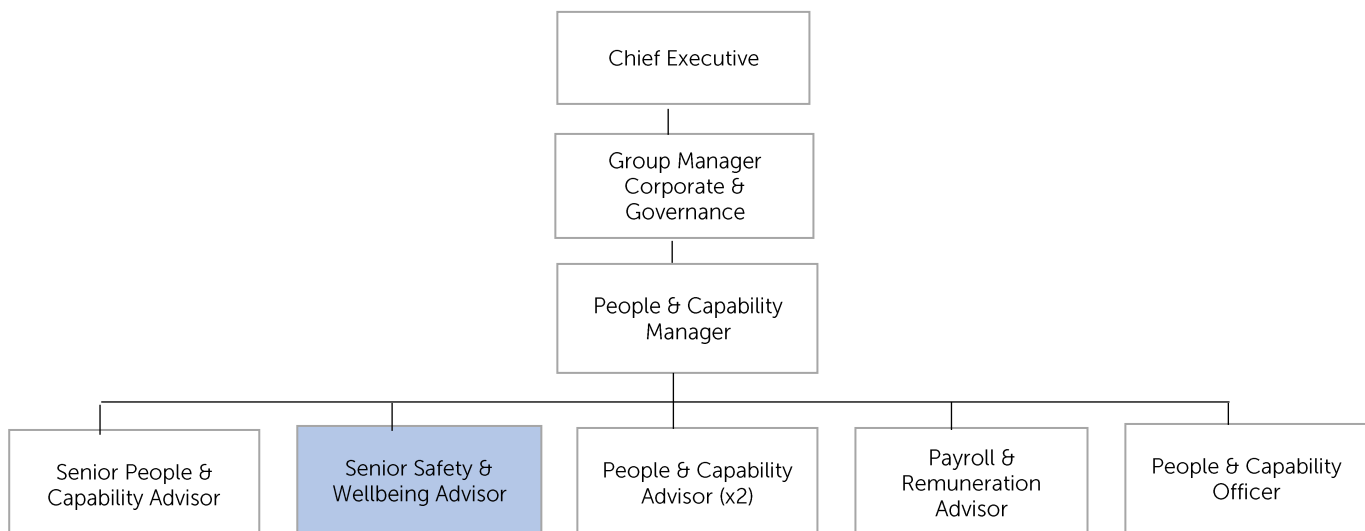


JOB DESCRIPTION

- Job Title:** Senior Safety & Wellbeing Advisor | Kaitohutohu Hauora me te Haumaruru
- Work Unit:** Corporate and Governance Group
- Responsible to:** People & Capability Manager
- Responsible for:** No staff line management responsibilities. Weekly supervision of contracted Occupational Health Nurse. Periodic supervision of temporary staff and other contractors as required.
- Position purpose:** The purpose of this role is to contribute to strategic advice and provide operational advice and support to the organisation on all aspects of Health, Safety and Wellbeing. As the stand-alone senior specialist role which provides the primary source of health and safety expertise and advice to Council management, staff, contractors, volunteers and elected members.
- Salary:** \$91,910 (85%) – \$108,129 (100%)
- Date:** September 2024

ORGANISATIONAL CONTEXT



FUNCTIONAL RELATIONSHIPS

EXTERNAL	INTERNAL
<ul style="list-style-type: none"> ▪ Peer Group Networks ▪ Government Departments and other Local Authorities ▪ Health and Safety related agencies, consultants and service providers ▪ Worksafe NZ ▪ ACC ▪ NZISM 	<ul style="list-style-type: none"> ▪ CE & Executive Team ▪ People & Capability Manager ▪ People & Capability Team ▪ Leaders Forum ▪ Other Staff ▪ Councillors ▪ MW LASS

KEY RESULT AREAS

JOBHOLDER IS ACCOUNTABLE FOR	JOBHOLDER IS SUCCESSFUL WHEN
Health & Safety Systems and Compliance	
<ul style="list-style-type: none"> ▪ Lead the management of statutory health and safety requirements through the provision of best practice policy, planning, processes and documented systems. ▪ Develop and lead the annual safety and wellbeing work plan, including continuous improvement initiatives. ▪ Maintain, review and develop Horizons Health and Safety Manual, and support Managers to undertake requirements contained within the Manual. ▪ Provide proactive leadership and advice on all safety and wellbeing issues that may impact on the organisation. ▪ Proactively assess new and emerging safety and wellbeing issues and develop solutions to these by evaluating a range of options and devising best course of action ▪ Advise and support managers and staff of their safety and wellbeing responsibilities for reporting staff, themselves, contractors, visitors and volunteers. ▪ Lead Council's health and safety accreditation programme, through continuous improvement and review of the health and safety management system and all associated documentation. ▪ Co-ordinate the biennial SafePlus assessment and audit. ▪ Coordinate recommendations and work programme, as a result of the SafePlus assessment. 	<ul style="list-style-type: none"> ▪ There is a health and safety management system in place which complies with legislative and code of practice requirements. ▪ There is an annual safety and wellbeing work plan which includes a range of continuous improvement initiatives, and the plan are achieved on target. ▪ Arising issues are raised and addressed in an appropriate and timely manner. ▪ Managers and staff are aware of their health and safety responsibilities and are supported to follow through with these. ▪ Arising safety and wellbeing issues are addressed pro-actively, in a manner that demonstrates consideration of the best option from a number of possible solutions ▪ Horizons achieves an appropriate level of external assessment and accreditation. ▪ SafePlus assessment is completed on time, with continuous improvement actions addressed in an appropriate manner.
Health and Safety Risk Management	
<ul style="list-style-type: none"> ▪ Provide advice and support across all aspects of health and safety risk identification, control and monitoring and promote the maintenance of a safe working environment. 	<ul style="list-style-type: none"> ▪ All relevant parties are aware of the health and safety risks they may be exposed to, as well as the controls for these. ▪ All known risks have appropriate controls ▪ There is an effective cycle of continuous improvement and monitoring which is undertaken on a regular basis.

<ul style="list-style-type: none"> ▪ Monitor and review health and safety risk management systems to ensure risks are managed proactively and effectively. ▪ Evaluate, monitor and review the organisational safety review and audit cycles. 	
Incident Management	
<ul style="list-style-type: none"> ▪ Ensure that there are effective methods in place for the reporting and investigation if all incidents / near misses. ▪ Devise and implement staff engagement programmes to influence and promote reporting of incidents and near misses ▪ Provide regular reporting and analysis of incident trends and incident reporting. ▪ Have input in to individual return to work plans in liaison with relevant managers, ACC and the wider People & Capability Team. 	<ul style="list-style-type: none"> ▪ There are simple and effective methods in place for the reporting of incidents and near misses. ▪ Incidents are investigated, and appropriate remedial actions implemented and/or training provided. ▪ There are positive changes in staff behaviour in terms of incident and near miss reporting. ▪ The Safety and Wellbeing committee and Executive Management Team are kept informed of incident trends and reporting trends. ▪ Plans are supportive of a safe return to work that balances employee wellbeing with operational needs.
Employee Engagement and Participation	
<ul style="list-style-type: none"> ▪ Coordinate bi-monthly Safety and Wellbeing Committee meetings in conjunction with the nominated Safety and Wellbeing Committee Chairperson. ▪ Prepare Safety and Wellbeing Meeting agendas, reporting and action plan follow ups. ▪ Coordinate Safety and Wellbeing Committee membership, Committee member training and representative elections. ▪ Devise strategies to influence and promote a positive health and safety culture where staff are actively involved and encouraged to promote safety and wellbeing through positive action and innovative thinking. 	<ul style="list-style-type: none"> ▪ Safety and Wellbeing Committee meetings are successfully run every two months in a manner that is effective and efficient. ▪ The Safety and Wellbeing Committee is active, positive and constructive in the support of organisational health, safety and wellbeing. ▪ Committee Meeting agendas are prepared and distributed in advance of the Safety and Wellbeing Committee Meeting. ▪ All Committee action plans are followed through in a timely manner. ▪ Horizons maintains a positive culture towards health, safety and wellness. Employees are actively involved in safety and wellbeing initiatives and there is a mechanism for employees to contribute and participate, even if they are not safety and wellbeing representatives.
Health & Safety Training & Certification	
<ul style="list-style-type: none"> ▪ Research, design, plan and coordination of health and safety training and education programmes for all Horizons staff, committee representatives, and (where relevant) contractors, volunteers and elected members. ▪ Contribute to certification, and certification renewal process for relevant certifications for Horizons staff. ▪ Coordinate general health and safety inductions for new staff and volunteers, and support managers with site health and safety inductions. 	<ul style="list-style-type: none"> ▪ There is an annual health and safety training strategy which achieves necessary objectives and is completed on time and in a cost effective manner. ▪ Annual needs analysis of health and safety training is undertaken by respective Groups. ▪ All required certifications are renewed on time. ▪ Health and safety training programmes and certifications are compliant with applicable hazard management plans and relevant codes of practice. ▪ All new staff, contractors and volunteers receive appropriate health and safety

	inductions at the commencement of their employment / engagement.
Contractor Health and Safety	
<ul style="list-style-type: none"> ▪ Manage the contractor application, approval, induction and review process. ▪ Provide health and safety advice to contract managers on engaging contractors in accordance with best practice and legislative requirements. ▪ Conduct contract audits, contract reviews and site audits as required. 	<ul style="list-style-type: none"> ▪ All contractors are pre-approved and appropriately inducted. ▪ Contract managers are aware of their health and safety obligations in respect of contract management. ▪ Audits and reviews are completed as required.
Employee Health & Wellbeing	
<ul style="list-style-type: none"> ▪ Devise and promote employee health and wellbeing initiatives in conjunction with the Occupational Health and Safety Nurse, wider People & Capability Team. ▪ Weekly supervision of Occupational Health Nurse, and oversight of associated employee wellbeing initiatives. 	<ul style="list-style-type: none"> ▪ There is an employee wellness programme in place which promotes a range of wellbeing activities and initiatives. ▪ The OHN contract is managed in a way that is cost effective, and consistent with Horizons work programme requirements.
Health and Safety Information Systems and Executive Reporting	
<ul style="list-style-type: none"> ▪ Administer and maintain Horizons electronic Health and Safety Information System and database. ▪ Develop regular health and safety reporting to the Executive Management Team and elected members (where required). Such reporting should be adequate for relevant due diligence / officer obligations to be achieved. 	<ul style="list-style-type: none"> ▪ Horizons health and safety information system is maintained and up-to-date. ▪ The Executive Management Team, and relevant elected member committees are provided with accurate and relevant reporting which supports them to achieve their due diligence obligations.
Contribution to MW LASS Shared Health and Safety	
<ul style="list-style-type: none"> ▪ Facilitate Horizons contribution to, and participation in applicable MW LASS shared health and safety initiatives. This includes but is not limited to: shared training strategies, shared health and safety systems, joint contractor management and active participation in the Regional Health and Safety Forum 	<ul style="list-style-type: none"> ▪ Horizons is an active contributor, participant and promoter of MW LASS shared health and safety initiatives and opportunities.
Business Continuity & Risk Management	
<ul style="list-style-type: none"> ▪ Support organisational business continuity planning and annual reviews of this. ▪ Coordinate organisational risk management. 	<ul style="list-style-type: none"> ▪ Critical functional areas have business continuity plans for their key functions and activities. ▪ Risk register reviews are undertaken in accordance with Corporate Risk Management Policy and Framework.
Corporate Contribution	
<ul style="list-style-type: none"> ▪ Maintain own professional development. ▪ Undertake Performance Development tasks/responsibilities. ▪ Undertake Health and Safety tasks/responsibilities. 	<ul style="list-style-type: none"> ▪ Appropriate training and development undertaken as agreed. ▪ Corporate responsibilities are undertaken and completed accurately, meeting specified standards and within agreed timeframes. ▪ Contribution to projects and corporate initiatives is effective and valued. ▪ Administration requirements are completed timely and accurately.

PERSON SPECIFICATION

Knowledge/Experience

Essential:

- At least 5 years' experience in health and safety management
- Thorough understanding of health and safety principles and practices
- Relevant tertiary qualification with a focus in health and safety management or a related field
- Up-to date knowledge of health and safety legislation.

Highly desirable:

- Membership of NZISM or similar health and safety organisation

KEY JOB COMPETENCIES

Skills

- Developed influencing skills, able to encourage others behaviour and outcomes to support goals.
- Communicates openly and states views clearly without creating hostility.
- Coaches others to empower and encourage desirable behaviours.
- Develops wide and successful networks, and gains trust within relationships.
- Effectively delivers oral and written communication about complex safety and wellbeing issues to internal and external audiences.
- Collaborative working style, builds strong relationships with team members.
- Demonstrates judgement about what is relevant and appropriate for an organisation's interests.
- Effectively discerns when it is appropriate to seek assistance/advice.

Advanced Knowledge

- Health and Safety at Work Act 2015 and related regulations.

Awareness

- Sensitivity to differing cultural perspectives.
- Community awareness.
- Political awareness.

COMPETENCIES FOR PERFORMANCE DEVELOPMENT

Customer Focus

- Commitment to meeting the needs of anyone they work for and with including colleagues.

Job Knowledge

- Have the knowledge and skills to perform the requirements of the position.

Communication

- Use written and verbal language and style appropriate to the audience and context.

Teamwork

- Work constructively with people as a team member to achieve a common goal.

Dependability and Commitment

- Reliable and dedicated to achieving results.

Continuous Improvement

- Adjusts to change and different perspectives, thinks proactively, pursues opportunities and take appropriate action.

Organising for Results

- Ensures work is completed effectively and within agreed deadlines.

PERSONAL ATTRIBUTES

- Ability to think laterally and develop innovative solutions – (cut through red tape to get things done).
- Have a positive approach to change by responding to changes in job demands, adapt new strategies and create a commitment to change in others.
- Cope well with conflict and demonstrates personal resilience under difficult situations.
- Work in partnership and ability to understand and align with customers business needs and to develop strategies appropriate to their needs.
- Integrity.
- Sensitivity and empathy to a broad range of cultures, needs and behaviours.
- Develop and maintains positive relationships with stakeholders.
- Have values that fit with Council's values

OTHER REQUIREMENTS

Be prepared to:

- Occasionally work outside of normal business hours.
- Occasional overnight stays away from home.
- Undertake activities, as directed, as part of Horizons Regional Council's response to flood events, environmental incidents and emergency response.
- Maintain a proactive approach to Health and Safety in relation to your responsibilities and ensure legislative responsibilities and codes of practice are complied with.

NGĀ UARA O NGĀ PAE | HORIZONS VALUES



Manaakitanga | We care for our places and make a positive difference

We care for our communities and the region's environments. We care for current and future generations.

He kura te tangata | We treasure our people

We look after each other, we uphold each other's mana; we use our different skills to support one another.

Mā rau ringa e tutuki ai | We succeed together

We strengthen our partnerships by collaborating with each other and our communities. We share information, knowledge and experiences because doing things together, works best.

We listen to understand each other.

Kia Mau Ki Te Tokanga Nui a Noho

24 hour freephone 0508 800 800

fax 06 952 2929 | email help@horizons.govt.nz

Private Bag 11025, Manawatu Mail Centre, Palmerston North



horizons.govt.nz

DECLARATION

This position description is prepared on the basis of existing and foreseen duties and responsibilities. As such it will not prejudice further specification and/or rearrangement at a later date. Also it will not prejudice a particular incumbent's ability to achieve personal development through a change (or partial change) in duties and/or position.

Approved: _____ (Manager) Date: ___/___/___

Read and Understood: _____ (Incumbent) Date: ___/___/___

