

HEALTH, SAFETY & RISK MANAGER KAIWHAKAHAERE HAUMARU ME TE MŌREAREA

POSITION DESCRIPTION

POSITION INFORMATION

Group	Organisation Performance
Team	Business Excellence
Reports to	Business Excellence Manager
Direct Reports	3
Primary Location	He Whare, 67 Horomatangi Street and mobile between various Council Offices and around the district to fulfil key tasks

TEAM STRUCTURE



POSITION PURPOSE

This senior leadership role is responsible for shaping and overseeing implementation of Taupō District Council's Health and Safety Management System and Enterprise Risk Management Framework.

The Health, Safety & Risk Manager has overall accountability for the design, implementation, effectiveness and continual improvement of Council's health and safety and enterprise risk management systems.

The role provides strategic leadership, system ownership and governance assurance, enabling managers to manage risks within Council's risk appetite, supporting informed decision-making by the Executive and Elected Members, and ensuring officers can discharge their due-diligence obligations effectively.

The Health, Safety & Risk Manager is accountable for:

- Council's health, safety and wellbeing (HSW) strategy, systems and maturity, including continual improvement of organisational practice.
- The Enterprise Risk Management (ERM) framework, including its design, implementation, maturity and alignment to Council's risk appetite.
- The effectiveness of health, safety and enterprise risk controls at a system level, including the identification and management of critical and enterprise risks.
- Governance-level reporting, assurance and insight across health, safety and enterprise risk, providing confidence to the Executive and Elected Members.
- Strategic insurance and risk financing oversight.
- The integration of health, safety and enterprise risk management into Council's planning, decision-making, assurance and reporting processes.
- Leadership, capability and performance of the Safety & Risk Team, including the Health, Safety & Wellbeing Advisor and Safety & Risk Coordinators.

We anticipate under projected workload we anticipate this role being split 2/3 health and safety to 1/3 risk management.

Operational risk ownership and day-to-day risk control remain with line managers.

KEY RESPONSIBILITIES

Responsibility	Key Functions/outcome
HSW strategy and maturity	• Provide strategic thought leadership on Council's HSW direction • Develop, implement and resource the Health, Safety and Wellbeing Strategy • 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. • Build organisational buy-in and commitment to the Strategy and Safety & Risk Team direction
People, team and resource leadership	• Lead and develop a high-performing, customer-focused Safety & Risk Team • Inspire and lead members of your Safety & Risk Team by role modelling a collaborative culture and by building a shared commitment to the direction of the Business Excellence Team and pursuit of outcomes.

Responsibility	Key Functions/outcome
	- Actively build the profile of the Safety & Risk Team, enabling team members to spend appropriate time in Council's operations teams, taking a proactive and customer focused approach to planning activities and projects in the areas of health, safety, wellbeing and risk (both from a compliance and strategic perspective). - Oversee team resourcing and work planning - Create a development-focused culture with clear performance expectations - Coach and support team members, including the Health, Safety & Wellbeing Advisor and Coordinators - Manage and report on allocated budgets - Actively participate as an effective member of the Business Excellence Team ensuring a collaborative culture, commitment to the direction of business excellence activities, and achievement of agreed outcomes
HSW advisory services	- Provide strategic and senior-level health, safety & wellbeing advice to the Executive Team and Elected Members - Act as Council's senior health and safety subject-matter expert - Set expectations for the quality, consistency and tone of health and safety advice given - Represent Council in regional and national health and safety forums
HSW systems and continuous improvement	- Design, implement and maintain an effective and efficient HSW management system aligned with HSWA 2015, that includes the identification of health and safety critical risks, controls for these risks, and quality incident reporting and investigations by accountable managers. A key focus will be to ensure Council's overlapping duties are well managed ensure there is a system to monitor the health and safety performance of contractors through the development and implementation of robust auditing tools. - Successfully lead the team to provide high quality expert operational health, safety and risk advice to managers to ensure streamlined and effective day-to-day practices and processes that minimise risks and issues and optimise their capabilities to managing risk and the health and safety of their people. - Regularly assess the adequacy of health and safety processes across Council business units - Promote and foster cross-Council cooperation and collaboration by actively seeking input, advice, and opportunities to collaborate. - Develop and look to continuously improve customer centric approaches and ways of working across the team. - Lead organisation-wide continuous improvement initiatives and utilise exceptional interpersonal skills to drive organisational engagement at all levels. - Ensure systems remain current with legislative, regulatory and best-practice developments - Ensure health and safety risks are integrated into enterprise risk management and reporting
Incident investigation and learning (oversight and capability)	- Set organisational expectations for incident investigation quality and consistency - Lead or oversee investigations into serious harm, high-potential or systemic incidents, including ICAM investigations - Ensure investigation findings are translated into system, control and capability improvements

Responsibility	Key Functions/outcome
	Build investigation capability across managers, Advisors and Health & Safety Representatives
Monitoring, reporting and assurance	- Establish and maintain health and safety performance measures and KPIs, including those supporting the Chief Executive's performance objectives - Undertake deep dives into critical risks to test the effectiveness of controls - Ensure health and safety risks, controls and performance are monitored through Council systems (e.g. Damstra) - Provide formal quarterly reporting to Elected Members and monthly reporting to the Executive - Provide assurance to governance that health and safety systems are effective and improving - Provide confidence to governance that risk information is accurate, complete and decision-useful, with underlying data quality supported by Coordinators. - Ensure enterprise risks, controls and treatments are monitored and reported through approved Council systems.
Engagement and capability building	- Build organisational understanding of health and safety roles, responsibilities and expectations - Enable strong worker participation and engagement in health and safety matters - Lead the organisation through change associated with new initiatives, frameworks or system improvements - Work collaboratively with Subject Matter Experts to ensure fit for purpose HSW systems, controls and reporting, e.g. People and Culture for psychosocial risks. - Promote collaboration across Council.
Enterprise Risk Management	- Own and maintain Council's Enterprise Risk Management Framework, ensuring it is fit-for-purpose, embedded and aligned with Council's risk appetite. - Provide strategic leadership for the development of Council's risk management maturity, including setting direction, sequencing improvement activity, and monitoring progress against recognised maturity frameworks (e.g. All-of-Government ERM guidance). - Ensure enterprise risks are identified, assessed, monitored and reported in a way that supports strategic and operational decision-making. - Provide assurance to the Executive and Elected Members that key organisational risks are understood, managed and escalated appropriately. - Oversee the integration of enterprise risk management into health & safety, project management, business planning, and insurance. - Facilitate enterprise-level risk workshops and reviews, with facilitation and coordination undertaken by the Safety & Risk Coordinators. - Ensure accurate, reliable and timely enterprise risk reporting is provided to governance forums, supported by Coordinator-maintained registers and systems.
Risk financing & insurance	- Planning and leading Council's annual insurance renewals. - Undertaking and overseeing detailed modelling of Council's uninsured and retained risk exposures to inform risk financing decisions.

Responsibility	Key Functions/outcome
	- Working closely with Council's insurance broker (Aon) to assess coverage options, retentions, premiums and market conditions. - Providing strategic advice to the Executive and governors on optimal insurance and self-insurance settings in line with Council's risk appetite.
Business Continuity Programme	- Develop and oversee the implementation of Business Continuity Programmes and Critical Incident Response Plans. - Ensure Business Continuity Plans meet industry best practice and are regularly tested. - Participate in business continuity responses to business interruptions as required.
Organisational Responsibilities	- Understand and apply Council's strategic context and priorities - Engage effectively with Elected Members and external stakeholders - Apply tikanga and Treaty of Waitangi principles appropriately - Treat information as taonga and maintain reliable records - Take responsibility for personal health and safety - Participate in Civil Defence Emergency Management (CDEM) planning, training and response - Undertake other duties as reasonably required
Records and Reporting	- Ensure accuracy of information/records in systems adopted by the department/organisation. - Produce accurate reports as required for managers and/or the Executive Team.
Health & Safety and Wellbeing	- Take responsibility for your own health and safety. - Ensure your own actions keep self and others safe. - Identify, report and assist to eliminate hazards/risks in work place. - Participate in local work place safety management practices. - Participate in workplace wellbeing initiatives. - Ensure compliance under Health and Safety at Work Act 2015.
Project and change Management	- Undertakes projects and/or other initiatives that may be assigned by the manager including research and development of recommendations. - Be a change leader, helping to move the organisation forward positively and ensuring benefits are realised and sustained.
Emergency Management	- Assist Council in preparing for and responding to an emergency with regards to health and safety. - Ensure robust procedures and training is across Council for emergency preparedness with regards to health and safety. - Participate in civil defence emergency management (CDEM) events and training.
Change management	Develops and implements effective solutions within their area of responsibility, while contributing to organisational change and transition including collaboration with external partners to enable wider local government reform.

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
• Elected members • Executive Team • Enterprise Leadership Team • Business Excellence Team • Managers & Health and Safety Representatives • Health, Safety & Risk Coordinators • People and Culture Team • CDEM	• WorkSafe New Zealand • ACC • Contractors and service providers • Health and safety professional networks

ORGANISATIONAL BEHAVIOURS

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
• Tertiary qualification in Health and Safety Management or equivalent demonstrated experience.	• Post-graduate qualification or formal professional certification in health and safety, risk. • Formal training in enterprise risk management frameworks (e.g. All-of-Government ERM, ISO 31000). • Formal training in incident investigation methodologies (e.g. ICAM or equivalent). • Formal leadership or management development training.

Personal Attributes

Essential	Desirable
• Strategic and systems-focused thinker – Able to think beyond individual issues to identify systemic risks, control gaps and improvement opportunities. • Credible and influential leader – Builds trust and influences outcomes at Executive,	• Coaching leadership style – Actively develops others and builds organisational capability rather than doing work on behalf of managers.

Essential	Desirable
governance and operational levels without relying solely on authority. • Strong communicator – Communicates complex health and safety issues clearly and confidently, both verbally and in writing, to a range of audiences. • Relationship-builder – Establishes and sustains effective working relationships across Council and with external stakeholders. • Sound judgement and integrity – Exercises balanced, evidence-based judgement and acts with integrity, professionalism and consistency. • Calm and resilient – Maintains composure in high-pressure situations, including serious incidents, scrutiny and challenge. • Well-organised and disciplined – Plans effectively, manages competing priorities, and delivers to agreed timeframes.	• Change-oriented mindset – Comfortable leading organisations through change, maturity uplift and continuous improvement.

Competencies and Experience

Essential	Desirable
• At least 4 years people management experience. • Significant experience (typically 7–10 years) in senior health, safety, or risk roles, with responsibility for framework ownership and governance reporting. • Demonstrated experience designing, implementing and maintaining enterprise-level risk management frameworks, including risk appetite alignment and maturity uplift. • Demonstrated capability to undertaking financial modelling and strong excel capability. • Experience providing strategic risk advice to Executive teams and governance bodies, including clear articulation of trade-offs and recommendations. • Proven experience integrating health and safety risks into enterprise risk management and reporting, ensuring a coherent organisational risk view. • Strong investigation capability, including oversight of serious or systemic incident investigations and translation of findings into system improvements.	• Experience working in local government or similarly regulated public-sector environments. • Experience operating in large, diverse and operationally complex organisations. • Experience using health and safety management systems (e.g. Damstra or equivalent) to generate insight and assurance. • Demonstrated competence in the Incident Cause Analysis Method (ICAM) or equivalent methodologies. • Experience integrating health and safety risk into enterprise risk management frameworks. • Demonstrated competence in enterprise-level risk workshops, including facilitation with Executives and Elected Members. • Strong understanding of risk financing principles, including insurance, self-insurance, retentions and uninsured risk exposure. • Proven experience planning and leading annual insurance renewals, working closely with insurance brokers to assess coverage, premiums, retentions and market conditions. • Demonstrated capability to undertake and interpret uninsured risk exposure modelling to inform strategic risk financing and insurance decisions.

JOB DESCRIPTION SIGN-OFF

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

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

	Manager	Employee
Name		
Signature		
Date		