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## D U T Y   S T A T E M E N T

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| <b>TITLE OF POSITION</b> | Branch Adviser Events Operation and Risk                                                                                                                                                                                                  |
| <b>REPORTS TO</b>        | Assistant Chief Commissioner Major Events                                                                                                                                                                                                 |
| <b>DIRECT REPORTS</b>    | Nil                                                                                                                                                                                                                                       |
| <b>LIAISES WITH</b>      | Branch Commissioner Major Events<br>Other Branch Advisers within the Major Events team<br>Branch Commissioners<br>Region Commissioners<br>Event/Contingent/Activity/Directors/Leaders/Committees<br>Branch Commissioner Risk<br>BSO Staff |
| <b>DELEGATIONS</b>       | As per the Delegations Manual                                                                                                                                                                                                             |
| <b>MEASUREMENTS</b>      | As negotiated as part of the Individual Adult Volunteer Plan (IAVP) process                                                                                                                                                               |
| <b>PURPOSE</b>           | The Purpose of the Branch Adviser Events Operation and Risk is to support all Event Teams in identifying and managing risk for an Event.                                                                                                  |

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**PRIMARY RESPONSIBILITIES**

- Take a lead role in supporting Event teams to identify and manage risks
  - In consultation with the Event team develop and implement standard Risk Assessment for events
  - Support the development of risk identification, assessment and mitigation processes, risk assessment revisions
  - Support teams in submitting Risk Assessment in appropriate time frame for approval
  - Support Event teams in managing the approved risk Assessment
  - Contribute to a review of the event with the event team to understand and capture learnings
- Be aware of current trends by assessing third party provider risk assessments (if necessary).
- Development of Activity Plans to support the event program.
- Any other duties requested by the Assistant Chief Commissioner Major Events and Branch Commissioner Major Events.



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**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.
- 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 with Qld. Branch Policies, Principles, Standards and Procedures.
- Proven ability to prioritise workloads and multitask to ensure commitments are completed in a timely manner.

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**ROLE SPECIFIC CRITERIA**

- Hold a Program Support Leader (Leader of Adults) Wood Badge or be prepared to complete Program support Leader Proficiency training within 12 months and the Wood Badge training within three years of appointment
  - Have previous experience in managing or supporting Events.
  - Have experience in Risk Management
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