

Health & Safety Business Partner

Location	Thames (working from area offices as necessary)	
Reports to	Risk & Assurance Manager	
Group	Corporate Services	
Direct Reports	Nil	
Financial Authority	Nil	
Functional Relationships	<i>Internal</i> Risk & Assurance Manager, TCDC H&S Reps and all leaders and staff	<i>External</i> Contractors, Vendors, Worksafe NZ, Waikato CoLab H&S group, Local Government H&S forum

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. We will **be the best we can**.

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 Business Partner** role is to be a trusted partner within the business, supporting the implementation of TCDCs safety management systems and delivering on key outcomes aligned to the Councils Health & Safety Strategy.

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 leadership of Health & Safety across the Council.

Your responsibilities

Accountable for	Successful when you
Risk Management	<p>Support implementation and maintenance of the Councils health and safety policies, procedures and systems</p> <p>Identify and monitor health and safety risks and issues and communicate actions taken to address these in line with the Councils health and safety management systems</p> <p>Escalate and/or refer high level matters/risks to the Risk & Assurance Manager or further as appropriate</p> <p>Ensure that there is a focus on managing TCDC's significant health & safety hazards</p> <p>Oversight of Council's CCTV network and advice to the organisation in regard to 'safety in design'</p>
Teamwork	<p>Are fully engaged with and contributing to Risk & Assurance team planning and meetings.</p> <p>Supports and encourages other Risk & Assurance team members in the work they undertake.</p> <p>Are cognisant of the overarching Risk Assurance goals and objectives and are aligned in supporting these.</p> <p>A safety awareness culture is led by example.</p>
Stakeholder Engagement	<p>Work collaboratively within team and across the organisation to achieve successful Health and Safety outcomes.</p> <p>Working with contractors in relation to TCDCs Health & Safety Act - PCBU obligations.</p> <p>Promote ownership and accountability of Health and Safety management.</p> <p>Develop and maintain a collaborative approach to management of health and safety risk with other Territorial Authorities, WorkSafe NZ and other external Health & Safety networks.</p>
Safety Management System Performance	<p>Ensure that advice provided to the business aligns with the safety management system</p> <p>Support delivery of the safety management system (such as incident management, hazard management, emergency management)</p>
Investigations	<p>Communicate appropriate levels of investigation required related to the risk profile and related trends.</p> <p>Actively participate in detailed investigations as required (following ICAM principles).</p>

	<p>Check that investigation corrective actions are identified, recorded in an actions database and monitored for closeout.</p>
Analysis and Reporting	<p>Assist with periodic analysis and reporting of health & safety lead and lag indicators.</p> <p>Help produce relevant safety management performance targets as part of periodic reporting internally.</p>
Continuous Improvement	<p>Contribute and/or lead the review and improvement of health & safety processes and procedures.</p> <p>Communicate opportunities for systematic improvement.</p> <p>Demonstrate commitment to ongoing personal professional learning and development.</p>
PCBU Obligations (Person conducting a business or undertaking)	<p>Procurement leads and contract managers are supported on Health and Safety matters including the review and vetting tenderers.</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 contractor's health and safety reporting periodically.</p> <p>Report on any significant health & safety issues to the Risk & Assurance Manager and to TCDCs Leadership Team.</p>
Relationship Management	<p>A customer focused approach is provided to all customers and key stakeholders with professional, accurate and relevant information provided.</p> <p>Internal relationships are effectively managed and maintained where leaders and staff seek and / or receive advice and guidance in a timely manner with successful outcomes.</p> <p>Sound professional relationships are established and fostered.</p> <p>Document meetings with key stakeholders</p>
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 are completed, as requested by the manager, to support the Risk & Assurance team.</p>
Health, Safety & Wellbeing	<p>All reasonably practicable steps are taken 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>All reasonable workplace health and safety policy and procedures are followed.</p> <p>Any reasonable instructions given are complied with.</p> <p>A personal commitment to Health, Safety and wellbeing is demonstrated, in accordance with TCDC's Health and Safety Policy.</p>
Te Tiriti o Waitangi	<p>Commitment to an understanding of Te Tiriti o Waitangi is demonstrated, building a knowledge of Tikanga Maori.</p>

About you

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

A successful **Health & Safety Business Partner** will need the following to succeed:

Education / Training	Relevant qualification in Health & Safety in the workplace.
Experience & Knowledge	<p>Minimum of 2-3 years' experience in leading health and safety in a workplace setting.</p> <p>Demonstrable knowledge of and experience in:</p> <ul style="list-style-type: none"> • A medium or large organisation • Hazard identification, assessment and control frameworks • Incident investigation and report writing • In depth knowledge of health and safety legislation, codes of practice, guidelines and standards. • Collaborating and engaging as part of a team to deliver on strategic actions • Stakeholder engagement, both internally and externally • Demonstrating a pragmatic approach to systematic safety management • Demonstrating effective written and oral communication skills, with a demonstrated ability to communicate risk terminology • Delivering within a changing and pressured environment
Skills and attributes	<p>Office365 software skills</p> <p>Project management skills</p> <p>Facilitation skills</p> <p>Conflict resolution skills</p> <p>Current, Full Drivers Licence.</p>

Ability to contribute to strategic discussion, able to drive and influence decisions confidently with highly developed interpersonal and communication skills

Solution focused, understands the need for key relationships, acts with honesty, transparency and empathy for people and communities

Innovative mind set, is an improvement focused team player that shows initiative and inspires commitment to achieve Council outcomes

Strong decision making and problem solving skills, can confidently analyse and apply key information with good judgement and takes accountability.
