

Career Profile

A safety management and systems professional who has built a successful 15-year career specialising in the areas of corporate safety management, software system implementation, contractor prequalification, safety assurance and risk management.

Armed with a collaborative and explorative mindset, my mission is to elevate organisations by critically evaluating and optimising systems and processes.

I have a Master of Human Factors and Safety Management Systems in addition to qualifications in Occupational Safety and Health, Training and Assessment and Lead Safety Auditing.

I am currently enrolled in a Full Stack Web Development Bootcamp through UWA/Trilogy Education.

Career Summary

Risk Management Advisor	<i>Synergy</i> <i>Nov 2019 - current</i>
Risk Systems and Controls Manager	<i>Perth Airport</i> <i>Oct 2018 – Jun 2019</i>
Occupational Safety and Health Management Systems Manager	<i>Perth Airport</i> <i>Jul 2015 – Sep 2018</i>
Compliance Manager / Principal Adviser Safety Compliance	<i>Aurizon</i> <i>Jul 2012 – Jun 2015</i>
Safety and Quality Systems Manager	<i>Aurizon</i> <i>Sept 2009 – Jun 2015</i>

Key Competencies

Web Development

- Command Line Basics
- HTML / CSS frameworks
- JavaScript / jQuery / JSON / Ajax
- Git / Github
- Server side API's
- Firebase
- Agile software development

Digital Literacy

- Implement, configure and administer software platforms including Cintellate, Noggin and RSA Archer GRC.
- Customise team sites within SharePoint to ensure information is easily accessible.
- Develop and implement a national due diligence action plan within SharePoint to manage safety compliance requirements.
- Proficient user of Microsoft Office Suite (Word, Excel, PowerPoint, Visio).

Communication

- Develop training material, deliver safety systems and audit training.
- Coach and mentor managers and supervisors on safety management responsibilities, including facilitating risk workshops.
- Facilitate senior management meetings, requirements workshops and point of contact for all safety IT systems program initiatives.

Safety management system review and development, including Project Management

- Develop, review and implement safety management system standards.
- Manage contractor prequalification review and validation process
- Extensive knowledge of safety and risk management policy and practice gained through 15 years' work experience and postgraduate studies.
- Strong strategic focus and sound project management skills, with the ability to deliver timely results aligned with organisational objectives, as evidenced by success achieved in managing a range of projects that vary in size and complexity, with limited resources, aligned with continuous improvement initiatives.

Career Experience

Occupational Safety and Health Management System Manager

*Perth Airport Pty Ltd
July 2015 – June 2019*

Risk Systems and Controls Manager

Achievements

- Successful implementation of the RSA Archer GRC Platform which included the Risk Management, Task Management and Regulatory Obligations and Compliance solutions for seven executives and associate functional business units and departments at Perth Airport. The project was delivered on time and within budget.
- Generation of creative solutions demonstrated through the implementation of process improvements including contractor prequalification, physical archive storage, document control, safety data capture and analysis.
- Lead a lean initiative to improve the collection of contractor safety data which resulted in a 35% reduction in the completion and review time of the data

Responsibilities

Maintain, review and enhance the Risk Management and Occupational Safety and Health Management Systems

Maintain and implement the risk-based Safety Assurance Program

Administer Noggin and GRC software platforms

Undertake and implement Lean process improvement projects

Manage contractor prequalification and evaluation process

Develop and disseminate Risk Management, Incident Management and OSH Reports

Compliance Manager / Principal Adviser Safety Compliance

*Aurizon (previously QR National)
July 2012 – June 2015*

Achievements

- Designed and implemented on time a corporate electronic legal obligations compliance management system platform in the SharePoint environment to meet defined business objectives for 150+ managers and supervisors across eight functional business units.

- Participated in a month-long innovative campaign based on the “Synectics” methodology and developed solutions on a key rail safety issue which resulted in team winning a corporate safety excellence award.

Responsibilities

Project lead a team to rationalize and integrate six safety management systems

Recommend human factors solutions and advise on safety management as a Member of Derailment Prevention Community of Competence

Manage the Operational Risk Register

Team member involved in an IT system migration project

Safety and Quality Systems Manager

QR National

September 2009 – June 2012

Achievements

- Managed solely a \$400K project in 2011 for QR National (WA only) to implement the” Cintellate” software platform for Incident/Event Management, Risk Management, Action Management, Audit/Inspections and Injury Management. The project was delivered on time and within budget.
- Analysed the requirements of AS4801, AS14001, AS4292 and ISO9001 and designed, developed and implemented a rationalised and integrated safety management system which included writing 34 high level standards.
- Developed and delivered systems training material to over 50 staff.

Responsibilities

Lead and develop capabilities of team members to meet the needs of their roles and manage performance

Advise Executive Team and Business Managers in relation to safety management system and audit activities

Manage all process improvement opportunities relating to the safety management system

Manage purchasing, configuration and implementation of system applications to support safety unit

Act as custodian for specified software applications used to support safety management unit

Qualifications and Professional Development

Master of Human Factors and Safety Management Systems	<i>University of South Australia</i>
Certificate IV in Training and Assessment	<i>Training Services Australia</i>
Certificate IV in Occupational Health and Safety	<i>Inspire Education</i>
RSA Archer Administration 1 Training	<i>RSA Archer</i>
Full Stack Web Development	<i>UWA/Trilogy</i>
Lean Project Manager Training	<i>Perth Airport</i>
Six Sigma – Total Quality Applications	<i>UWA Extension</i>
Project Management - The Basics for Success	<i>Coursera</i>
Introductory Certificate in Business Analysis	<i>Charles Sturt University</i>
Franklin Covey – The 5 Choices to Extraordinary Productivity	<i>Perth Airport</i>
Franklin Covey – The 7 Habits of Highly Effective People	<i>Perth Airport</i>

Leading and Managing for Results	<i>Leadership Management Aust.</i>
Integrated Environment, Health and Safety Lead Auditor	<i>The Systems 3 Group</i>
Preparing for the ISO 45001 Migration from ASNZ 4801	<i>SAI Global</i>
ICAM Lead Investigator	<i>Safety Wise Solutions</i>
Safety Management System Development and Case Analysis	<i>IIR Executive Development</i>