



	SCOUTS WA - POSITION STATEMENT
POSITION NUMBER:	SEW040
POSITION DESCRIPTION:	Branch Commissioner Safety and Risk
DEPARTMENT:	Safety, Environment and Wellbeing
TENURE:	1 year with 2 x 1 year extensions
IMMEDIATE SUPERVISOR:	Assistant Chief Commissioner Safety, Environment and Wellbeing
FIRST LEVEL SUPERVISION:	Branch Advisor Child Safety Branch Advisor Risk Management
LIAISES WITH:	Chief Commissioner Assistant Chief Commissioner Safety, Environment and Wellbeing Safety, Environment and Wellbeing Team Executive Leadership Team Field Leadership Team Region Commissioners District Commissioners Group Leaders Branch Commissioners and Advisors Professional Staff External Government and Community Agencies Scouts Australia National Teams
COMMITTEES:	Risk Committee National Risk Management Sub-Committee (as required) Child Safety Working Groups Relevant Scouts Australia Committees and Working Groups
The Purpose of the Scout Movement is to contribute to the education of young people in achieving their full physical, intellectual, emotional, social and spiritual potentials as individuals, as responsible citizens and as members of their local, national and international communities. Scouts WA is a child safe organisation with zero-tolerance for any harm, abuse or neglect. Scouts WA values the diversity of our members, including gender, sexuality, race, religion and ability. Scouting focuses on youth members fully engaging with the program by supporting and managing those in adult and youth leadership roles.	
ROLE OBJECTIVE	
The Branch Commissioner Safety and Risk is responsible for providing leadership, coordination and subject matter expertise in the areas of child safety, organisational safety, governance and risk management across Scouts WA. The role supports the Assistant Chief Commissioner Safety, Environment and Wellbeing in fostering a strong culture of safety, accountability and continuous improvement throughout the organisation. This includes supporting leaders and members to identify, assess and manage risks, promoting child-safe practices, developing training and resources, and assisting with the review and implementation of policies and procedures. The Branch Commissioner Safety and Risk will lead the Child Safety and Risk Management portfolio and ensure Scouts WA members have access to practical guidance, education and support to enable safe and successful delivery of the Scout Program.	
ROLE RESPONSIBILITIES	
The Branch Commissioner Safety and Risk is accountable to the Assistant Chief Commissioner Safety, Environment	



and Wellbeing for:

Leadership and Governance

- Providing leadership and direction for the Child Safety and Risk Management portfolio.
- Supporting the development, implementation and review of safety and risk management strategies.
- Leading portfolio planning and reporting activities.
- Coordinating the activities of Branch Advisors within the portfolio.
- Establishing and leading project teams and working groups where approved.

Child Safety

- Promoting a strong child-safe culture throughout Scouts WA.
- Supporting implementation of Scouts Australia and Scouts WA Child Safe policies, procedures and standards.
- Providing advice and guidance to leaders and members on child safety matters.
- Supporting organisational compliance with child safety requirements.
- Assisting with the identification of child safety trends, risks and improvement opportunities.

Risk Management

- Supporting the development and maintenance of risk management systems and practices.
- Promoting the effective use of risk assessments across all levels of Scouting.
- Providing support to Groups, Districts, Regions and Branch teams undertaking activities and events.
- Reviewing organisational risk trends and identifying opportunities for improvement.
- Supporting the development of risk management resources and tools.

Training and Capability Development

- Develop and deliver training, workshops and awareness programs relating to safety, child protection and risk management.
- Support the Learning and Development Team in the development of training resources.
- Promote best practice approaches to risk assessment and hazard management.
- Build the capability of leaders to safely deliver quality Scouting experiences.

Policy and Procedure Review

- Participate in the review and development of policies, procedures and guidance materials.
- Monitor legislative, regulatory and organisational changes relevant to the portfolio.
- Make recommendations to improve organisational compliance and safety outcomes.

Stakeholder Engagement

- Act as a key contact point for members seeking advice on safety and risk matters.
- Build productive relationships with internal and external stakeholders.
- Represent Scouts WA at meetings, forums and events as required.
- Collaborate with other Directorates to ensure safety considerations are embedded across all activities and



programs.

Events and Activities

- Support the planning and delivery of major events and activities.
- Provide advice regarding risk assessments, child safety considerations and compliance requirements.
- Promote safe and effective event management practices throughout the organisation.

FUNCTIONS AND DUTIES

Administration

- Maintain records and reporting relevant to the portfolio.
- Contribute to quarterly and annual reporting requirements.
- Monitor portfolio performance against agreed objectives and KPIs.
- Assist in the preparation of submissions, grant applications and reports where relevant.

Member Support

- Respond to enquiries relating to child safety and risk management.
- Provide practical advice and support to Groups, Districts and Regions.
- Assist members in understanding and applying organisational policies and procedures.

Resource Development

- Develop and maintain guidance materials, templates and tools.
- Promote resources that improve organisational safety and risk capability.
- Support the development of child-safe and risk-aware practices across Scouts WA.

Continuous Improvement

- Review incidents, trends and emerging risks.
- Identify opportunities for improvement and innovation.
- Promote a proactive approach to safety management throughout the organisation.

AUTHORISATIONS AND DELEGATIONS

The Branch Commissioner | Safety and Risk may:

- Provide advice and recommendations on matters relating to child safety, organisational safety and risk management.
- Liaise directly with internal and external stakeholders relevant to the portfolio.
- Lead approved projects, initiatives and working groups.
- Represent Scouts WA at approved meetings and forums.
- Request information required to support risk management and child safety functions.

The Branch Commissioner | Safety and Risk does not have authority to:

- Commit Scouts WA to expenditure unless specifically delegated.
- Approve or amend organisational policy independently.
- Undertake disciplinary action.
- Suspend activities or programs.

Recommendations regarding corrective actions, risk mitigation measures or activity restrictions may be provided to the Assistant Chief Commissioner | Safety, Environment and Wellbeing for consideration.

PERSONAL ATTRIBUTES



Attitude

- Demonstrates commitment to the Scout Promise and Law.
- Promotes a culture of safety, integrity and accountability.
- Values diversity, inclusion and respectful behaviours.
- Supports youth-led Scouting and adult-supported leadership.
- Demonstrates professionalism and sound judgement.

Skills

- Strong leadership and stakeholder engagement skills.
- Excellent written and verbal communication skills.
- Ability to facilitate training and group discussions.
- Ability to analyse information and make evidence-based recommendations.
- Strong organisational and project management skills.
- Ability to manage sensitive and confidential information appropriately.

Knowledge

- Understanding of child safety principles and obligations.
- Understanding of risk management principles and frameworks.
- Understanding of Scouts Australia Policies and Rules.
- Understanding of the Scout Program and volunteer environment.
- Knowledge of relevant legislation and compliance requirements.

QUALIFICATIONS AND SKILLS

Mandatory

- Current Scouts WA Membership (or willingness to register as a member).
- Eligible to hold Adult Appointment within Scouts WA.
- Completion of required Scouts WA mandatory training.
- Experience in leadership, governance, safety, risk management or a related field.

Desirable

- Qualifications or experience in risk management, governance, compliance or workplace safety.
- Qualifications or experience in child safety, safeguarding or youth protection.
- Training and assessment qualifications.
- Experience in policy development and review.
- Experience facilitating training and workshops.
- Experience within Scouting or another volunteer organisation.

EXPERIENCES

- Leading teams, projects or initiatives.
- Supporting volunteers, staff or community members.
- Working collaboratively across multiple stakeholders.
- Developing practical solutions to organisational challenges.
- Creating safe and inclusive environments.

REQUIRED MEETINGS

Safety, Environment and Wellbeing Team Meetings.
Portfolio Meetings.
Risk Committee Meetings.



Executive Leadership Team Meetings (as invited).
Field Leadership Team Meetings (as required).
Region and District Meetings (as required).
Relevant National Meetings and Working Groups.
Scouts WA Annual General Meeting.

There may be Branch functions, training activities and events that require attendance.

KEY PERFORMANCE INDICATORS

Performance may be assessed on the following:

- Number of Groups, Districts and Regions supported.
- Number of safety and risk enquiries responded to.
- Number of training sessions delivered.
- Number of members participating in safety and risk training.
- Completion and review of portfolio resources and guidance materials.
- Improvements in organisational compliance measures.
- Reduction in recurring safety and risk issues.
- Contribution to policy and procedure reviews.
- Support provided to major events and activities.
- Positive stakeholder feedback regarding portfolio support.

ACCEPTANCE OF ROLE

I have read and discussed the Branch Commissioner | Safety and Risk Position Description with my Formation Leader and accept the appointment.

Signed: _____ Date: _____