

## POSITION DESCRIPTION

**POSITION:** VSA Motoring Events Risk Manager **DATE:** May 2021  
**LOCATION:** Keswick  
**TENURE:** 0.4 fte on initial 12 month contract basis  
**REPORTS TO:** CEO

**EMPLOYEE'S SIGNATURE:** \_\_\_\_\_  
**EMPLOYEE NAME:** \_\_\_\_\_

### ROLE OVERVIEW

Reporting to the CEO and working closely with the VSA Motoring Event Chairs, Event Managers and Survey Committee will oversee the event routes risk in terms of researching, surveying, mapping and risk assessment prior to the event being staged and on event.

This will be achieved by working with the four motoring event teams and working with internal contacts such as Variety staff and the survey committee, and external contacts such as land owners, community networks, local councils and relevant stakeholders.

The position will also be a member of each Motoring Event (4) Committee.

Annual KPI's for this role will be agreed based on the Strategic Plan, the Annual Motoring Events Plan and the Principal Accountabilities below.

### PRINCIPAL ACCOUNTABILITIES

Values and Behaviours	<ul style="list-style-type: none"> <li>• Demonstrate the values of equality, community, action and joy in all interactions internally and externally</li> <li>• Fulfil the role in line with the agreed behaviours that deliver on our values</li> </ul>
Strategy	<ul style="list-style-type: none"> <li>• Provide concise risk assessment, evaluation and recommendation to the Event Chair and Event Manager to ensure the safety of all</li> </ul>

	<p>entrants, officials and stakeholders who are travelling on all 4 VSA motoring events.</p> <ul style="list-style-type: none"> <li>• Review all current motoring event policies, procedures, systems, manuals and reports to update to accepted risk standards set</li> <li>• Provide strategic direction and leadership across the motoring events principally responsible for approving the route design ensuring the risk assessment enhances Variety's brand reputation as the leader in charity motoring events.</li> <li>• Ensure best practise industry standards and processes are maintained in relation to the documentation of agreed procedures to meet a catastrophic accident enquiry.</li> <li>• Identify opportunities to significantly generate a new approach to Variety's motoring events to maximise safety without comprising the event's historical culture.</li> <li>• Develop, implement and document the motoring events risk strategy with the support of the VSA operational team.</li> <li>• Continuously improve the safety and effectiveness of motoring events activities</li> </ul>
Motoring Events Leadership & Development	<ul style="list-style-type: none"> <li>• Manage all risk aspects of planned routes on all four motoring events including the Bash, 4WD Adventure, Moto-Run and Aussie Muscle Car Run.</li> <li>• Review routes and destinations of each event in consultation with the Event Chair, Event Manager and Survey Committee.</li> <li>• Liaise with relevant officials, police, fire, local authorities, appropriate land owners and city officials in consultation with Event Chair and Manager.</li> </ul>
Financial management	<ul style="list-style-type: none"> <li>• Adhere to relevant survey budgets</li> <li>• Identify any budget shortfalls in terms of capital expenditure, personal development, signage or technical support that assist in minimising risk of all 4 motoring events.</li> </ul>
Results focused	<ul style="list-style-type: none"> <li>• Meticulous detail in relation to record keeping</li> <li>• Setting high standards of performance for self and others; assuming responsibility and accountability for successfully completing projects/assignments or tasks as required.</li> </ul>
Organisation, time management and planning	<ul style="list-style-type: none"> <li>• Plan, prioritise and organise work and/or resources to achieve agreed objectives</li> <li>• Decide when and how to respond to requests for information or assistance</li> <li>• Organise meetings and resources as required</li> <li>• Multitask as required</li> </ul>
Teamwork	<ul style="list-style-type: none"> <li>• Be supportive and encourage others in the team</li> </ul>

	<ul style="list-style-type: none"> <li>• Help to build co-operation by setting an example and showing a flexible responsive and adaptable approach to delivering personal and team tasks and results</li> <li>• Contribute to building team morale as an active participant</li> </ul>
Networking and Professional Development	<ul style="list-style-type: none"> <li>• Maintain positive relationships with key contacts</li> <li>• Exchanging information with the team</li> <li>• Develop a mutual knowledge base and understanding with staff in other departments which can be drawn upon in the future</li> <li>• Attendance/participation at relevant meetings, events and forums</li> </ul>
Other responsibilities	<ul style="list-style-type: none"> <li>• WH&amp;S – responsible for ensuring compliance with all VSA Workplace Health &amp; Safety requirements and keeping the workplace safe and hazard free at all times</li> <li>• Other reasonable duties as required</li> <li>• Ensure Variety is promoted in a positive manner at every opportunity.</li> <li>• Hold a WWC if required</li> </ul>

## **KEY SKILLS and COMPETENCIES REQUIRED**

- Passion for making a difference to South Aussie kids and their families
- Previous relevant experience in a similar leadership position ideally within a motoring event environment
- Tertiary degree in a relevant discipline and/or relevant equivalent work experience
- Proven success and experience in managing high profile events, particularly road/motoring events
- Willingness to travel and attend events as required.
- Outstanding verbal and written communication with exceptional recording skills
- Ability to work under tight deadlines on high profile and results-oriented tasks
- Superior decision making combined with the ability to support the decision verbally and in writing to peers and stakeholders.
- Strong organisational skills and attention to detail, with demonstrated experience in project planning.
- High level of integrity and ability to maintain confidentiality
- Current SA Drivers licence
- Working with Children Check
- Eligibility to work in Australia on a permanent basis