



	SCOUTS WA - POSITION STATEMENT
POSITION NUMBER:	SEW041
POSITION DESCRIPTION:	Branch Advisor Risk Management
DEPARTMENT:	Safety, Environment and Wellbeing
TENURE:	1 year with 2 x 1 year extensions
IMMEDIATE SUPERVISOR:	Branch Commissioner Safety and Risk
FIRST LEVEL SUPERVISION:	Nil
LIAISES WITH:	Assistant Chief Commissioner Safety, Environment and Wellbeing Branch Commissioner Safety and Risk Executive Leadership Team Field Leadership Team Region Commissioners District Commissioners Group Leaders Adult Members Youth Members Professional Staff Relevant External Agencies and Organisations
COMMITTEES:	Child Safety Working Groups Relevant Scouts WA Committees National Child Safety Forums and Working Groups (as required)

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 Advisor | Risk Management provides specialist advice, guidance and operational support relating to risk management practices across Scouts WA.

The role supports the Branch Commissioner | Safety and Risk in promoting a proactive and practical approach to risk management throughout the organisation. This includes assisting leaders, event organisers and members to identify, assess and manage risks associated with Scouting activities, events, facilities and operations.

The Branch Advisor | Risk Management contributes to the development of resources, training and systems that support safe and effective program delivery while encouraging a positive risk-aware culture throughout Scouts WA.

ROLE RESPONSIBILITIES

The Branch Advisor | Risk Management is accountable to the Branch Commissioner | Safety and Risk for:



Risk Management Support

- Provide advice and guidance relating to risk management practices.
- Support leaders in the preparation and review of risk assessments.
- Assist Groups, Districts, Regions and Branch Teams to identify and manage risks.
- Promote practical and proportionate approaches to risk management.
- Encourage continuous improvement in organisational risk capability.

Event and Activity Support

- Assist Event Directors and organisers in undertaking risk assessments and planning activities.
- Provide guidance regarding hazard identification and risk mitigation strategies.
- Support the safe delivery of major events and activities.
- Promote best practice risk management approaches across all Scouting activities.

Policy and Compliance

- Assist in the development, implementation and review of risk management policies, procedures and resources.
- Monitor emerging risks and changes to legislation, standards and best practice.
- Support organisational compliance with risk management requirements.
- Contribute to organisational governance initiatives.

Incident Review and Learning

- Assist with the review of incidents and near misses.
- Support the identification of trends and recurring risk issues.
- Contribute to lessons learned and continuous improvement activities.
- Promote organisational learning from incidents and risk events.

Training and Education

- Develop and deliver risk management training programs.
- Support leaders to build confidence in risk assessment processes.
- Create educational resources and guidance materials.
- Promote a positive risk-aware culture throughout Scouts WA.

Stakeholder Engagement

- Act as a point of contact for members seeking advice on risk management matters.
- Build productive relationships with internal and external stakeholders.
- Represent Scouts WA at approved meetings, forums and events.
- Collaborate with other Directorates to embed effective risk management practices.

FUNCTIONS AND DUTIES

Administration

- Maintain records relevant to the portfolio.
- Contribute to reports, statistics and performance measures.
- Assist with the maintenance of risk management documentation and resources.
- Support grant applications and project initiatives where relevant.



Resource Development

- Develop and maintain risk assessment templates, guides and tools.
- Promote consistency in risk management practices across Scouts WA.
- Assist with the development of practical resources for leaders and event organisers.

Training Delivery

- Deliver training, workshops and information sessions.
- Assist with the development of online and face-to-face learning opportunities.
- Support the Learning and Development Team as required.

Continuous Improvement

- Identify opportunities to strengthen organisational risk management practices.
- Assist with reviews of systems, procedures and resources.
- Promote innovation and practical solutions to emerging challenges.

AUTHORISATIONS AND DELEGATIONS

The Branch Advisor | Risk Management may:

- Provide advice and recommendations relating to risk management.
- Review and provide feedback on risk assessments and safety documentation.
- Deliver approved training, resources and educational activities.
- Participate in approved working groups and projects.
- Represent Scouts WA at approved meetings and forums.

The Branch Advisor | Risk Management does not have authority to:

- Approve or reject activities, events or risk assessments.
- Commit Scouts WA to expenditure unless specifically delegated.
- Undertake disciplinary action.
- Amend policy or organisational procedures independently.
- Suspend or cancel activities.

Recommendations and advice are provided through the Branch Commissioner | Safety and Risk and Assistant Chief Commissioner | Safety, Environment and Wellbeing.

PERSONAL ATTRIBUTES

Attitude

- Demonstrates a commitment to safe Scouting practices.
- Promotes positive and practical approaches to risk management.
- Acts with integrity, professionalism and sound judgement.
- Supports the values and principles of Scouting.

Skills

- Strong analytical and problem-solving skills.
- Strong written and verbal communication skills.



- Ability to explain complex concepts in a practical and accessible manner.
- Strong organisational and planning skills.
- Ability to engage effectively with volunteers and stakeholders.

Knowledge

- Understanding of risk management principles and frameworks.
- Understanding of Scouts Australia Policies and Rules.
- Understanding of Scouting activities and operations.
- Knowledge of relevant legislation, standards and best practice guidance.

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.
- Demonstrated interest or experience in risk management, governance or safety.

Desirable

- Qualifications or experience in risk management, governance, compliance, workplace health and safety, emergency management or related fields.
- Experience developing risk assessments.
- Training and assessment qualifications.
- Experience delivering training and workshops.
- Experience within Scouting or another volunteer organisation.

EXPERIENCES

- Experience supporting volunteers, teams or projects.
- Experience identifying and managing operational risks.
- Experience developing practical solutions to organisational challenges.
- Experience working collaboratively across multiple stakeholders.

REQUIRED MEETINGS

- Safety, Environment and Wellbeing Team Meetings.
- Portfolio Meetings.
- Risk Committee Meetings.
- Event Planning Meetings (as required).
- Relevant National Forums 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 risk management enquiries supported.
- Number of Groups, Districts, Regions and Events assisted.
- Number of risk assessments reviewed or supported.
- Number of training sessions delivered.
- Number of members participating in risk management training.
- Development and review of risk management resources.
- Contribution to policy and procedure reviews.
- Positive stakeholder feedback regarding portfolio support.
- Demonstrated improvements in organisational risk management capability.

ACCEPTANCE OF ROLE

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

Signed: _____ Date: _____