

**ROLE TITLE: HEALTH & SAFETY COORDINATOR****DEPARTMENT: HEALTH & SAFETY****Role Purpose:**

- To facilitate team leads in executing their operational goals for Underland each year by ensuring cross-team communication and bigger-picture cohesion.

**Key responsibilities:**

- Smoothly implement facilitation of all Site Safety teams from pre-event, during event, and post-event processes
- Keep teams informed of any key decisions that affect them
- Forward Schedule and create agendas for Monthly Site Safety Meetings
- Ensure teams meet deadlines and key deliverables
- Ensure your teams work together in a smooth and efficient manner, minimising and resolving conflict
- Fill one 24-hour on-call Site Manager shift during the event

**Key challenges**

- Managing multiple views and personalities.
- Time management (keeping up with email, meetings, and key deliverables)
- Staying objective under potential community criticism.

**Working Relationships:**

- Report to CAV board
- Meet regularly with team leads under supervision
- Liaise regularly with Site coordinator
- External vendors and stakeholders (i.e. emergency services)

**Time Commitment:**

- **Year round:** 1 - 2 hours per week (on average)
- **August-September:** 3 - 4 hours per week
- **On site:** one day before the event starts to one day after the event finishes.

**Necessary Qualities, Knowledge and Experience:**

- Familiar with the various Underland teams and their functions
- Desire to serve the burner community
- Experience in Event Coordination and Production
- Knowledge in Safety Management and Incident Command Systems
- Access to a computer and the internet

- Able to work collaboratively in a team with integrity and respect
- Strong communication skills, especially in an online environment
- Time management - work planning and ability to stick to deadlines
- Things can change direction pretty fast, so you'll need to be flexible and be comfortable re prioritising your workload
- Comfortable learning and using software
- Self directed learner
- Effective stakeholder management

**Desirable Qualities, Knowledge and Experience:**

- Previous experience managing a team of people with different workloads and priorities
- Existing relationship/s with team leads
- Project management experience
- Experience as a team lead on one or more of the teams you will be facilitating

**How to Join:** Express your interest by emailing [crew@commonarts.org.au](mailto:crew@commonarts.org.au) or filling out a crew registration form [**GET FROM TERRY**]

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