

## POSITION DESCRIPTION

# Health, Safety & Wellbeing Manager



## Te Kaiwhakahaere o ngā haumarū tangata me ngā Toiora

<b>Job Title:</b>	Health, Safety and Wellbeing Manager
<b>Group:</b>	Communications & Corporate Services Group
<b>Location:</b>	Paeroa Office
<b>Reports to:</b>	Group Manager Communications & Corporate Services
<b>Supervisory Responsibility:</b>	Health & Safety Advisor, Health & Safety Officer, Road Corridor Co-ordinator, Administration Assistant
<b>Functional Relationships:</b>	Chief Executive, Executive Leadership Team, Health & Safety Representatives, All Staff, Contractors, Public
<b>Authorities:</b>	In accordance with the Delegation Manual

## General function of the position

The Health, Safety and Wellbeing Manager is a strategic position, responsible for developing and executing on our Health, Safety & Wellbeing (HSW) Strategy and Improvement Plan and leading a small team of health and safety practitioners to support Hauraki District Council's commitment to providing a healthy and safe working environment for all our employees, clients, contractors and visitors to our workplaces.

The position is responsible for providing strategic people and safety leadership and direction across Council and embedding a duty of safety for our people and a culture of care.

This position is responsible for ensuring Council maintains a healthy and safe work environment through specialist leadership and advice and support that meets NZ legislative requirements and industry best practices and through the development, deployment and continuous improvement of the Council's health and safety management system.

## Organisation values

Hauraki District Council (HDC) has four values that form the core of how employees carry out their work and conduct interactions both internally and externally. The values shape the culture of our organisation and demonstrate what is important within HDC. These values focus on 'how' we do the job, and 'how' we conduct ourselves in the workplace. This is 'The Hauraki Way'.

### Communication Kōrerorero

- I share relevant information with others
- I listen to understand
- I value feedback
- I use an appropriate communication style

### Respect Whakaute

- I always keep an open mind
- I acknowledge and respect differences of opinion
- I am always considerate and understanding
- I treat others as I would want them to treat me

### Commitment Manawanui

- I always do my best
- I follow through for my customers and team
- I go the extra mile
- I take personal responsibility for my actions – I walk the talk

### Positive attitude Ngākau reka

- I offer ideas and solutions
- I look for better ways of doing things
- I am fun to work with
- I am a can-do employee



## Key tasks

1. To provide specialist advice and support on workplace HSW obligations across the organisation, including as a trusted advisor to Governance, the Chief Executive, and Executive Leadership Team.
2. To lead the HSW Team in a positive manner, providing guidance and coaching so as to ensure that the team objectives and organisational standards are met.
3. To advise, plan, and provide strategic management to the HSW Team and its range of activities.
4. To manage operational activities in relation to HSW across the organisation and external touch-points as applicable.
5. To provide relevant levels of input into, and control over, the budget for the HSW Team.
6. To actively demonstrate professional accountability and a desire for ongoing professional development and continuous improvement.
7. To show a commitment to Hauraki District Council and provide organisational support as required.

### 1. Health, Safety and Wellbeing Leadership, Advice & Support

Key Tasks	Key Performance Indicators (KPIs)
1.1 Lead the delivery and refinement of the HSW strategy and Health and Safety Improvement Roadmap.	<ul style="list-style-type: none"> <li>• Leaders and staff understand HSW Strategy, are engaged in HSW improvement initiatives and display ownership.</li> </ul>
1.2 Provide specialist advice and support on workplace HSW obligations across the organisation, including acting as a trusted advisor to Governance, Chief Executive and the Executive Leadership team.	<ul style="list-style-type: none"> <li>• Governance, Chief Executive and the Executive Leadership team receive professional advice which enables effective decision making.</li> <li>• Trusted relationships exist between the Governance, Chief Executive and the Executive Leadership team.</li> </ul>
1.3 Lead the monitoring, review and reporting on the performance of the HSW system in achieving strategic objectives and compliance.	<ul style="list-style-type: none"> <li>• Regular, detailed HSW reporting is provided to Governance, Chief Executive and Executive Leadership Team to enable effective due diligence.</li> </ul>
1.4 Drive safety leadership capability and culture that encourages and drives ownership and accountability at all levels across Council. Coach and support Managers in growing HSW capability and skills.	<ul style="list-style-type: none"> <li>• People leaders are engaged, leading and accountable for HSW in their respective areas.</li> <li>• People Leaders have good HSW knowledge and skills and use this in leading their teams.</li> </ul>
1.5 Oversee critical risk management risk to drive critical risk maturity and performance. Troubleshoot and identify solutions to critical risks and systematic issues to ensure they are resolved in a timely manner.	<ul style="list-style-type: none"> <li>• Council understand their critical risks, critical controls and improvements required.</li> <li>• Regular critical risk performance monitoring is in place for the Governance, Chief Executive and Executive Leadership Team.</li> </ul>
1.6 Develop and maintain the Council HSW system framework, processes, standards and protocols to guide leadership, managers and staff to proactively manage and assess risk and minimise exposure in decision making.	<ul style="list-style-type: none"> <li>• Council have a Health &amp; Safety Management system is fit for purpose and meets legislative requirements and best practice.</li> </ul>
1.7 Lead HSW incident management reporting and analysis and ensure the accuracy of this information.	<ul style="list-style-type: none"> <li>• Regular reporting is provided to the Governance, Chief Executive and Executive Leadership Team.</li> <li>• Ensures robust incident investigations are completed including root cause analysis.</li> </ul>



- Maintains oversight of the HDC Incident Register through event and incident reporting and injury reporting.
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- 1.8 Maintain expert knowledge in Health and Safety, and other legislation relating to local government requirements.
- Governance, Chief Executive and the Executive Leadership Team are regularly briefed and kept up to date on HSW matters.

## 2. Team Leadership

Key Tasks	Key Performance Indicators (KPIs)
2.1 Lead a team of health and safety practitioners to support the Council's commitment to providing a healthy and safe working environment.	<ul style="list-style-type: none"> <li>• HSW Team provide professional support and advice across Council operations.</li> <li>• Trusted relationships with People Leaders and staff across council.</li> </ul>
2.2 Supervise the day to day running of the Health, Safety and Wellbeing Team.	<ul style="list-style-type: none"> <li>• The jobholder manages staff with a professional approach to enable them to contribute in a visible way individually and collectively to the organisations success.</li> </ul>
2.3 Provide guidance and coaching in a positive manner to ensure that team objectives are met. Set a leadership example of high personal energy and effectiveness.	<ul style="list-style-type: none"> <li>• Team is performing as a unit, contributing to effective and efficient corporate services in obtaining organisational goals and values.</li> </ul>
2.4 Ensure that the work of all team members is coordinated and efficient.	<ul style="list-style-type: none"> <li>• HDC personnel policies are observed.</li> </ul>
2.5 Ensure all human resources under the Customer Experience Manager's control have the opportunity to meet their own and the HDC's objectives.	<ul style="list-style-type: none"> <li>• Recruitment, training and development is effective.</li> <li>• Effective communication is maintained.</li> </ul>
2.6 Ensure that staff achieve acceptable levels of performance.	<ul style="list-style-type: none"> <li>• All positions are filled by suitably qualified and competent staff.</li> <li>• Performance is regularly reviewed and, when necessary, corrective action is taken.</li> <li>• Me Time PPD (Personal Performance and Development) reviews are conducted within organisational timeframes.</li> </ul>
2.6 Foster ideas from staff which will assist in meeting current and future demands by the ongoing review of performance and maintenance of a lateral thinking approach to HDC's initiatives.	<ul style="list-style-type: none"> <li>• Team contributes to HDC's effectiveness.</li> </ul>

## 3. Planning and Strategic Management

Key Tasks	Key Performance Indicators (KPIs)
3.1 Advice is provided to the Group Manager Communications & Corporate Services on relevant matters concerning health, safety and wellbeing activities.	<ul style="list-style-type: none"> <li>• Effective management of health, safety and wellbeing activities including provision of long term planning and budget setting.</li> <li>• Professional advice given in relation to associated activities.</li> <li>• Relevant plans and policies are reviewed, developed and initiated for the Group Manager as required.</li> <li>• The Group Manager receives honest, impartial and comprehensive advice on</li> </ul>



		relevant issues and potential impacts on strategic direction.
		<ul style="list-style-type: none"> <li>The Group Manager is kept informed of current and future initiatives to ensure health, safety and wellbeing is at the forefront.</li> </ul>
3.2	Develop goals, objectives and performance measures for promoting, managing and improving health, safety and wellbeing culture across the organisation.	<ul style="list-style-type: none"> <li>The organisation is compliant with health and safety legislation, regulations and applicable approved codes of practice and guidelines.</li> <li>Health, Safety and Wellbeing risks are identified and assessed, with mitigation measures developed and implemented.</li> </ul>
3.3	Investigate and research best practice.	<ul style="list-style-type: none"> <li>Knowledge is applied to the organisation's strategies and processes to provide for best practice.</li> </ul>
3.4	Identify and analyse improvement opportunities where change and developments can assist in gains in effectiveness.	<ul style="list-style-type: none"> <li>Development initiatives are scoped and instigated, ensuring employees and managers are equipped with the necessary knowledge to implement improvement within their function area.</li> <li>Projects and promotions align with the needs of the organisation in helping to mitigate / reduce risk priorities.</li> </ul>

## 4. Operational Management

	Key Tasks	Key Performance Indicators (KPIs)
4.1	Promote effective relationships with managers and employees to support good health, safety and wellbeing practises throughout the organisation.	<ul style="list-style-type: none"> <li>Employee needs are understood and incorporated into practical solutions.</li> <li>Effective working relationships are established and maintained with managers and employees.</li> <li>Managers and employees are regularly consulted to identify their requirements for effective health, safety and wellbeing in their teams.</li> </ul>
4.2	Develop projects and programmes to enhance activities and services within the team's operations as required.	<ul style="list-style-type: none"> <li>Continuous improvement is evident in the delivery of services across the Health, Safety and Wellbeing Team.</li> </ul>
4.3	Prepare and present analytics, insights, and reports to support Communications & Corporate Service Group requirements, and the requirements of the Executive Leadership Team, Chief Executive, Audit and Risk Committee, and other interested parties as required.	<ul style="list-style-type: none"> <li>Data is accurate, and reports are prepared on time and to required quality expectations.</li> <li>Reporting meets the needs of the audience.</li> </ul>
4.4	Support managers with complex issues that could impede the implementation and adoption of health, safety and wellbeing policies and processes.	<ul style="list-style-type: none"> <li>Issues are identified and resolved to ensure compliance with health, safety and wellbeing policies and processes.</li> </ul>
4.5	Ensure training and development programmes are in place to support the entrenchment of safe and healthy practices, and the analysis of data and analytics provided through health and safety systems.	<ul style="list-style-type: none"> <li>Health, Safety and Wellbeing Team liaises with Human Resources to plan health, safety and wellbeing development programmes to support risk minimisation priorities.</li> <li>Managers and employees can successfully gain and use insights from health and safety systems to promote sound health, safety and</li> </ul>



		wellbeing practises within their teams and function areas.
4.6	Proactively co-ordinate, manage, and report on an approved audit programme to enable a culture of continuous improvement and learning.	<ul style="list-style-type: none"> <li>HDC has an active and current audit programme in place at all times.</li> <li>Audits are conducted in accordance with the programme requirements.</li> <li>Employees are enabled to learn and adapt to health, safety and wellbeing practices that eliminate or minimise risk.</li> <li>Audit results and recommendations are reported to the Group Manager Communications &amp; Corporate Services.</li> <li>A programme of corrective actions resulting from audits are actively managed and reported on to the Group Manager Communications &amp; Corporate Services.</li> </ul>
4.7	Ensure support is provided to external stakeholders including contractors to meet all HDC health, safety and wellbeing requirements in their provision of services.	<ul style="list-style-type: none"> <li>Stakeholders including contractors have awareness of their obligations and HDC's contractor eligibility requirements.</li> <li>Contractors are supported to meet eligibility requirements where practical.</li> </ul>

## 5. Budget

	Key Tasks	Key Performance Indicators (KPIs)
5.1	Assist with the preparation of budgets for the Customer Experience team's component of HDC's Annual Estimates and Annual Plan.	<ul style="list-style-type: none"> <li>Information and advice is provided within agreed timeframes and to required quality with sound reasoning.</li> </ul>
5.2	Monitor expenditure in accordance with the budget and programme requirements, recommending changes to the Group Manager Communications & Corporate Services as appropriate.	<ul style="list-style-type: none"> <li>Monthly budgets are monitored.</li> <li>Reported differences with recommendations to Manager are provided.</li> </ul>

## 6. Professional Accountability and Development

	Key Tasks	Key Performance Indicators (KPIs)
6.1	Actively support and model the Hauraki Way – values and required behaviours of the role (internally and externally).	<ul style="list-style-type: none"> <li>Champions the Hauraki Way in all professional interactions, and seeks approval and/or when unsure seeks feedback in an appropriate manner.</li> </ul>
6.2	Take personal responsibility for discussing own performance and professional development with direct manager.	<ul style="list-style-type: none"> <li>Takes an active role in own PPD / MeTime and raises any concerns in a constructive manner that does not undermine good faith.</li> </ul>
6.3	Demonstrate commitment to up-skilling and further developing specialist knowledge and best practice initiatives.	<ul style="list-style-type: none"> <li>Takes an active approach in familiarising themselves with the relevant plans, procedures, policies, processes and statutory requirements that can or may relate to their role and to the wider organisation.</li> </ul>
6.4	Identify opportunities for improvement and as necessary work across the organisation to implement the necessary changes.	<ul style="list-style-type: none"> <li>Contributes to and/or champions an improvement initiative through to completion.</li> </ul>



## 7. Other Duties

Key Tasks	Key Performance Indicators (KPIs)
7.1 Other duties are undertaken as are reasonably required.	<ul style="list-style-type: none"> <li>Other duties are completed as are reasonably required.</li> </ul>
7.2 Demonstrate a commitment to a culture of safety and wellbeing within HDC as set out in the HDC Safety & Wellbeing Charter.	<ul style="list-style-type: none"> <li>Actively shows support and commitment to workplace health and safety in accordance with the HDC Safety &amp; Wellbeing Charter so that 'Everyone is Safe and Well at the End of the Day'.</li> </ul>
7.3 Take reasonable care for own health and safety, and ensure that own acts and/or omissions do not adversely affect the health and safety of others.	<ul style="list-style-type: none"> <li>Comply with any reasonable instruction that is given by HDC.</li> <li>Co-operate with any reasonable policy or procedure.</li> </ul>
7.4 Provide organisational support as required, such as in respect of Emergency Management activities.	<ul style="list-style-type: none"> <li>Employee participates in Emergency Management activities and events as required and as directed.</li> </ul>
7.5 Abide by the general expectations, codes of conduct, and policies and procedures as outlined on the HDC intranet.	<ul style="list-style-type: none"> <li>Employee takes an active approach in familiarising themselves with HDC's policies, together with relevant plans, procedures and processes.</li> <li>All applicable policies and procedures are adhered to.</li> </ul>
7.6 Participate fully in organisational processes including staff meetings, Me Time Personal Performance and Development (PPD) programmes, project teams and other initiatives.	<ul style="list-style-type: none"> <li>Employee takes an active approach in respect of organisational processes and meets expectations with regard to their role in delivering results.</li> <li>Staff meetings are attended, Me Time PPD programmes are undertaken, assistance is provided on project teams etc. as relevant.</li> </ul>
7.7 Take responsibility for ensuring HDC's information is secure and that appropriate levels of confidentiality are maintained within your job role.	<ul style="list-style-type: none"> <li>The job holder only accesses information for proper cause and/or within their authority.</li> <li>Confidentiality of information about HDC's business, other employees, customers or rate payers is maintained.</li> <li>There is no disclosure of confidential information including making unauthorised statements to the media, or at public meetings which affect or pertain to the Council, customer or client.</li> </ul>



## Person specification details

### 1. Expertise

Qualifications:	<ul style="list-style-type: none"> <li>• A Tertiary qualification in occupational health &amp; safety (minimum Diploma level)</li> <li>• Professional registration and grading with NZISM or IOSH (Professional or Certified level) and undertaking on-going continuous professional development.</li> <li>• ICAM qualification (or other multiple causation training)</li> <li>• Project management qualification (desirable)</li> <li>• Full NZ Drivers' Licence</li> </ul>
Experience:	<ul style="list-style-type: none"> <li>• Minimum of 10 years of operational and management experience gained in health and safety teams in complex organisations with varied risk profiles or in local government.</li> <li>• Demonstrated experience in advising and supporting Chief Executives, Executive Leadership Teams and Boards.</li> </ul>
Health & Safety Requirements:	Passes required health, safety and wellbeing checks for position.

### 2. Skills

Ability to Organise	Has a systematic approach that leads to the successful completion of tasks and events. Has ability to programme and organise work, and keeps functional records and filing systems in order.
Analytical & Research	Analytical and research skills including the ability to analyse and interpret statistical and performance related data.
Change Management	Contributes to the management of change in a positive way, contributes to new ideas and improved ways of working, and leads the transfer of HSW knowledge across Council.
Commitment / Personal Accountability	Is self-motivating and self-managing. Follows through projects to completion. Has high standards of personal integrity and professionalism.
Decisionmaking / Problem Solving	Is able to analyse and solve complex problems, form judgements and make decisions within known parameters. Can resolve conflict or differences of opinion.
Empowering our People and Building Capability	Is enthusiastic, ambitious, determined, and confident to challenge, ensuring high levels of personal and service achievement.
Innovation / Creativity	Is a visionary thinker with the ability to generate innovative and achievable concepts. Is creative. Ability to develop new methods and introduce new ideas. Uses originality of thought and imagination.
Leadership	Team Leadership, coaching and mentoring skills with the ability to lean into difficult conversations as required.
Oral and Written Communication	Excellent oral and written communication skills including the ability to communicate complex ideas and relate to a range of audiences.



Presentations	Excellent presentation, teaching and facilitation skills.
Return to Work	Return to work and injury management skills.
Teamwork	Actively participates as a member of a team to move the team toward the completion of goals. Contributes actively and fully to team projects by working with colleagues collaboratively, working towards consensual solutions that enhance the output of the team. Accepts share of workload.
Time Management	Demonstrates personal effectiveness by taking responsibility for getting things done in ways that balance competing needs. Meets deadlines.

### 3. Knowledge

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Computer Literate	Demonstrates relevant levels of computer literacy and competency, with a working knowledge as follows: <ul style="list-style-type: none"> <li>• Microsoft Outlook (e-mail, calendar etc) Intermediate</li> <li>• Microsoft Word Intermediate</li> <li>• Microsoft Excel Intermediate</li> <li>• Health and Safety management system and reporting</li> </ul>
Legislation	Has a demonstrated working knowledge of the New Zealand legal framework and specific legislation relevant to the position and is able to apply that knowledge, particularly in relation to: <ul style="list-style-type: none"> <li>• Health and Safety at Work Act 2015 and associated regulations: <ul style="list-style-type: none"> <li>○ Health and Safety at Work (General Risk and Workplace Management) Regulations 2016</li> <li>○ Health and Safety at Work (Worker Engagement, Participation and Representation) Regulations 2016</li> <li>○ Health and Safety at Work (Hazardous Substances) Regulations 2017</li> <li>○ Health and Safety at Work (Asbestos) Regulations 2016</li> </ul> </li> <li>• Accident Compensation Act 2001</li> <li>• Privacy Act 2020</li> </ul>
Health and Safety Management	Demonstrated strong technical specialist expertise in health and safety management including strong legislative knowledge and how to translate this into organisational practice for all aspects of HSW including: <ul style="list-style-type: none"> <li>• Hazard and risk management skills</li> <li>• Incident investigation skills</li> <li>• Health and safety auditing skills</li> <li>• Contractor management experience</li> </ul>
Health and Safety Complex Issues	The ability to assess complex health and safety issues and consider options, risks, benefits and mitigation strategies, and make informed recommendations
Local Government	Has knowledge of local government and key factors in operating within the requirements of a predominantly ratepayer funded environment.
Strategic Planning and Implementation	Demonstrated knowledge and experience in deploying health and safety strategies, and improvement plans to ensure effective improvements, culture and performance.

