



D U T Y S T A T E M E N T

TITLE OF POSITION	Branch Adviser Risk Management
REPORTS TO	Branch Commissioner, Risk Management Assistant Chief Commissioner, Sustainability & Operations
DIRECT REPORTS	Nil
LIAISES WITH	ScoutSafe Coordinators at Group District and Region Organisational Risk Management Committee Enterprise Risk Management Committee
DELEGATIONS	Nil
MEASUREMENTS	As negotiated
PURPOSE	The purpose of the Branch Adviser, Risk Management is to provide support and assistance with all aspects of risk management developed, implemented and reviewed by Scouts Queensland for the benefit of its members and facilities. This Branch Adviser Risk undertakes all risk management related activities on behalf of the Assistant Chief Commissioner, Sustainability & Operations and in collaboration with the Branch Commissioner Risk Management, Manager Property & Facilities and committees of the Association.

PRIMARY RESPONSIBILITIES	<ul style="list-style-type: none">• Assist with coordinating ScoutSafe (Risk Management) initiatives at a Branch level, including providing training for adults and youth members.• Assist in the identification and assessing of risks associated with Scouts Queensland and assist with ensuring appropriate systemic control measures are identified and in place to mitigate these risks.• Support the Organisational Risk Management Committee where requested.• Develop an excellent working relationship with the ScoutSafe Officer and members of the Branch Support Office, including but not limited to the General Manager and Operations Manager.• Encourage a Risk Management ethos in Scout related activities at all levels via training of personnel and hands on involvement in Risk Assessments, accident prevention and property protection.
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- Provide support to enhance the ability of the leadership in all uniform formations to perform their assigned Risk Management functions.
 - Assist in reviewing the policies, procedures and activity standards of Scouts Queensland to ensure they enshrine the principles of Risk Management.
 - Assist in ensuring that the statutory Risk Management requirements of the Queensland Branch are in place and operational.
 - In coordination with the Branch Commissioner Risk Management and the Organisational Risk Management Committee, review the incident data received from Branch, Regions and Districts to ensure reports of all such incidents are being received and tracked, investigate where deemed necessary, analyse to establish the causal factors and make recommendations in respect to additional control measures as and when deemed necessary.
 - Support the Group, District and Region ScoutSafe Coordinators through training and advice on Risk mitigation.
 - Represent Scouts Queensland on the National Risk Management Working Party for Scouts Australia, when the Branch Commissioner Risk Management is unavailable.
 - Perform other duties that are deemed to be consistent with the role.
 - Any other responsibilities requested by and in support of the Branch Commissioner Risk Management and Assistant Chief Commissioner, Sustainability & Operations.

CRITERIA

- A personal commitment to the Aim and Principles of Scouts Australia, and an ability to convey a positive and constructive image of Scouting and reinforce the fundamental importance of the Scout Promise and Law
- Have a sound knowledge and strong commitment to the purpose of Scouting, its policies and procedures and have a clear understanding of the methods which make it distinctive from other youth organisations.
- Be enthusiastic and able to motivate, build, lead, and mentor teams among both youth and adults.
- Be inclusive in leadership style.
- Be respectful of all members of their team (and of those in the wider community) recognising individual differences as a resource.
- Be able to communicate effectively with all levels in Scouting.
- Be able to mediate, carry out reviews, write reports and make recommendations.



ROLE SPECIFIC CRITERIA

- Have a sound understanding of the use of technology, information systems, communications and video conferencing to achieve the outcomes of the role.
- Knowledge and commitment that when participating or leading an activity any safety concerns or risks are identified, raised and appropriate immediate action is taken
- Have a sound understanding of Child Safety in accordance to Qld. Branch Policies, Principles, Standards and Procedures
- Proven ability to priorities workloads and multitask to ensure commitments are filled in a timely manner.
- Hold or be prepared to complete Program Support Leader Proficiency training within twelve months from appointment and the Wood Badge within three years of Appointment.
- Have relevant risk manage qualifications or experience.