

	Job Description	AA P&C PRO 05a
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Job Title:	National Safety Manager
Job No:	AA210
Reporting to:	Head of Risk and Compliance
Department:	CEO/Executive > Risk and Compliance
Our Vision:	The aviation and aerospace Centre of Excellence for learning and development
Our Values	Work Together, Be Accountable, Safety at the Heart, Act Innovatively, Deliver on Customer Needs

PURPOSE

The National Safety Manager is responsible for leading the national coordination, analysis and continuous improvement of safety outcomes across Aviation Australia.

Reporting to the Head of Risk and Compliance, the role provides senior safety support across all sites and operational areas to ensure Aviation Australia maintains a safe, compliant and continuously improving environment for staff, students, contractors and visitors.

The role is responsible for working closely with internal and external stakeholders to coordinate safety activities nationally, undertaking elevated qualitative safety analysis, identifying emerging and systemic safety risks, supporting effective incident and hazard management, and strengthening Aviation Australia's safety culture.

This role holds accountability for leading and managing the Safety Team.

RESPONSIBILITIES

As the National Safety Manager, you will be responsible for:

Safety Leadership and Capability

- Lead the national coordination of safety management activities across Aviation Australia's sites, programs and operational areas.
- Lead the development, implementation, review and continuous improvement of Aviation Australia's safety management system, policies, procedures and initiatives.
- Promote a positive safety culture that encourages reporting, learning, accountability and continuous improvement.
- Identify safety trends, emerging risks, systemic issues and opportunities for improvement.
- Provide practical safety, WHS and risk advice to managers, staff and relevant stakeholders.

Safety Management System and Continuous Improvement

- Lead the integration of safety considerations into operational planning, change activities and business decision-making.
- Support the development, implementation, review and continuous improvement of Aviation Australia's safety management system, policies, procedures and initiatives.
- Support the integration of safety considerations into operational planning, change activities and business decision-making.

Safety Assurance

- Delegate and quality assure investigations into workplace incidents, safety events, hazards or other

matters as required.

- Monitor the effectiveness and timely completion of safety-related corrective actions and improvement activities.
- Support safety-related audit and assurance activities, including identifying deficiencies, improvement opportunities and recurring themes.

Data Analysis and Reporting

- Undertake elevated qualitative analysis of safety data and information, including incident reports, hazards, audit findings, investigation outcomes, operational feedback and safety committee matters.
- Identify safety trends, emerging risks, systemic issues and opportunities for improvement.
- Prepare national safety reports, briefings and recommendations for the Head of Risk and Compliance, executive team and relevant committees.

Regulatory Compliance

- Ensure compliance with applicable WHS legislation, regulatory obligations, internal policies and procedures.
- Own and lead in engagement with regulators, auditors, certification bodies and external stakeholders on safety-related matters, as required.

Leadership & People Management

- Lead and engage the Safety Team through regular check-ins, supporting biannual goal setting and facilitating meaningful one-on-one performance conversations.
- Identify and nurture emerging talent, provide meaningful responsibilities to develop capability and safeguard continuity through effective succession planning.
- Act within the scope of your authority, own your decisions and consider their impact on colleagues, customers and AA industry partners
- Communicate with clarity and consistency, actively listen to others, and contribute thoughtfully to conversations to support collaboration and informed decision-making.
- Act in alignment with Aviation Australia's values, policies, and legal obligations.
- Foster a culture of cooperation, innovation, and shared success by promoting and modelling the established values of Work Together, Be Accountable, Safety at the Heart, Act Innovatively and Deliver on Customer Needs.

SELECTION CRITERIA

Qualifications and Experience

Essential

- Bachelor's degree or higher-level qualification in Occupational/Work Health and Safety Science, Risk Management or a related discipline.
- Minimum of five years' experience in a safety, risk, WHS, compliance or related role.
- Experience undertaking qualitative safety analysis and preparing clear reports, briefings and recommendations.
- Experience leading or supporting incident investigations, hazard management and corrective action.
- Strong understanding of WHS legislation, safety principles and risk management practices.
- Ability to interpret and apply legislation, regulations, standards, policies and procedures.
- Experience providing practical WHS, risk or safety advice to managers and staff.

Desirable

- Lead Auditor certification or formal quality auditing qualification.
- Incident investigation training, such as ICAM, Human Factors or equivalent.
- Fire Safety Advisor accreditation or emergency management qualification.
- Formal training in aviation safety management systems.
- Demonstrated experience coordinating safety activities across multiple sites, teams or operational areas.
- Demonstrated experience improving safety systems, procedures, practices or safety culture.
- Strong qualitative analytical skills, including the ability to identify patterns, causal factors, emerging risks and systemic issues.
- Excellent written communication skills, including the ability to prepare accurate, concise and meaningful reports.
- Strong verbal communication, consultation and stakeholder engagement skills.
- Ability to influence safety outcomes through collaboration, coaching and practical advice.
- Strong organisational skills, including the ability to manage competing priorities and meet deadlines.
- Ability to deal with sensitive matters professionally and maintain confidentiality.

Eligibility Requirements

- Employment is subject to the successful completion of relevant pre-employment screening, which may include verification of work rights, criminal history, reference, qualification and licence checks, medical assessments, and drug and alcohol testing.
- Ability to safely performing the inherent physical and functional requirements of the position.
- It is a condition of employment that all employees are willing and able to obtain and maintain a Working with Children Check or equivalent check for the relevant state of employment in Australia, for the duration of their employment with Aviation Australia.

Behavioural Competencies

Our purpose is to inspire and develop world-leading professionals for the aviation and aerospace industries through innovative learning and a commitment to safety and sustainability. To achieve this, we must live by our **values**—every day, in every interaction.

Work Together

Teamwork is essential for fostering a culture of cooperation, innovation, and shared success within the workplace. It not only contributes to the effective achievement of business objectives but also enhances the work experience for individuals, leading to a more engaged and committed workforce.

Be Accountable

Accountability fosters trust, improves performance, and contributes to a positive and productive work environment. It's essential for individual success and the overall success of the team and organisation that we are accountable for our actions and responsibilities.

Safety at the Heart

Prioritising the protection and well-being of staff, students, customers and visitors of Aviation Australia, ensuring that all operations and activities are conducted in a manner that minimises risk and prevents harm.

Act Innovatively

Acting innovatively at work is not just about generating new ideas; it's about creating value through those ideas in ways that benefit the organisation, its employees, customers, and the broader community. It's a fundamental aspect of thriving in a complex, ever-changing business landscape and it keeps us relevant in the marketplace.

Deliver on Customer Needs

Delivering on customer needs is a strategic imperative that impacts nearly every aspect of our business, from product development to classroom delivery, marketing, sales, and customer service. It's about creating value that resonates with customers, ensuring their satisfaction, loyalty, and advocacy.