

Love life, love the Coromandel

Health and Safety Advisor



GROUP

Corporate Services

REPORTS TO

Human Resources Manager

ROLE PURPOSE

To develop and implement health and safety management practices in line with relevant legislation and to provide advice to Management and staff on all health and safety issues.

COUNCIL'S VISION



The Coromandel will be New Zealand's most desirable place to live work and visit.

COUNCIL'S MISSION



We will deliver quality, affordable services and facilities to ratepayers, residents and visitors to the Coromandel through responsible and innovative leadership by elected members and staff and through the empowerment of our communities. We will do so while managing the balance between social, economic, cultural and environmental considerations of our district.



KEY RESULT AREAS

Area of Responsibility	Summary of Activities
<p>Health and Safety Policies and Procedures</p>	<p>Ensure that Council is legislatively compliant by developing and reviewing health and safety policies and processes to ensure legislative compliance.</p> <p>Engaging with Council staff volunteers, contractors and elected members to ensure health and safety policies and processes are understood and followed.</p> <p>Compliance with policy and procedures is maintained through a robust and on-going audit process.</p> <p>Well practiced and complete emergency procedures are in place for all foreseeable emergency situations.</p>
<p>Risk Mitigation</p>	<p>Take immediate action to stop work and /or restrict access to a workplace when that work or workplace exposes any person to an uncontrolled health and safety risk, such as;</p> <p>Issue of Provisional Improvement Notice under Subpart 3, Part 3 of the Health and Safety at Work Act 2015</p> <p>Direct unsafe work to cease under Section 84 of the Health and Safety at Work Act 2015</p>
<p>Worker Participation, Health & Safety Committee</p>	<p>Ensuring an active health and safety committee by:</p> <p>Maintaining an Employee Participation Agreement</p> <p>Advising and coordinating the Health & Safety committee.</p> <p>Ensuring health and safety objectives are set each year by the Committee.</p> <p>Devising strategies for continuous organisation improvement on Health, Safety & Wellness matters and staff are actively encouraged to promote safety by creative and innovative thinking</p>
<p>Training</p>	<p>Carry out Health & Safety Inductions for staff and contractors.</p> <p>Develop and deliver a cohesive on-going health and safety training programme and information for all staff.</p> <p>Promote wellness amongst Council employees.</p>
<p>Reporting</p>	<p>Provide reports to the Council, health and safety committee, the Leadership team and managers.</p>
<p>Health & Safety Projects and Systems</p>	<p>Council's health and safety module within the HRIS is kept current and available to staff and managers.</p> <p>Carry out health and safety projects as agreed with the Human Resources Manager.</p>

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<p>Contractor Management</p>	<p>Contract managers are advised on Health and Safety matters including the vetting of tender documents.</p> <p>Ensuring that TCDC's obligations as a PCBU towards all workers are complied with through regular audits of contractors.</p> <p>Attend contract meetings and site audits periodically to support contract and project managers in their efforts to meet overlapping duties</p> <p>Provide general support and advice to contract managers on meeting obligations relating to contract workers and workplaces</p> <p>Support for and advice on contractor pre-qualification processes</p> <p>Review contractors health and safety reporting periodically</p> <p>Report on any exceptions to TCDC Leadership team</p>
<p>Customer Focus</p>	<p>Ensure services are delivered in an effective and customer focussed way, and that effective working relationships are maintained with key stakeholders.</p>
<p>Relationship Management</p>	<p>Establish and foster sound professional relationships, and promote a culture of innovation with Council's key stakeholders.</p> <p>Develop and maintain professional knowledge and contacts.</p> <p>Develop and maintain collaborative approach to management of health and safety risk with other TA, WorkSafe NZ,</p>
<p>Organisational Support</p>	<p>Participates in Emergency Management activities.</p> <p>Approved procedures, information systems and policies are documented and complied with.</p> <p>Participate in council's performance development programme.</p>
<p>Occupational Health and Safety</p> <p>Take all reasonably practicable steps to ensure your own safety, and to ensure that you do not cause harm to any other person by your actions or inaction.</p> <p>Demonstrate a personal commitment to Health and Safety in accordance with TCDC's Health and Safety Policy.</p>	<p>Hazards are identified and control measures followed.</p> <p>Work-related accidents, incidents and illnesses are reported.</p> <p>Emergency Procedures are followed.</p> <p>Actively participates in improvements to, and ongoing management of health and safety in the workplace.</p> <p>Personal protective equipment is worn/used correctly, including as required to comply with requirements of contractor controlled work sites.</p> <p>Safe work practices are demonstrated.</p>

VALUES



I make it happen with integrity, innovation and team work



DELEGATIONS

Direct Reports	N/A
Financial	N/A

COMPETENCIES

A successful Health and Safety Advisor at TCDC will demonstrate the following competencies:

- **Organisational awareness;** Recognises and uses formal structure, rules, processes, methods or policies to accomplish work. Actively supports the organisation's mission and goals.
- **Time management;** Adeptly handles several tasks at once while achieving quality outcomes.
- **Managing relationships;** Responds and relates extremely well to people in all positions, inside and outside the organisation or field of expertise, and builds constructive and effective relationships.
- **Decision-making and problem-solving;** Probes appropriate sources for relevant information and answers to key questions; demonstrates persistence and skill in gathering information. Understands levels of inclusion necessary for ownership and effective action.
- **Communication;** Uses plain talk to explain complex or technical concepts. Varies content, styles and form to suit the subject, purpose and the needs of a diverse audience.
- **Integrity and trust;** Keeps confidences even when pressured to compromise.
- **Empathy;** Acts positively to address concerns, and/or differing points of view held by others.
- **Team work;** Promotes value of team continuity and cohesiveness.
- **Negotiation and Facilitation Skills;** Negotiates skilfully in difficult situation within and outside of the organisation.

EXPERIENCE / QUALIFICATIONS

- Tertiary qualification in Health & Safety management
- NZQA Unit Standard 29315
- At least 5 years' experience in health and safety management.
- Hazard identification, assessment and control and accident investigation and report writing
- In depth knowledge of health and safety legislation, codes of practice, guidelines and standards.
- MS Office software skills
- Project management skills

