

POSITION DESCRIPTION

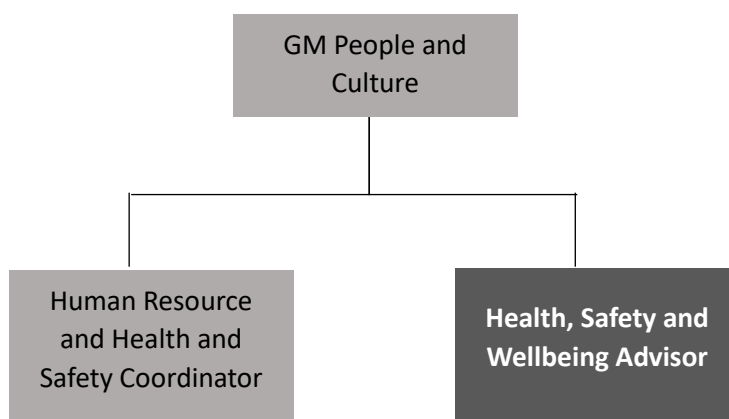


Job Title:	Senior Health, Safety & Wellbeing Advisor
Department:	People and Culture
Responsible to:	GM of People and Culture
Responsible for:	Health, Safety and Wellbeing of the Gore District Council
Date:	November 2023
Position Holder:	Vacant
Hours:	Full Time, 37.5 hours per week, Monday to Friday

Purpose:

To provide leadership, guidance, and advice that ensures the Council's statutory obligations are met or exceed the requirements of the Health and Safety Work Act 2015. To develop, improve, and manage appropriate resources, systems, policies, and processes to consistently promote and support the delivery of the Council's health, safety, and well-being responsibilities. To be a trusted and influential source of professional advice and exceptional service to governance and workers.

Organisation Context:



Functional Relationships:

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/Lead	Deliver to
Internal	GM People and Culture	✓	✓		✓		✓
	Elected members	✓	✓	✓	✓		✓
	Senior Leaders	✓	✓	✓	✓		✓
	Managers, Team Lead, Supervisors	✓	✓	✓	✓		✓
	Health and Safety Committee Members	✓	✓		✓	✓	
	Other Council staff	✓	✓	✓	✓	✓	✓
External	Contractors	✓	✓	✓	✓	✓	✓
	Members of the public	✓	✓	✓			✓

Key Results Area:

The position of the Health, Safety, and Advisor encompasses the following areas:

- Health, Safety and Wellbeing
- Critical Risk
- Contractor Management
- Policies and Process
- Induction and Wellbeing
- Compliance Training

The requirements in the above Key Results Area are broadly elaborated below.

What you will do to Contribute	As a result, we will see
<p>Health, Safety and Wellbeing</p> <ul style="list-style-type: none"> • Drive wellbeing initiatives within the business. • Work proactively across the organisation to establish and maintain a programme of continuous improvement in the management of health and safety in compliance with current legislation. • Advise managers and staff of their responsibilities for managing their direct reports, contractors, visitors, and 	<ul style="list-style-type: none"> • Delivers the Council's annual Well-Being Day and quarterly Contractor Link events. • Bringing the team along as an open communication for the health and safety. • Lead project work for the council. Provide half-yearly health and safety updates to the council staff. • Policies and practices are compliant with NZ legislation and regularly reviewed.

<p>volunteers' health and safety, and offer assistance where appropriate.</p> <ul style="list-style-type: none"> • Assist the completion of the Council's Health, Safety, and Wellbeing plan and ensure it is regularly reviewed and updated. • Lead and chair the health and safety committee meeting. • Continue to develop, improve, and maintain Intranet health and safety information. • Actively promote health, safety, and well-being throughout all levels of the organisation. • Develop, implement, and maintain accurate health, safety, and well-being reporting for Council and staff. • Monitor, manage, investigate, and report notifiable incidents and accidents. • Maintaining the hazard register. 	<ul style="list-style-type: none"> • Proactively and positively responding to managers and assisting them in health and safety area. • Health and safety committee meetings are held every 6 weeks. Supporting the committee members/representatives • Providing the management with health and safety information and repairing reports to assist with audit and risk. • Problems identified and resolved. Ensuring all information is up to date and easily accessible to the organisation. • Educating the staff and management of the health and safety practices. • The staff understands the investigation practice, implementing PEEPO or ICAM to investigate incidents. • Hazard registers are regularly reviewed and updated.
<p>Critical Risk</p> <ul style="list-style-type: none"> • Implement and drive the new critical risk program. • Engaging the managers with critical risk projects. • Manage the associated budget and workstream 	<ul style="list-style-type: none"> • Lead the critical risk subgroups in their review cycle for bow ties. Assist managers in the implementing critical risk project outcomes. • Ensuring the critical risk work is carried out and maintained. • Report progress to Audit and Risk
<p>Contractor Management</p> <ul style="list-style-type: none"> • Maintain the SiteWise register for all council contractors. • Ensure all the obligations and key deadlines are met. • Manage and continuously improve induction processes and documentation for pre-approving contractors. • Administer and carry out health and safety audits for the approved contractors. • Arrange quarterly contractor link events. 	<ul style="list-style-type: none"> • Contractors getting the support and advice to update their health and safety documents. • Implementation and use of cheat sheet by contractors to keep their score above 75 percent on SiteWise. • Pre-approved contractor list is accurate and accessible. • Opportunities for contractor engagement.

<p>Policies and Processes</p> <ul style="list-style-type: none"> • Drive and review health and safety policies and processes council wide. • Review policies annually. • Implement the drug and alcohol policy across the organisation. 	<ul style="list-style-type: none"> • Policies being adapted by the council staff. • Working with staff in implementing and reviewing standard operating procedures. • Scheduling health monitoring assessment for the staff.
<p>Induction and Wellbeing</p> <ul style="list-style-type: none"> • Implement and continuously improve the new induction process for the staff. • Co-ordinate health and safety training programmes in conjunction with, or as requested by the managers. • Ensuring and auditing the workstation for all the staff and new employees are up to the health and safety standards. 	<ul style="list-style-type: none"> • Health and safety practices are being followed and understood by the staff. • Maintenance and monitoring of the training calendar. All the training costs are within the budget. • Ongoing opportunities and development are identified through regular discussions with managers and staff.
<p>Compliance Training</p> <ul style="list-style-type: none"> • Responsibility for the training budget • Map health, safety, and wellbeing training to safety-critical roles • Ensure health, safety and wellbeing training is completed for workers appropriate to their roles 	<ul style="list-style-type: none"> • Evidence of mapping recorded in H&S system. • Lead and guide H&S Administrator in the planning and effective delivery of training • Research training providers and alternative solutions to meet organisaitonal need.

Financial Responsibility:

	YES	NO
Controls a budget	✓	

Person Specification:

Experience and knowledge

Essential:	Desirable:
<ul style="list-style-type: none"> • Tertiary education • Experience at an Intermediate level would be considered. 	<ul style="list-style-type: none"> • New Zealand Certificate in Workplace and Safety Practice (L4) • New Zealand Diploma in Workplace Health and Safety Management (Level 6) • NEBOSH General Certificate in Health & Safety • Background in construction.

A minimum of three years of full-time practical experience	<ul style="list-style-type: none"> • Full-time experience
Demonstrated expertise in applying the H&S Work Act 2015 and other relevant legislation and regulations.	<ul style="list-style-type: none"> • Knowledge and understanding of auditing and safety management systems
Experience in the development and implementation of health and safety management systems.	
Digitally literate, particularly Microsoft Office	
Excellence in word processing skills with a high level of spelling, grammar, and pride in letter and report writing	

Specific Skills

- Be able to listen with an open and inquisitive mind.
- Is active in the field, maintaining high engagement with our workers.
- Passionate about our staff and other members safety.
- Have a positive and proactive approach to health, safety, and well-being.
- A good planner and organiser.
- Regularly work alongside the business.
- Build strong relationships with the staff and contractors.
- Ability to resolve problems with a professional and open communication approach.
- Ability to communicate with people at all levels of the organisation along with a keen desire to learn about all areas of the Council.
- Ability to work with minimum supervision, manage workflows in a logical and timely manner and prioritise tasks.
- Ability to work under pressure and to deadlines.

Personal Attributes

- Maintain a very high level of confidentiality, personal and professional integrity.
- Sound judgment and a calm disposition.
- Be confident, enthusiastic, and self-motivated.
- Liaise and build professional relationships with Managers and other staff.
- Must be flexible, adaptable, and able to effectively plan, organise and manage workload and resources.
- Have a keen eye for quality and ensure that all work is produced to the highest professional standard.
- Maintain a well-groomed and professional appearance.

Civil defence:

To take part in civil defence training programmes and exercises in order that the officer is able to assist effectively in a civil defence emergency. Training will be provided.