

31 January 2012

Dear Applicant

Thank you for your interest in the position of Environment, Health and Safety (EHS) Coordinator at The Australian Ballet.

Please find below information related to the position including the organisation's vision, mission and goals, the position description, timeline and selection criteria. If you proceed with an application you should receive an email 'Application received with thanks' within 48 hours. Should you not receive a reply, please contact me by phone (9669 2700) or email. We would be disappointed if your application was mislaid.

In accordance with the timeline for the selection process, the closing date for receipt of applications is Tuesday, 14 February and if you are successful in being short listed you will receive notification of this on Friday, 17 February. If you are unsuccessful, I wish you all the best and again, thank you for your interest in The Australian Ballet.

Yours sincerely



Helen Williams  
Human Resources Manager



Caring for tradition. Daring to be different.

## **Vision**

To move ballet forward

## **Mission**

- Create inspiring performances
- Achieve excellence on both sides of the curtain
- Engage more people in the art form
- Commit to innovation
- Ensure a sustainable business platform

## **THE AUSTRALIAN BALLET** **CORE VALUES**

### **Creativity**

Our core work is the creation of and performance of ballet. We are committed to maintaining an organisational culture that fosters creativity, energy and originality.

- In line with our vision, we are inspired by traditions, and value innovation
- We welcome diversity in order to best serve and reflect our community, and to keep us open to new ideas and influences
- We collaborate actively with each other, and with others outside the company

### **Custodianship**

We hold in trust for future generations the rich legacy of The Australian Ballet's history, its present and its future viability.

- We advocate for the art form as being a stimulating, moving and entertaining part of our culture
- We serve the interests of the organisation, ensuring dynamism and sustainability into the future
- We are committed to developing audiences for ballet, and for the arts generally, through our performances as well as educational activities

### **Professionalism**

Our contributions to the workplace are characterised by integrity, commitment and mutual respect. This creates an environment in which we can all excel.

- We strive for excellence in all that we do, and continuous improvement in every area of the organisation
- Through our actions, we all contribute to a working environment that is harmonious, collaborative, productive and fun
- At all times, we act responsibly and safely, exercising sound judgment, complying with all relevant standards and requirements, and maintaining a high level of accountability to our stakeholders
- As a flagship Australian arts organisation, we are leaders, collaborators and mentors in our industry, and in the community generally



## Position Description

### **POSITION TITLE: Environment, Health & Safety Coordinator**

#### **1. KEY ROLE**

The Environment, Health and Safety (EHS) Coordinator is responsible for coordinating the EH&S requirements for The Australian Ballet, together with managing associated administrative processes such as WorkCover.

There is no touring component with this position.

#### **2. CULTURE / ENVIRONMENT**

The EHS Coordinator works across all departments of the Ballet and works with, and responds to, the requests of department managers and staff to achieve the effective implementation of the company EH&S policies. The EHS Coordinator works closely with the Human Resources Manager.

The administration offices, production department, music department, rehearsal studios and the Australian Ballet School are located at The Australian Ballet Centre, 2 Kavanagh Street, Southbank, Victoria. The Sydney office is located at 10 Hickson Road, The Rocks, NSW.

The Australian Ballet performs on a regular basis in the Arts Centre, Melbourne, and the Sydney Opera House as well as other interstate venues. The Company also tours overseas.

#### **3. SPECIFIC ROLES AND RESPONSIBILITIES**

##### **3.1 Environment, Health and Safety System**

Co-ordinate and maintain the EH&S system including:

- Ensure EH&S policies are up-to-date, relevant and easily understood by staff
- Run the EH&S induction for new employees
- With elected chair, run the EH&S committee meetings
- Assess EH&S training needs across the organisation and organise training as required
- Coordinate a schedule of related EH&S maintenance programs, including electrical testing and tagging and first aid supplies
- Coordinate workplace inspections and oversee action plans
- Provide health and safety advice to all departments
- Ensure incidents are reported, investigated, and corrective actions are undertaken in a timely manner

##### **3.2 Risk Assessments**

- Undertake and document the EH&S risk assessment of each production, in consultation with the relevant departments
- Coordinate, undertake (where appropriate) and document all other EH&S risk assessments throughout the organisation

##### **3.3 WorkCover**

- Manage WorkCover in accordance with statutory regulations

- Liaise with management and medical staff in respect to WorkCover claims
- Assist medical staff with EH&S matters relating to dancer health
- Manage the administration of all components of the non-dancer employees' work related illness, injury and return to work

### **3.4 Other duties**

- Undertake any other duties as reasonably requested by the Chief Financial Officer.

## **4. QUALIFICATIONS AND EXPERIENCE**

- Working knowledge of OHS&E legal requirements and implications for entertainment industry productions
- Hold relevant professional Occupation, Health & Safety qualifications (Diploma in Health & Safety is a minimum requirement)

## **5. ATTRIBUTES**

To successfully fulfill the roles and responsibilities as outlined above, the EHS Coordinator should demonstrate the following skills, knowledge and personal qualities:-

- Strong verbal and written communication skills including report writing
- Ability to communicate and engage across all employees of the organisation
- Up to date knowledge of current EH&S and related legislation (including Workers Compensation and Dangerous Goods)
- Self-starter who can self-manage and is proactive
- Ability to consult and delegate
- Be a strategic thinker and be able to apply the concepts of change management
- Ability to integrate EH&S into the company's Risk Management Plan
- Attention to detail
- Be process oriented
- Ability to deliver training and induction programs

## **6. KEY PERFORMANCE INDICATORS**

- Maintenance of EH&S management systems to comply with regulatory requirements, including having all policies up to date
- Management and workgroups are effectively and efficiently engaged in EH&S meetings
- Risk assessments are completed in a timely manner, documented, communicated and monitored
- All new employees receive EH&S induction training within the first 2 weeks of commencement
- Workplace inspections occur 6-monthly and any action items are addressed in a timely manner
- Incidents are reported, investigated efficiently and effectively with actions arising being closed out promptly
- All WorkCover administrative responsibilities are carried out with accuracy and in accordance with WorkCover guidelines and regulations
- Reduction in overall injury rate
- Decrease in employee hours lost due to injury

## **7. FEEDBACK AND ANNUAL PERFORMANCE REVIEW:**

Feedback from the Chief Financial Officer throughout the year will be constructive, critical and timely.

The EHS Coordinator will actively participate in an annual performance review with the Chief Financial Officer. The review will focus on fulfilment of the Specific Roles and Responsibilities and the

achievement of the Key Performance Indicators, together with planning objectives for the forthcoming year, developed in collaboration with the Chief Financial Officer.

The Australian Ballet will support identified resources and training required to achieve the objectives.

**8. RELATIONSHIPS:**

Reporting to: Chief Financial Officer (*this role at TAB is akin to a Corporate Services Director with responsibilities wider than finance*)  
 Direct reports: N/A  
 Key personnel: Medical Team  
 Health & Safety Committee members  
 Production team  
 WorkCover agent  
 Human Resources Manager

**9. PHYSICAL REQUIREMENTS OF THE POSITION:**

Due to the geographic layout and nature of work, the EHS Coordinator will be required to undertake a diversity of tasks which may require various forms of mobility.

| Element   | Weight range / activity                 | Assistance available                       | Maximum frequency |
|---|---|--|-------------------|
| Undertake administrative tasks including intensive keyboard/computer work | Sitting, reaching, bending, twisting    | Ergonomic work stations                    | Daily             |
| Use technology including computer, printer, fax machine, photocopier      | Reaching, twisting, stretching, bending | Ergonomic work stations                    | Daily             |
| Undertake manual handling of equipment such as files, folders             | Lifting, stretching, carrying, bending  | Appropriate storage equipment and trolleys | Daily             |
| Interstate air travel   | Carrying, sitting                       | Appropriate luggage (provided by employee) | Occasionally      |

**10. DATE: 16 January 2012**

Authorised by: Carol Benson  
 Chief Financial Officer

## **TIMELINE**

- Internal announcement Tuesday, 31 January
- Arts Hub/SEEK Wednesday, 1 February
- Applications close Tuesday, 14 February
- Shortlisting completed by Friday, 17 February
- Interviews begin week of Monday, 20 February
- Commencement date asap/negotiable

## **SELECTION CRITERIA**

Candidates should generally address the Specific Roles and Responsibilities in their written application along with the following key criteria:

- Significant experience in OH&S leadership in an organisation
- Experience in OH&S in a theatre or performing arts environment will be favourably viewed

Email applications by close of business on Tuesday, 14 February to [helenw@australianballet.com.au](mailto:helenw@australianballet.com.au)

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