

Health & Safety Co-Ordinator

Location	Thames Office	
Reports to	Health & Safety Business Partner	
Group	Corporate Services Group	
Direct Reports	Nil	
Financial Authority	Nil	
Functional Relationships	<i>Internal</i> H&S Business Partner, Risk & Assurance Manager and team, all TCDC staff	<i>External</i> Contractors, vendors, Worksafe NZ

Our Council

As one of the largest employers on the Coromandel Peninsula, we are proud to be Thames-Coromandel District Council.

We will provide high quality, affordable services and facilities with excellent customer service. We will maintain innovative leadership and empower our communities. We will strive to make the Coromandel Peninsula a desirable place to live, work and visit.

To achieve our vision we aim to attract, employ and support people to be their best while being guided by our core values of **respect, integrity, innovation** and **teamwork**.

How you fit

The purpose of the **Health & Safety Co-ordinator** role is to support the Health Business Partner in the implementation of TCDC's safety management systems and delivering key outcomes aligned to the Council's annual Health & Safety Plan.

While the primary focus for this role is Health & Safety, being part of the wider Risk and Assurance team, there is an expectation that all team members support the wider Risk and Assurance objectives and specifically for this role from an administration perspective as required from time to time by the Risk and Assurance Manager.

You will be working within the broader Risk & Assurance team and closely with other teams across council to achieve excellence in Health and Safety risk and hazard management, increasing worker engagement in Health & Safety and promoting excellence in Health & Safety best practice across the Council.

Your responsibilities

Accountable for	Successful when you
Health and Safety System and Processes	<p>The H&S Business Partner is supported to deliver a robust health and safety management system that meets the organisation's statutory obligations:</p> <ul style="list-style-type: none"> • Review and update management system documents • Align all documents to ensure legislative compliance • Provide guidance and advice on implementation and use of management system • Assist with the development of useful tools to help improve and imbed the management system • Assist with the ongoing development and implementation of digital processes and systems • Undertake audits and inspections to ensure compliance • Maintain health and safety documentation ensuring they are up to date • Maintain health and safety records to ensure compliance to relevant legislation • Compile and report on health and safety management system performance, KPIs and statistics.
Contractor Health and Safety	<p>Effective assistance is provided to the H&S Business Partner to implement an effective and legislatively compliant pre-approval process for contractors and the pre-approval process is supported as required.</p> <p>Contractors' health, safety and wellbeing information is managed as required.</p> <p>Best practice guidance is provided, to staff who engage contractors, on contact pre-approval process and contractor health and safety.</p> <p>Health & Safety audits / inspections and inductions for approved contractors is carried out as assigned.</p>
Health & Safety Training	<p>Health, safety and wellbeing training is mapped to safety critical roles.</p> <p>Efficient co-ordination and administration of health, safety and wellbeing training for staff is undertaken and the training is appropriate to their roles.</p>
Health, Safety and Wellbeing Support	<p>Effective relationships are in place with key stakeholders and reflect a positive, professional image.</p> <p>Proactively fostering and contributing to cross-group knowledge and sharing opportunities.</p> <p>Proactive support is provided to health, safety and wellbeing projects as required ensuring outcomes meet defined standards and timeframes.</p>

	<p>Teams are supported with health, safety and wellbeing related queries.</p> <p>Customers are kept up to date about progress of their queries, requests and projects.</p> <p>Opportunities are continually sought to improve services for customers (internal or external).</p> <p>Promote ownership and accountability of health and safety management.</p> <p>Advocate health, safety and wellbeing as a priority focus point.</p> <p>Develop and maintain a collaborative approach to management of health and safety risk with other councils, WorkSafe NZ and other external Health & Safety networks.</p>
Investigation support	<p>Assist with appropriate levels of investigation required related to the risk profile and related trends.</p> <p>Participate in detailed investigations as required (following ICAM principles).</p>
Continuous Improvement	<p>Contribute to the review and improvement of processes and procedures.</p> <p>Communicate opportunities for systematic improvement.</p> <p>Demonstrate commitment to ongoing personal professional learning and development.</p>
Relationship Management	<p>Customers, stakeholders and staff are supported with professional, accurate and timely advice and guidance.</p> <p>External relationships are professionally managed with clear communication on expectations and meetings with key stakeholders documented.</p> <p>Key stakeholders are well informed and consulted, with input and influence from Council in decision making.</p>
Organisational Support	<p>Team meetings are regularly attended ensuring knowledge and skills are shared, and other staff are supported.</p> <p>Provide administrative support to the Risk and Assurance Manager as required to support broader Risk and Assurance objectives</p> <p>Procedures, information systems and policies are documented and complied with.</p> <p>Appropriate and agreed continuous professional development is undertaken.</p> <p>Civil Defence and Emergency Management training and activities are participated in.</p>

	Other duties are completed, as requested by the manager, to support the business unit.
Personal Health, Safety & Wellbeing	<p>Visible leadership is shown on how to work safely</p> <ul style="list-style-type: none"> • and take responsibility for keeping self, colleagues, contractors and customers free from harm. • Abide by TCDC health and safety policy and SOPs. • Report all incidents, near-misses, new hazards and accidents promptly. • Preparation (including, but not limited to, information checking and appropriate gear) is completed prior to site visits. • Attend required health and safety training and induction sessions. • Be responsible for your own safety and work safely so as not to cause harm to another. • Participate in safety and wellbeing initiatives and programmes as required.
Organisational Support	<p>Knowledge and skills are shared and other staff are supported.</p> <p>Procedures, information systems and policies are documented and complied with.</p> <p>Appropriate and agreed continuous professional development is undertaken.</p> <p>Civil Defence and Emergency Management training and activities are participated in.</p> <p>Other duties may be requested by the manager to support the business unit.</p>
Te Tiriti o Waitangi	Commitment to an understanding of Te Tiriti o Waitangi is demonstrated, building a knowledge of Tikanga Maori.

About you

Honesty, Enthusiasm, Accountability, Respect and Teamwork are considered core competencies for all staff.

A successful **Health & Safety Co-ordinator** will need the following to succeed:

Education / Training	<p>National Certificate in Health and Safety, NCEA Level 4 or similar would be an advantage.</p> <p>Current full NZ Drivers license.</p>
Experience & Knowledge	<p>Minimum of 2-3 years' experience in health and safety in a workplace setting.</p> <p>Knowledge is preferable of and experience in:</p> <ul style="list-style-type: none"> • Hazard identification, assessment and control frameworks • Incident investigation and report writing • Working knowledge of health and safety legislation, codes of practice, guidelines and standards. • Stakeholder engagement, both internally and externally

	<ul style="list-style-type: none"> • Demonstrating a pragmatic approach to systematic safety management • Demonstrating effective written and oral communication skills, with a demonstrated ability to communicate risk terminology • Have experience in the processes and management of Health and Safety monitoring systems and associated reports
Skills and attributes	<ul style="list-style-type: none"> • Excellent analytical, written and oral communication skills are essential. • Digitally literate, particularly with Microsoft Office suite. • Well organised and able to work under pressure. • A 'can do' approach and strong customer services ethos. • Friendly, positive and approachable with a good sense of humour. • Ability to show initiative and good judgement. • A good team player and contributor.

I certify that I have read this position description and reasonably believe that I understand the requirements of the position. I understand that:

- a) This position description may be amended by the employer following reasonable notice to me
- b) I may be asked to perform other duties as reasonably required by the employer in accordance with the conditions of the position.

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Employee

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Date

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Employer

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Date