Position description

Position title	Safety Systems and Assurance Lead
Group / Branch	Safety & Wellbeing, People, Safety & Governance
Reports to (Title)	Head of Safety & Wellbeing
Competency level	Individual Contributor

Job Purpose

The Safety Systems and Assurance Lead is responsible for the development, implementation, maintenance and continuous improvement of South East Water's Safety Management System (SMS) and safety assurance framework.

The role ensures the SMS remains compliant with legislative obligations, aligned to industry best practice and effective in reducing health and safety risks so far as is reasonably practicable. The role is responsible for maintaining the framework, standards, procedures, registers and governance arrangements that underpin the organisation's approach to safety management.

The role also leads the development and coordination of a risk-based safety assurance program, including the identification of critical hazards, critical controls and control verification activities. The role works closely with Safety Advisors and operational leaders to ensure critical controls are monitored, verified and continually improved.

The position provides specialist expertise in contractor safety management, ensuring contractor management arrangements are appropriately integrated into the Safety Management System and assurance framework.

Key Accountabilities

This is a highly influential role with strong Board and Executive support will be responsible for:

Safety Management System

- Maintain and continuously improve South East Water's Safety Management System (SMS) to ensure it remains compliant, practical and fit for purpose.
- Ensure SMS documentation, including policies, standards, procedures, guides and tools, are managed ensuring they remain current and aligned with legislative and organisational requirements.
- Develop, maintain and administer SMS registers and associated governance processes.

- Monitor changes to legislation, regulation, codes of practice and industry standards, and ensure the SMS is updated to reflect these changes, as applicable to South East Water.
- Identify training and competency requirements arising from the SMS to support safe ways of working, compliance, and the reduction of risk.
- Conduct periodic reviews of SMS effectiveness and maturity and recommend improvement opportunities.
- Facilitate consultation with leaders, employees and health and safety representatives to ensure SMS requirements are effectively implemented.
- Develop and embed a document hierarchy that supports a consistent approach to safety documentation.
- Provide technical writing and documentation development support to the business to ensure operational procedures, SWMS, work instructions and other safety-related documentation are clear, current and fit for purpose.
- Support the business with development of technical procedures.
- Ensure the SMS supports the organisation's commitment to eliminating or reducing risks so far as is reasonably practicable.

Safety Assurance and Critical Controls

- Develop and embed a Safety Assurance Framework that sets assurance schedules, inspections and verification to support the effective management of safety risks.
- Maintain the master safety risk register including critical risks, hazards and controls.
- Leverage South East Water's Risk Management Framework to verify the effectiveness of controls and implement improvements to further strengthen controls in line with reducing risks so far as is reasonably practicable.
- Coordinate assurance activities to verify critical controls are in place, effective and operating as intended.
- Analyse assurance findings to identify potential weaknesses, emerging risks and improvement opportunities.
- Monitor completion and effectiveness of corrective actions arising from assurance activities.
- Lead the development of indicators relating to critical controls and SMS performance.

Contractor Safety Management

- Embed and continually improve contractor safety management requirements.
- Develop and maintain contractor safety standards, requirements and assurance activities.
- Support the business with contractor safety assessments prior to awarding contracts
- Ensure contractor management processes are integrated into the SMS.
- Identify contractor-related critical risks and ensure appropriate controls and verification processes are established.
- Lead proactive risk management forums with contractors and the broader sector to strengthen the management of risks and hazards.
- Monitor contractor safety performance and identify opportunities for improvement.
- Support the business in managing contractor safety obligations and assurance requirements.

Governance, Reporting and Compliance

- Lead SMS governance and review processes.
- Deliver and enhance safety performance reporting to provide meaningful insight into SEW and contractor safety performance, including incident and injury trends, investigation outcomes, SMS effectiveness, assurance activities, critical control performance, compliance obligations and emerging risks.
- Analyse data to identify systemic issues, measure improvement initiatives and inform decision-making.
- Act as the subject matter expert for relevant internal and external audits and reviews.
- Maintain evidence demonstrating compliance with legislative and regulatory obligations.
- Monitor and report on implementation of improvement actions arising from audits, investigations and reviews.

Continuous Improvement

- Analyse findings from incidents, investigations, audits and assurance activities to identify systemic issues and improvement opportunities.
- Translate organisational learning into system and process improvements.
- Drive initiatives that improve safety maturity, risk management and assurance capability.
- Facilitate continual improvement of safety systems, controls and governance requirements.
- Benchmark safety systems and assurance practices against industry standards and leading practice.

Knowledge, Skills & Experience

- Tertiary qualification in Occupational Health and Safety or related discipline.
- Extensive experience developing, implementing and maintaining safety management systems.
- Strong understanding of Victorian OHS legislation, associated regulatory requirements and ISO 45001.
- Experience developing assurance frameworks, audit programs and control verification processes.
- Demonstrated experience identifying critical risks and critical controls.
- Extensive experience with contractor-management frameworks and assurance programs.
- Experience managing governance, compliance and safety management documentation.
- Strong analytical, investigation and problem-solving skills.
- Excellent stakeholder engagement and influencing capabilities.
- Strong written communication and report writing skills.
- Demonstrated ‘systems thinking’ mindset.
- Previous experience in auditing or equivalent, highly regarded.
- Experience working within a complex operating environment

Dimensions

Organisational Chart



Number of people managed:

NA

Size of budget managed:

NA

Value of Assets managed:

N/A

Ensuring a sustainable, resilient organisation:

Authorities outlined in Instrument of Delegations yes - Responsible Officer

Compliance management responsibilities outlined in the compliance and obligations register yes - compliance co-ordinator

Security for Critical Infrastructure identified role: No