

# 2022 NSW Branch Committee Nomination Form

Nomination of candidate for election to the NSW Branch Committee of the Australian Institute of Health and Safety (AIHS).

**PLEASE NOTE:** This form must reach the NSW Branch Secretary by no later than 5:00pm (AEST) on Friday 18<sup>th</sup> February, 2022. Please email the completed form to [nswchair@AIHS.org.au](mailto:nswchair@AIHS.org.au)

Nominations will only be accepted from financial members of the AIHS.

Candidates are requested to be present at the 2022 planning day. Copies of this nomination form and supporting statement will be made available to attendees at the planning day where all offices will be declared vacant and new Officers elected. The date for the 2022 planning day is Saturday February 26 2020.

**To the Secretary** – I, the below-named Candidate, am a financial member of the AIHS and hereby nominate for the below listed role(s) on the NSW Branch Committee.

Position(s) Nominated: (insert an x in the relevant box)			
Chair (1 position)		Policy Branch Lead (1 position)	
Deputy Chair (1 position)		ESL Convenor (1 position)	
Secretary (1 position)		Member and Engagement Analyst (1 pos.)	
Sydney Events Coordinator (1 position)		Committee Member (up to 5 positions)	
New Members Coordinator (1 position)		WISH Branch Lead (1 position)	
Mentoring Branch Lead (1 position)		SAFEST Branch Lead (not vacant in CY22)	

Date of nomination:	
Name of candidate:	
Signature of candidate:	

Supporting Statement (a limit of 200 words applies, this will be read out in the event you are absent or there are multiple nominees)

## Position Description

**Job title:** Chair

**Location:** NSW Branch

### Primary Objective

Lead the NSW branch of the AIHS delivering upon the strategic vision of AIHS, building value for members and improving the professional standing of the AIHS in NSW.

### Responsible to

CEO and the NSW membership

### Responsibilities and Duties

The following is a list of duties that the Branch Chair may be required to undertake, there may be other duties outside of this list that may be required:

- Champion the philosophy and organisational culture of the AIHS based in collaboration, integrity, openness, listening to others, doing what we say, and expressing leadership through contribution and service.
- Promote AIHS membership
- Convene and attend committee meetings
- Monitor committee performance against plans
- Provide reports directly to national office on activities and progress toward goals
- Lead discussion and decision making of the Branch committee.
- Attend Branch events and activities
- Promote the strategic agenda and programs of the AIHS
- Lead the committee to grow Branch activity and improving the quality, content and frequency of services and offerings
- Represent the AIHS as required/requested including to government and industry
- Develop an effective branch committee delivering upon the strategic agenda of the AIHS
- Develop, coach and guide members of the branch committee
- Represent the NSW branch at national branch chair meetings
- Support AIHS sponsors ensuring they perceive value from their AIHS sponsorship
- Provides advice to, and receives advice from, the Chief Executive from time to time

### Knowledge and Skills Required

- Good knowledge of the range of current practice issues at all levels of the profession and an awareness of emerging knowledge, and innovation
- Effective leadership skills
- Sound influencing skills
- Coaching and mentoring skills
- Financial management skills
- Can communicate effectively
- Sound organisational skills
- Can work effectively in a team environment
- Maintains Confidentiality
- Previous experience as a committee chair an advantage

**Estimated Time Commitment Required & Period of Appointment**

- The estimated time commitment required as the Deputy Chair is approximately 5-7 hours per week
- The Deputy Chair is appointed for a 1 year term.

<b>Approved By</b>	<b>Brad Crockett</b>
<b>Date</b>	<b>1/07/2019</b>

## Position Description

**Job title:** Committee Member

**Location:** NSW Branch

### Primary Objective

Support the effective functioning of the NSW branch by participating in branch activities and providing support to it's various sub committees.

### Responsible to

Chair, NSW Branch

### Responsibilities and Duties

The following is a list of duties that the Events Coordinator may be required to undertake, there may be other duties outside of this list that may be required:

- Uphold the philosophy and organisational culture of the AIHS based in collaboration, integrity, openness, listening to others, doing what we say, and expressing leadership through contribution and service.
- Promote AIHS membership
- Promote the strategic agenda and programs of the AIHS
- Work with the committee to grow Branch activity and improving the quality, content and frequency of services and offerings
- Attend all branch committee meetings as scheduled and notify Secretary if unable to attend.
- Participate in discussion and decision making of the Branch committee.
- Support all decisions that are made at a Branch committee level.
- Attend Branch events and activities

### Knowledge and Skills Required

- Good knowledge of the range of current practice issues at all levels of the and an awareness of emerging knowledge, and innovation;
- Can communicate effectively
- Sound organisational skills
- Can work effectively in a team environment
- Is willing to contribute to group discussions and contribute ideas

### Estimated Time Commitment Required & Period of Appointment

- The estimated time commitment required as a committee member is approximately 3-5 hours per month.
- A committee member is appointed for a 1 year term.

<b>Approved By</b>	<b>Brad Crockett</b>
<b>Date</b>	<b>1/07/2019</b>

## Position Description

**Job title:** Deputy Chair

**Location:** NSW Branch

### Primary Objective

Carry out the role of the Chair in their absence.

### Responsible to

Chair, NSW Branch

### Responsibilities and Duties

The following is a list of duties that Deputy Chair may be required to undertake, there may be other duties outside of this list that may be required:

- Carry out the role of the Chair in their absence – refer to Branch Chair Position Description

### Knowledge and Skills Required

- Refer to Branch Chair Position Description

### Estimated Time Commitment Required & Period of Appointment

- The estimated time commitment required as the Deputy Chair is approximately 2-3 hours per month
- The Deputy Chair is appointed for a 1 year term.

<b>Approved By</b>	<b>Brad Crockett</b>
<b>Date</b>	<b>1/07/2019</b>

## Position Description

**Job title:** ESL Convenor

**Location:** NSW Branch

### Primary Objective

Lead the delivery of a broad range of events/activities for emerging safety professionals in NSW.

### Responsible to

Chair, NSW Branch

### Responsibilities and Duties

- The following is a list of duties that the ESL Convenor may be required to undertake, there may be other duties outside of this list that may be required:
- Uphold the philosophy and organisational culture of the AIHS based in collaboration, integrity, openness, listening to others, doing what we say, and expressing leadership through contribution and service.
- Promote AIHS membership
- Promote the strategic agenda and programs of the AIHS
- Work with the committee to grow Branch activity and improving the quality, content and frequency of services and offerings
- Attend all branch committee meetings as scheduled and notify Secretary if unable to attend.
- Support all decisions that are made at a Branch committee level.
- Attend Branch events and activities
- Provide reports either directly to the Branch Chair, on activities and progress toward goals
- Participate in discussion and decision making of the Branch committee.
- Support all decisions that are made at a Branch committee level.
- Represent the branch at national ESL Committee meetings
- Create/facilitate networking events which bring young/new/emerging safety professionals together
- Coordinate the running of events for young/new/emerging safety professionals
- Supporting the development of a young/new/emerging safety professional network

### Knowledge and Skills Required

- Good knowledge of the range of current practice issues at all levels of the profession and an awareness of emerging knowledge, and innovation particularly issues faced by young/new/emerging safety professionals
- Can communicate effectively
- Sound organisational skills
- Can work effectively in a team environment
- Is willing to contribute to group discussions and contribute ideas
- Previous events experience an advantage

### Estimated Time Commitment Required & Period of Appointment

- The estimated time commitment required as the ESL Convener is approximately 10 hours per month.
- The ESL Convener is appointed for a 1 year term.

<b>Approved By</b>	<b>Brad Crockett</b>
<b>Date</b>	<b>18/01/2022</b>

## Position Description

**Job title:** Member and Engagement Analyst

**Location:** NSW Branch

### Primary Objective

Review membership data, analyse trends and identify opportunities to improve branch membership levels, member participation and membership penetration across sectors and job levels

### Responsible to

Chair, NSW Branch

### Responsibilities and Duties

The following is a list of duties that the Member and Engagement Analyst may be required to undertake, there may be other duties outside of this list that may be required:

- Uphold the philosophy and organisational culture of the AIHS based in collaboration, integrity, openness, listening to others, doing what we say, and expressing leadership through contribution and service.
- Promote AIHS membership
- Promote the strategic agenda and programs of the AIHS
- Work with the committee to grow Branch activity and improving the quality, content and frequency of services and offerings
- Attend all branch committee meetings as scheduled.
- Participate in discussion and decision making of the Branch committee.
- Support all decisions that are made at a Branch committee level.
- Attend Branch events and activities
- Review membership data and make recommendations to the Branch and the National office on opportunities and strategies to improve branch membership levels, member participation and membership penetration across sectors and job levels

### Knowledge and Skills Required

- Good knowledge of the range of current practice issues at all levels of the profession and an awareness of emerging knowledge, and innovation;
- Can communicate effectively
- Sound organisational skills
- Can work effectively in a team environment
- Is willing to contribute to group discussions and contribute ideas
- Strong relationship building, customer service and communication skills

### Estimated Time Commitment Required & Period of Appointment

- The estimated time commitment required as the Member and Engagement Analyst is approximately 1-2 hours per month.
- The Member and Engagement Analyst is appointed for a 1 year term.

**Approved By**

**Brad Crockett**

**Date**

**18/01/2022**

## Position Description

**Job title:** Mentoring Branch Lead

**Location:** NSW Branch

### Primary Objective

Champion the national AIHS mentoring program for NSW building its profile and penetration.

### Responsible to

Chair, NSW Branch, Chair National Mentoring Committee

### Responsibilities and Duties

The following is a list of duties that the Mentoring Branch Lead may be required to undertake, there may be other duties outside of this list that may be required:

- Uphold the philosophy and organisational culture of the AIHS based in collaboration, integrity, openness, listening to others, doing what we say, and expressing leadership through contribution and service.
- Promote AIHS membership
- Promote the strategic agenda and programs of the AIHS
- Work with the committee to grow Branch activity and improving the quality, content and frequency of services and offerings
- Attend all branch committee meetings as scheduled and notify Secretary if unable to attend.
- Provide reports either directly to national office or to the Branch Chair, on activities and progress toward goals
- Participate in discussion and decision making of the Branch committee.
- Support all decisions that are made at a Branch committee level.
- Attend Branch events and activities
- Represent the Branch at the National Mentoring Committee meetings
- Work with the national committee promoting the mentoring program to members and prospective members in NSW
- Seek and identify safety professionals who would make good mentors and support them in registering

### Knowledge and Skills Required

- Good knowledge of the range of current practice issues at all levels of the profession and awareness of emerging knowledge, and innovation;
- Can communicate effectively and lead other Mentors
- Sound organisational skills
- Can work effectively in a team environment
- Is willing to contribute to group discussions and contribute ideas
- Previous experience as a mentor or mentee an advantage

### Estimated Time Commitment Required & Period of Appointment

- The estimated time commitment required as the Mentoring Branch Lead is approximately 3-5 hours per month.
- The Mentoring Branch Lead is appointed for a 1 year term.

<b>Approved By</b>	<b>Brad Crockett</b>
<b>Date</b>	<b>18/01/2022</b>



## Position Description

**Job title:** New Members Coordinator

**Location:** NSW Branch

### Primary Objective

To help sustain strong branch membership by welcoming and connecting with new members acting as a welcoming ambassador.

### Responsible to

Chair, NSW Branch

### Responsibilities and Duties

The following is a list of duties that the New Member Coordinator may be required to undertake, there may be other duties outside of this list that may be required:

- Uphold the philosophy and organisational culture of the AIHS based in collaboration, integrity, openness, listening to others, doing what we say, and expressing leadership through contribution and service.
- Promote AIHS membership
- Promote the strategic agenda and programs of the AIHS
- Work with the committee to grow Branch activity and improving the quality, content and frequency of services and offerings
- Attend all branch committee meetings as scheduled and notify Secretary if unable to attend.
- Participate in discussion and decision making of the Branch committee.
- Support all decisions that are made at a Branch committee level.
- Attend Branch events and activities
- Seek monthly from AIHS National office new members, contact and welcome them to the branch
- Provide reports either directly to national office or to the Branch Chair, on new members interests and queries.

### Knowledge and Skills Required

- Good knowledge of the range of current practice issues at all levels of the profession and an awareness of emerging knowledge, and innovation;
- Can communicate effectively
- Sound organisational skills
- Can work effectively in a team environment
- Is willing to contribute to group discussions and contribute ideas
- Strong relationship building, customer service and communication skills.

### Estimated Time Commitment Required & Period of Appointment

- The estimated time commitment required as the New Members Coordinator is approximately 3-5 hours per month.
- The New Members Coordinator is appointed for a 1 year term.

<b>Approved By</b>	<b>Brad Crockett</b>
<b>Date</b>	<b>1/07/2019</b>

## Position Description

**Job title:** Policy Branch Lead

**Location:** NSW Branch

### Primary Objective

Actively participate in the national College of Fellows Policy Sub-Committee and lead the development and submission to the national office of policy and position papers consistent with the AIHS policy agenda

### Responsible to

Chair, NSW Branch & Chair, College of Fellows Policy Subcommittee

### Responsibilities and Duties

The following is a list of duties that the Policy Branch Lead may be required to undertake, there may be other duties outside of this list that may be required:

- Uphold the philosophy and organisational culture of the AIHS based in collaboration, integrity, openness, listening to others, doing what we say, and expressing leadership through contribution and service.
- Promote AIHS membership
- Promote the strategic agenda and programs of the AIHS
- Work with the committee to grow Branch activity and improving the quality, content and frequency of services and offerings
- Attend all branch committee meetings as scheduled and notify Secretary if unable to attend.
- Represent the Branch at the College of Fellow Policy subcommittee meetings
- Monitor subcommittee performance against plans
- Provide reports either directly to national office or to the Branch Chair, on activities and progress toward goals
- Participate in discussion and decision making of the Branch committee.
- Support all decisions that are made at a Branch committee level.
- Attend Branch events and activities
- Champion the development and submission to the national office of policy and position papers consistent with the AIHS policy agenda and in alignment with the College of Fellows Policy Subcommittee, in particular:
  - Seeking to amend an existing or develop an additional AIHS position statement
  - Responding to calls for content from the national office for inclusion in AIHS submissions
  - Proactively providing content in response to calls from Government and/or industry for submission by the national office

### Knowledge and Skills Required

- Good knowledge of the range of current practice issues at all levels of the profession and an awareness of emerging knowledge, and innovation;
- Can communicate effectively
- Sound organisational skills
- Can work effectively in a team environment and be an effective listener
- Is willing to contribute to group discussions and contribute ideas
- Strong written skills, and experience in preparing submissions based on a variety of feedback
- Ability to analyse and synthesise a wide range of feedback;
- An understanding of current AIHS policies related to given submissions in order to ensure that they are reflected in submissions.

**Estimated Time Commitment Required & Period of Appointment**

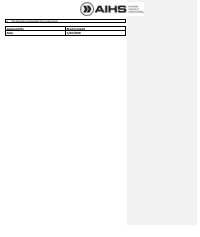
- The estimated time commitment required as the Policy Branch Lead is approximately 2 hours per week on average
- The Policy Branch Lead is appointed for a 1 year term.

<b>Approved By</b>	<b>Brad Crockett</b>
<b>Date</b>	<b>18/01/2022</b>



Account Management

Account Name	
Account Number	
Account Type	
Account Status	
Account Balance	
Account History	
Account Settings	
Account Security	
Account Support	
Account Billing	
Account Renewal	
Account Upgrade	
Account Downgrade	
Account Termination	
Account Transfer	
Account Deletion	
Account Archiving	
Account Restoration	
Account Backup	
Account Recovery	
Account Migration	
Account Integration	
Account Interfacing	
Account Automation	
Account Optimization	
Account Performance	
Account Scalability	
Account Reliability	
Account Availability	
Account Security	
Account Compliance	
Account Governance	
Account Risk Management	
Account Incident Response	
Account Business Continuity	
Account Disaster Recovery	
Account Business Resilience	
Account Business Impact	
Account Business Recovery	
Account Business Continuity	
Account Business Resilience	
Account Business Impact	
Account Business Recovery	



## Position Description

**Job title:** Sydney Events Coordinator

**Location:** NSW Branch

### Primary Objective

Lead the delivery of a broad range of events/activities for members primarily based in Sydney including the provision of advice to national office to improve member services for NSW.

### Responsible to

Chair, NSW Branch

### Responsibilities and Duties

The following is a list of duties that the Sydney Events Coordinator may be required to undertake, there may be other duties outside of this list that may be required:

- Uphold the philosophy and organisational culture of the AIHS based in collaboration, integrity, openness, listening to others, doing what we say, and expressing leadership through contribution and service.
- Promote AIHS membership
- Promote the strategic agenda and programs of the AIHS
- Work with the committee to grow Branch activity and improving the quality, content and frequency of services and offerings
- Attend all branch committee meetings as scheduled and notify Secretary if unable to attend.
- Provide reports either directly to national office or to the Branch Chair, on activities and progress toward goals
- Participate in discussion and decision making of the Branch committee.
- Support all decisions that are made at a Branch committee level.
- Attend Branch events and activities
- Seek and establish shared event delivery with CPD partners (corporates and other peaks/other agencies with similar CPD interests)
- Locate and Engage with Partners to prosecute the AIHS policy and research agendas
- Create networking events which bring people together
- Build an annual events calendar which contains high quality CPD opportunities
- Coordinate the running of events for people at all levels
- Providing specific events and opportunities for new ideas – forums, think-tanks/ discussions
- Running policy forums on policy issues of specific state/territory/regional interest, linked to the policy agenda (seek regulator partnerships in delivery)
- Supporting the development of networks which share emerging knowledge and research including providing a platform for pure research and workplace applied research;

### Knowledge and Skills Required

- Good knowledge of the range of current practice issues at all levels of the profession (programmed activities should seek to address the needs of all members.) and an awareness of emerging knowledge, and innovation;
- Connections to companies that can offer venues
- Can communicate effectively
- Sound organisational skills
- Can work effectively in a team environment
- Is willing to contribute to group discussions and contribute ideas
- Previous events experience an advantage

**Estimated Time Commitment Required & Period of Appointment**

- The estimated time commitment required as the Sydney Events Coordinator is approximately 3 hours per week.
- The Sydney Events Coordinator is appointed for a 1 year term.

<b>Approved By</b>	<b>Brad Crockett</b>
<b>Date</b>	<b>22/01/2022</b>

## Position Description

**Job title:** WISH Branch Lead

**Location:** NSW Branch

### Primary Objective

Lead the delivery of a broad range of events/activities for members supporting the WISH national agenda including the provision of advice to national office to improve member services for NSW.

### Responsible to

Chair, NSW Branch, Chair WISH National Committee

### Responsibilities and Duties

The following is a list of duties that the WISH Branch Lead may be required to undertake, there may be other duties outside of this list that may be required:

- Uphold the philosophy and organisational culture of the AIHS based in collaboration, integrity, openness, listening to others, doing what we say, and expressing leadership through contribution and service.
- Promote AIHS membership
- Promote the strategic agenda and programs of the AIHS
- Work with the committee to grow Branch activity and improving the quality, content and frequency of services and offerings
- Attend all branch committee meetings as scheduled and notify Secretary if unable to attend.
- Provide reports either directly to national office or to the Branch Chair, on activities and progress toward goals
- Participate in discussion and decision making of the Branch committee.
- Support all decisions that are made at a Branch committee level.
- Attend Branch events and activities
- Represent the branch at national WISH Committee meetings
- Seek and establish shared event delivery with CPD partners (corporates and other peaks/other agencies with similar CPD interests) that support the WISH national agenda
- Locate and Engage with Partners to prosecute the AIHS policy and research agendas
- Create networking events which bring people together that support the WISH national agenda
- Providing specific events and opportunities for new ideas that support the WISH National Agenda – forums, think-tanks/ discussions

### Knowledge and Skills Required

- Good knowledge of the range of current practice issues at all levels of the profession (programmed activities should seek to address the needs of all members.) and an awareness of emerging knowledge, and innovation;
- Connections to companies that can offer venues
- Can communicate effectively
- Sound organisational skills
- Can work effectively in a team environment
- Is willing to contribute to group discussions and contribute ideas
- Previous events experience an advantage

### Estimated Time Commitment Required & Period of Appointment

- The estimated time commitment required as the WISH Branch Lead is approximately 4 hours per month.
- The WISH Branch Lead is appointed for a 1 year term.



<b>Approved By</b>	<b>Brad Crockett</b>
<b>Date</b>	<b>22/01/2022</b>