relationship with the Head of Risk to understand current and future needs from our Scouting locations and situations
- Undertake a system of education for members that will raise awareness of risk and safety of how to manage and respond to risk and how to report incidents when required
- Devise a system of reporting metrics and use them to demonstrate the improvement over time of risk and safety strategies in Scouts NSW
- Liaise with SC Adventurous Activities to ensure the Scouts NSW facilities and locations to support the delivery of adventurous activities are safe
- Develop a three-year plan for risk and safety



- Identify and implement the ‘Youth Leading, Adult Supporting’ principle in establishing risk and safety philosophy
- Develop trusted, ongoing and strong relationships with members who deliver adventurous activities and those who manage the adventure centres and bases
- Work with the SC AT&D to ensure risk and safety holds an appropriately important place in adult training
- Liaise with counterparts in other States and National resources for standards, guidance and expertise
- Maintain ongoing training
- Attend to other necessary functions and duties as requested

The role will require engagement with other Scouting stakeholders. Most contact will be in the evenings and on weekends. Some flexibility will be helpful for addressing urgent matters or major issues.

It is the goal of the Chief Commissioner, the Deputy Chief Commissioners, and the Board of Directors that Scouts NSW develops a culture of openness, inclusiveness, genuine teamwork and mutual assistance. All senior positions, including SC positions, will be both responsible and accountable for the generation and maintenance of this positive culture.

Skills and Personal Attributes

The SC Risk & Safety, as with every member of the State uniformed team, must have a proven capacity to deliver outcomes and be a self-starter with capacity to work without close supervision.

Essential attributes

- A personal commitment to the Aims and Principles of Scouts Australia, and an ability to convey a positive and constructive image of Scouting and reinforce the fundamental importance of the Scout Promise and Law.
- High levels of personal motivation, organisational skills and acceptance of responsibility and accountability for outcomes.
- A self-starter with capacity to work without close supervision, especially in a volunteer environment.
- Ability to contribute productively, acting respectfully and with thoughtfulness to all members



- Enthusiasm for the current strategic direction of Scouts NSW
- An appropriate fit with the positive and enabling culture of Scouts NSW

Desirable attributes

- Wood Badge (advanced adult Leader training) qualified OR having the willingness to undertake training and achieve the qualification within 12 months of appointment to the role.

Key Selection Criteria

The SC R&S will be required to meet the following three criteria areas.

Knowledge and Experience

- Sound knowledge of risk and safety practices
- Ability to build strong relationships with Region-based team members, salaried staff involved in risk
- Strong ability and interest in connecting with adult members and supporters to encourage them to employ no- or low-risk practices
- Sound, evidence-based judgement and accountable decision-making
- Proven track record of working hard with a strong results orientation
- Proven, successful record of effective collaboration and teamwork among adults and a diverse range of stakeholders

Qualifications

- Minimum one years of experience as a Leader of Adults in Scouting, or demonstrated experience operating at a senior level in an organisation
- A willingness to complete any requisite training as required for the position and hold a Wood Badge within 12 months of appointment
- Experience with aligning Scouting learning outcomes with recognised and compliance requirements for youth-facing Leaders and adults in Scouting who support Leaders of adults.

Accountability

This position is important to Scouts NSW and it is essential that the SC creates the change we want to see. Therefore, a strong achievement orientation is required. The SC R&S will be assessed on the results they achieve. Assessment will include formal annual performance reviews.



The strategic performance indicators that apply to this position include:

- Respond in a timely manner to emails
- Develop and implement plans for addressing risk and safety at Scouts NSW facilities and locations that host adventurous activities
- Undertake regular engagement with adults in Scouting delivering activities at adventure centres and bases to assist in an understanding of risk and safety
- Communicate with Region executives responsible for facilities, as/if required
- Being aware and involved in the management of adventure centres and bases

For further information and background, please contact the ACC I&C.

Meetings and Clearances

Meetings

Regular meetings include:

- State team meetings (2-3 times per year)
- I&C team meetings
- Relevant meetings with the SC Adventurous Activities
- Update meetings with salaried staff involved in Scouts NSW facilities
- Updates, as required, with the Training staff

Clearances

Candidates chosen to be interviewed are required to have a current Working with Children Check clearance and have undergone a background check and a National Police Check.

