

# HEALTH AND SAFETY MANAGER

## KAIWHAKAHAERE HAUMARU ME TE ORA

### POSITION DESCRIPTION

#### POSITION INFORMATION

<b>Group</b>	Organisation Performance
<b>Team</b>	Business Excellence Team
<b>Reports to</b>	Business Excellence Manager
<b>Direct Reports</b>	1-3 (consultant plus up to two secondments).
<b>Primary Location</b>	Taupō-based and mobile between various Council offices and around the District to fulfil key tasks
<b>Financial Authority</b>	\$5,000

#### TEAM STRUCTURE



## POSITION PURPOSE

To be Council's expert and lead on health and safety practices at Taupo District Council by actively supporting Managers and the Health and Safety Representatives to drive continuous improvement of TDC's health, safety and wellbeing systems, thereby fostering a safety and wellbeing culture and ensuring compliance with legislative health and safety requirements.

## KEY RESPONSIBILITIES

Responsibility	Key Functions/outcome
Health, Safety and Wellbeing Strategy	<ul style="list-style-type: none"> <li>• Provide the strategic thought leadership for the health and safety direction for all of Council, including engagement with the Executive Team and Elected Members.</li> <li>• Implement and resource the Health, Safety and Wellbeing Strategy in collaboration with the People and Culture team.</li> <li>• Prepare roadmap detailing how Council will develop its health and safety maturity, be responsible for the planning of resources to implement this, drive overall implementation and be accountable for reporting against this to the Executive and Elected Members on an, at least, quarterly basis.</li> </ul>
Resource management	<ul style="list-style-type: none"> <li>• Be responsible for identifying, engaging, and daily management of health and safety contractor resource of approximately 30 hours a week to work alongside Health and Safety Manager in delivering health and safety outcomes.</li> <li>• Where available, oversee management of TDC staff seconded into health and safety on a part or full time basis to support delivery of health and safety outcomes.</li> </ul>
Health and Safety systems and practices	<ul style="list-style-type: none"> <li>• Use knowledge and experience from a multitude of organisations to assess the adequacy of H&amp;S processes in place across Council's many business units (approx. 40).</li> <li>• Develop and implement health and safety systems and practices to ensure the health and safety framework meets all legislative requirements defined in HSWA 2015.</li> <li>• Lead initiatives to improve employee engagement, participation, and knowledge of health and safety systems and practices and utilise exceptional interpersonal skills to drive organisational engagement at all levels.</li> <li>• Support the drive for continuous improvement in TDC's health and safety systems and practices, including development of health and safety inductions for elected members, employees and contractors.</li> <li>• Represent TDC in health and safety matters and systems and/or practice initiatives on regional or national forums.</li> </ul>
Health and Safety compliance, monitoring, reporting and assurance	<ul style="list-style-type: none"> <li>• Promote health and safety awareness to achieve positive outcomes.</li> <li>• Support the People and Culture Team in promoting wellbeing awareness to achieve positive outcomes.</li> <li>• Draft measurable KPI's for the Executive Team to enable the Chief Executive's to achieve his/her Health and Safety KPI's (set by Elected Members).</li> </ul>

Responsibility	Key Functions/outcome
	<ul style="list-style-type: none"> <li>• Health and safety risks are assessed and monitored, plans implemented, and effectiveness reported through Health and Safety software. This may include facilitation of risk workshops and bow-tie analysis.</li> <li>• Undertake regular deep dives into TDC Critical Risks and use depth of experience in management of these to test the effectiveness of critical risk controls.</li> <li>• Work with the Risk Advisor to ensure health and safety risks are integrated into TDC's generic risk management practices to support Enterprise wide risk management and reporting.</li> <li>• Undertake ICAM (Incident Cause Analysis Method) investigations and implement training on the method to relevant managers and H&amp;S Representatives.</li> <li>• Formal quarterly reporting to Elected Members on compliance with the Health, Safety and Wellbeing framework.</li> <li>• Monthly reporting to the Executive on health and safety status and system improvements.</li> </ul>
H&S Training	<ul style="list-style-type: none"> <li>• Undertake Training Needs Analysis based on role specific risks, and either deliver, or facilitate delivery of appropriate health and safety training.</li> <li>• Plan and deliver generic health and safety training, e.g. induction of new staff.</li> <li>• Deliver training across the business to ensure staff are aware of their health and safety responsibilities.</li> </ul>
Contractor Management	<ul style="list-style-type: none"> <li>• Develop and implement a framework for Contractor Management to ensure the duties defined in HSWA 2015 for multiple PCBUs are met and contractors are following 'best practice'.</li> <li>• Ensure there is a system to monitor the health and safety performance of contractors through the development and implementation of robust auditing tools.</li> </ul>
Health monitoring	<ul style="list-style-type: none"> <li>• Conduct technical review of role specific safety risks on an annual basis to ensure TDC health monitoring is appropriate (not under or over monitoring).</li> <li>• Work with TDC's health monitoring provider to ensure health monitoring is regularly undertaken for high-risk roles.</li> </ul>
Financial management	<ul style="list-style-type: none"> <li>• Be responsible for the development of budgets to support the achievement of health and safety outcomes. Critically assess the adequacy of health and safety resources against organisational health and safety risk profile.</li> <li>• Where additional budget required: scope business need, build business case, and actively engage with Manager and Executive in support of attainment of these resources.</li> <li>• Ensure budgets are prepared and monitored, expenditure is maintained within budget and delegated responsibilities. Manage budgets effectively to achieve good value. Where variances arise provide fact based and detailed variance commentary and assess future budget need against variances.</li> </ul>
Records and Reporting	<ul style="list-style-type: none"> <li>• Ensure accuracy of information/records in systems adopted by the department/organisation.</li> </ul>

Responsibility	Key Functions/outcome
	<ul style="list-style-type: none"> <li>Produce accurate reports as required for managers and/or the Executive Team.</li> </ul>
Health & Safety and Wellbeing	<ul style="list-style-type: none"> <li>Take responsibility for your own health and safety.</li> <li>Ensure your own actions keep self and others safe.</li> <li>Identify, report and assist to eliminate hazards/risks in work place.</li> <li>Participate in local work place safety management practices.</li> <li>Participate in workplace wellbeing initiatives.</li> <li>Ensure compliance under Health and Safety at Work Act 2015.</li> </ul>
Project and change Management	<ul style="list-style-type: none"> <li>Undertakes projects and/or other initiatives that may be assigned by the manager including research and development of recommendations.</li> <li>Be a change leader, helping to move the organisation forward positively and ensuring benefits are realised and sustained.</li> </ul>
Emergency Management	<ul style="list-style-type: none"> <li>Assist Council in preparing for and responding to an emergency with regards to health and safety.</li> <li>Ensure robust procedures and training is across Council for emergency preparedness with regards to health and safety.</li> <li>Participate in civil defence emergency management (CDEM) events and training.</li> </ul>

Note: This is a broad outline of the responsibilities for this position and not an exhaustive list of your responsibilities. Key responsibilities may vary from time to time as directed by your supervisor/manager to accommodate the operational needs of the team and organisation.

## FUNCTIONAL RELATIONSHIPS

Internal	External
<ul style="list-style-type: none"> <li>Elected members</li> <li>Executive Team</li> <li>Enterprise Leadership Team</li> <li>Health and Safety Representatives</li> <li>People and Culture Team</li> <li>CDEM</li> <li>Health, Safety and Wellbeing Committee</li> <li>All staff</li> <li>Contractors, Volunteers and Consultants</li> </ul>	<ul style="list-style-type: none"> <li>WorkSafe NZ</li> <li>SiteWise Pre-qualification Scheme</li> <li>WLASS and BOPLASS groups</li> <li>WorkSafe Asbestos Liaison Protocol Group</li> <li>Contractors &amp; Consultants</li> <li>ACC</li> <li>External Auditors</li> <li>Community Stakeholders</li> <li>Health monitoring provider</li> </ul>

## VISION

***“Making a better life for you and your families. We’re in this together – let’s make it work!”***

## VALUES

**Kia kōtāhi mai – We’re in this together**

Unite

Connect

Deliver

### Kōtahitanga

Six key behaviours summarise how we will operate and support our values:

- Share and seek information with open, effective and intentional communication
- Support one another with honesty, respect and integrity in all interactions
- Exceed expectations of the community and beyond
- Seek improvement in all that we do
- Harmonise life and work
- Build a stronger relationship with the whenua and the people

## PERSON SPECIFICATION

### Education and Qualifications

Essential	Desirable
<ul style="list-style-type: none"> <li>• Tertiary qualification in Health and Safety Management or equivalent</li> </ul>	

### Personal Attributes

Essential	Desirable
<ul style="list-style-type: none"> <li>• Communication and influencing skills</li> <li>• Ability to build and sustain relationships</li> <li>• Report writing skills</li> <li>• Time management, work planning and prioritisation skills</li> </ul>	

### Competencies and Experience

Essential	Desirable
<ul style="list-style-type: none"> <li>• Five to ten years' experience in a health and safety advisory role</li> <li>• In-depth knowledge and understanding of NZ health and safety legislation, employer obligations and best practice</li> <li>• Investigatory skills</li> <li>• Experience in driving continuous improvement initiatives</li> <li>• Experience in developing comprehensive, structured health and safety management systems.</li> <li>• Experience developing internal assurance programmes, auditing health and safety controls, and recommending improvements.</li> </ul>	<ul style="list-style-type: none"> <li>• Local Government experience</li> <li>• Experience working in a diverse and complex organisation</li> <li>• Experience in Health and Safety Software platforms – Damstra or equivalent</li> <li>• Competent using the Incident Cause Analysis Method (ICAM)</li> </ul>

## JOB DESCRIPTION SIGN-OFF

*Please note that this Job Description will be discussed annually to ensure currency of the position responsibilities.*

	Manager	Employee
Name		
Signature		
Date		