



ROLE DESCRIPTION

State Leader – Incident Investigation

Title	State Leader – Incident Investigation
Reports to	Assistant Chief Commissioner – Risk and Finance
Measurement	Membership, Quality and Participation

This is a voluntary position.

Scouts Victoria is a Child Safe organisation. Scouts Victoria is inclusive of all, regardless of gender, sexuality, race, religion, or abilities and does not tolerate any form of harm, abuse or neglect.

The State Leader – Incident Investigation will operate as part of the Risk and Finance team, with a particular focus on reviewing incident reports, identifying trends and providing recommendations for improvement/change. They will also concentrate on the investigation of significant incidents. There is also a training component to this role.

Scouts Victoria aims for best practice while meeting obligations to Scouts Australia (National), Asia-Pacific Region of WOSM (APR) and World / WOSM (The World Organisation of the Scouting Movement).

PRIMARY RESPONSIBILITIES

1. Incident Reports

- Review incident reports.
- Investigate serious incidents.
- Prepare exception reports.
- Identify and examine the existence of specific trends.
- Prepare recommendations for improvement/change based on investigation outcomes.
- Follow up incidents as required
- Review recommendations with other team members.

2. Training

- Develop and deliver relevant training materials for inclusion in training programs including:-
 - When to complete an incident report
 - Information to be included



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- Where to submit the report

3. Review

- Regularly review the incident report process to ensure that it meets all necessary requirements.
- Review “SCout and About” notifications to ensure that all activities are appropriately recorded.

4. General

- Consult with team members to identify potential incidents and incorporate into risk assessments.

ATTITUDE, SKILLS and KNOWLEDGE REQUIRED

Attitude

1. Be enthusiastic with a strong commitment to Scouting Principles and the importance of the Scout method in delivering the program
2. Have a commitment to responsible risk taking and building a culture of safety
3. Be inclusive in leadership style
4. Be respectful of all their team accepting individual differences as a resource
5. Uphold and demonstrate a commitment to the implementation of Child Safe Scouting and Scout Safe principles

Skills

1. Be able to motivate, lead, communicate with and motivate adult leaders
2. Demonstrated experience in risk management, work health and safety (WHS) assessments and the review of incidents.
3. Ability to draw conclusions and prepare reports from source documents.
4. Demonstrated planning and delegation skills.

Knowledge

1. Have a sound knowledge and strong commitment to the aims, objectives and philosophy of the Scout Movement, its policies and procedures and have a clear understanding of the methods which make it distinctive from other youth organizations
2. Strong knowledge of best practice and industry standards in risk management and WHS.
3. Understand and demonstrate the responsibilities of this role and a commitment to it.
4. Have attained Certificate of Advanced Adult Leadership (Leader of Adults) or





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- i. be prepared to attain Certificate of Proficiency within 12 months
- ii. complete Certificate of Advanced Adult Leadership within 2 years

