

# Health and Safety Adviser

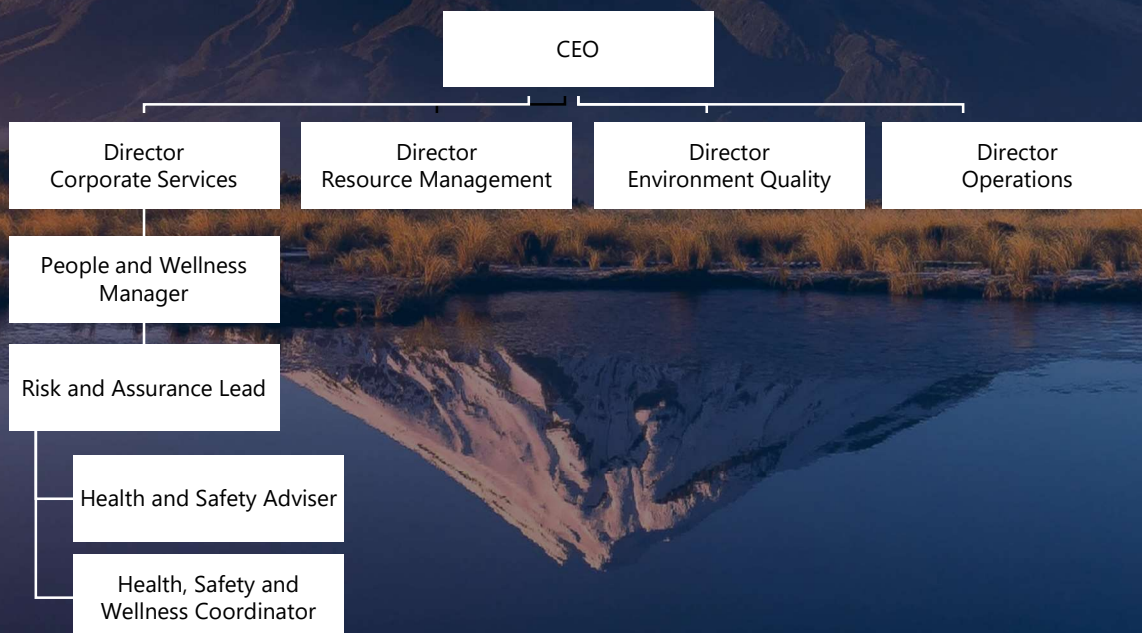
## Purpose | Te arotahi mātua

The Health and Safety Adviser is responsible for working collaboratively and cohesively within the People and Wellness team to ensure a best practise culture of health, safety and wellness is implemented. This hands-on, operational role provides pragmatic health and safety risk management information, advice and guidance to people leaders, staff and contractors on all aspects of health, safety and wellness and risk management policies and procedures.

## Role dimensions | Te ahu mahi

Responsible to:	Risk and Assurance Lead
Responsible for:	Nil
Primary location:	Stratford, although travel throughout the region will be required as part of your duties
Position grade:	16

## Organisational context | Te horopaki whakahaere



## Role specific areas of responsibility | Whakaritea ngā wāhanga kawenga

The key responsibility areas are provided as a guide only. Performance measures for this job will need further discussion between the job holder and People Leader/Manager as part of the performance development process.

<b>Health and safety</b>	<ul style="list-style-type: none"><li>• Lead compliance with the Health and Safety in Work Act 2015.</li><li>• Provide all staff with best practice and pragmatic health and safety advice ensuring risk is managed and mitigated.</li><li>• Support the implementation of health and safety strategy and policy development.</li><li>• Prepare agendas and reports for the Health and Safety Committee, Executive Leadership Team (ELT) and Council, including presenting information to educate the Health and Safety Committee.</li><li>• Empower Health and Safety representatives through support and advice.</li><li>• Provide support and guidance at the quarterly health and safety committee meeting.</li><li>• Oversee the health and safety of the contractor engagement process from induction to post-contract reviews.</li><li>• Act as the lead health and safety function during informal training and oil spill response exercises.</li><li>• Support Officers and People Leaders to write and update their Risk Assessments, Job Safety Analysis Sheets and Standard Operating Procedures.</li><li>• With the appropriate People Leader, take a lead role in investigating incidents, using the appropriate methodologies.</li><li>• Complete health and safety administration duties.</li><li>• Any other duties as required by the Risk and Assurance Lead, People and Wellness Manager, Director- Corporate Services and/or the Chief Executive</li></ul>
<b>Wellness</b>	<ul style="list-style-type: none"><li>• Implement, monitor, and report on the implementation of the Wellness Strategy.</li><li>• In conjunction with the People and Wellness Manager and Risk and Assurance Lead, support the implementation of the Wellbeing Strategy and policy development.</li></ul>
<b>Risk management</b>	<ul style="list-style-type: none"><li>• Provide support for the risk management framework as required - implement and communicate the risk framework, policy, initiatives, and processes.</li></ul>
<b>Compliance</b>	<ul style="list-style-type: none"><li>• Monitor and report on compliance with risk management and safety policies, procedures, and compliance programmes.</li><li>• Undertake regular compliance audits.</li><li>• Drive corrective actions.</li></ul>

## Training

- Identify skill and knowledge gaps, evaluating and recommending programmes and priorities for training.
- Oversee the effectiveness of approved training programmes to ensure delivery of objectives and effective use of training budgets.
- Develop internal training programmes, using a number of different learning styles.







## Organisational areas of responsibility | Ngā wāhanga whakahaere

- **Be a team player** – Contribute to the greater team and organisational goals by completing projects and tasks in an efficient and effective manner, including any additional activities as directed by your People Leader.
- **Be flexible and adaptable** – Flexible work arrangements meet the needs of our customers, the Council and the individual and may include the need to work outside normal office hours from time-to-time.
- **Look after yourself and others** – Work within the Council's health and safety systems, policies and procedures at all times to limit risk and keep yourself and those around you safe.
- **Work with integrity** – Maintain high professional and ethical standards that align with relevant legislation, Council policies and our values.
- **Develop yourself and others** – Proactively seek out opportunities for your own professional development and work alongside others to develop them, including actively taking part in Our TRC.
- **Be culturally aware** – Show appreciation and understanding of Māori culture and values and put these into practice in your work.
- **Be an agent for change** – Always be on the lookout for ways to do things better, faster or smarter and be an active participant in the continuous improvement culture.
- **Be digitally savvy** – Understand and be competent in the use of digital technologies relevant to your role, including processing and storage of Council information in line with relevant policies.
- **Emergency planning and response** – Where required, participate in emergency management training exercises and support Council during an emergency management response, having due regard to the safety of your family.
- **Live our values** - Be aware of and demonstrate our values in ways that support inclusivity in every aspect of our work.

## Delegations of authority | Te tuku mana

Delegations for all roles are set out in the **Taranaki Regional Council Delegations Manual** as appropriate.

## Personal specifications | Ngā whakaritenga whaiaro

Qualifications	<ul style="list-style-type: none"><li>• A Level 6 Qualification in Health and Safety or a field that is relevant to the specialisation of this role is required.</li><li>• Working towards a tertiary qualification in this discipline would be advantageous.</li></ul>
Experience	<ul style="list-style-type: none"><li>• At least four years' experience in Health and Safety.</li><li>• Have technical and practical proficiency and competency relevant to this role's specialisation.</li><li>• Experience with building and maintaining effective relationships and gaining the cooperation of a wide range of internal and external stakeholders.</li><li>• Proven track record of stakeholder engagement, change management and successful implementation of agreed policies and processes at all levels.</li><li>• Have a proven record of "thinking outside the box" and "challenging the status quo".</li></ul>
Skills	<ul style="list-style-type: none"><li>• TRC has a skills pathway framework enabling people to plan their development and grow their skills. The core skills required for this position are aligned with <b>He Pukenga Ara Skills Pathway</b>, and a summary table is included in Appendix 1.</li><li>• Excellent conflict resolution skills.</li><li>• Investigative skills.</li><li>• Ability to create pragmatic workable solutions.</li><li>• Ability to relate to a diverse workforce.</li><li>• Pragmatism in solutions management.</li></ul>
Knowledge	<ul style="list-style-type: none"><li>• Working knowledge of the Health and Safety at Work Act 2015.</li><li>• Working knowledge of risk management practices.</li></ul>
Personal attributes	<ul style="list-style-type: none"><li>• Self-motivated</li><li>• Adaptable</li><li>• Strong initiative</li><li>• A can-do attitude</li><li>• Self-awareness</li><li>• Accurate and energetic approach to business success</li><li>• A problem solver and innovative with solutions</li><li>• Learns from their mistakes</li><li>• Friendly, people focussed approach to undertaking duties.</li></ul>



## Functional relationships | Te whanaungatanga mahi

Build, maintain and role model meaningful effective and sustainable relationships with;

- |                 |   |
|-----------------|---|
| <b>Internal</b> | <ul style="list-style-type: none"><li>• All Taranaki Regional Council staff</li><li>• Councillors</li><li>• Staff Association</li></ul>   |
| <b>External</b> | <ul style="list-style-type: none"><li>• Contractors</li><li>• EAO provider</li><li>• Health and Safety professionals in the three District Councils</li><li>• Worksafe</li><li>• ACC</li><li>• Physiotherapist, and other medical professionals</li><li>• Maritime NZ Oil Responders</li><li>• Training providers</li></ul> |

## Changes to job description | Ngā huringa ki ngā whakaahuatanga mahi

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment. Such changes, including technological requirements or statutory changes, may be initiated by the manager of this job with due consultation with the position holder. This job description should be reviewed as part of the preparation for performance planning for the annual performance cycle.





## Our key messages | Ko ā mātou kōrero mātua

Taranaki Regional Council works with the Taranaki community:



# Improving lifestyles Supporting livelihoods Taking Taranaki forward

## Our mission | Tō tātou mīhana

To work for a thriving and prosperous Taranaki by:

- Promoting the sustainable use, development and protections of our natural and physical resources.
- Safeguarding Taranaki's people and resources from natural and other hazards.
- Promoting and providing for significant services, amenities and infrastructure.
- Representing Taranaki's interests and contributions to the regional, national and international community.

We will do this by leading with responsibility, working cooperatively, encouraging community participation, and taking into account the Treaty of Waitangi.

## Our values | Tō tātou whanonga pono

- **Integrity** | We do what it is right, rather than what is easy.
- **Teamwork** | We are one TRC team, working together with courage and purpose.
- **Care & Respect** | We demonstrate care and respect for ourselves and others; we treat everyone with dignity.
- **Agility** | We strive for excellence, embracing change as an opportunity for innovation.

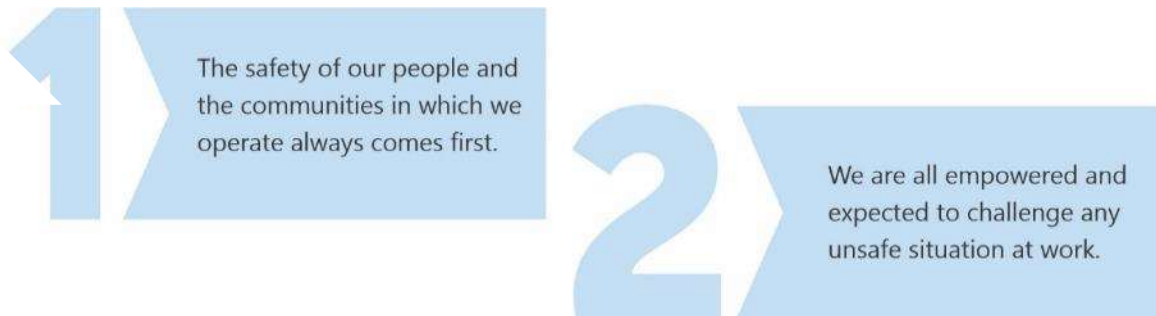




## Our health and safety | Tō tātou Hauora me te haumarū

The Taranaki Regional Council is committed to a process of continuous improvement in order to achieve excellence in the management of health and safety at all of our workplaces. We recognise the positive impact that the values and benefits of enhanced health and safety bring to the organisation, our employees and our communities.

**There are two key points to health and safety:**



**We will achieve these by:**

- Building a positive culture
- Aiming for zero harm
- Taking reasonable practicable steps
- Managing contractors
- Communicating
- Develop knowledge
- Investigating and learning





# He Pūkenga Ara Skills Pathway

Skill Area	Capabilities
Service Delivery	<ul style="list-style-type: none"><li>• Service Standards</li><li>• Customer Service</li><li>• Judgement and Decisions</li></ul>
Organisational Impact	<ul style="list-style-type: none"><li>• Aligns Work</li><li>• Collaborates</li><li>• Assesses Impact and Value</li><li>• Promotes Change</li></ul>
Self-Awareness	<ul style="list-style-type: none"><li>• Knows Self</li><li>• Develops Self and Others</li><li>• Builds Trust</li></ul>
Communicates Effectively	<ul style="list-style-type: none"><li>• Clear Messages</li><li>• Adapts Style</li><li>• Tact and Diplomacy</li></ul>
Digital Technology	<ul style="list-style-type: none"><li>• Systems Knowledge</li><li>• Works Efficiently</li><li>• Data Management</li></ul>
Wellness and Risk	<ul style="list-style-type: none"><li>• Policies and Procedures</li><li>• Manages Risks</li><li>• Proactive Wellbeing</li><li>• Site Safety</li></ul>
Cultural Awareness	<ul style="list-style-type: none"><li>• Reo</li><li>• Tikanga</li><li>• Whakawhanaungatanga</li><li>• Local context</li><li>• Mātauranga Māori</li><li>• Regulatory Environment</li></ul>