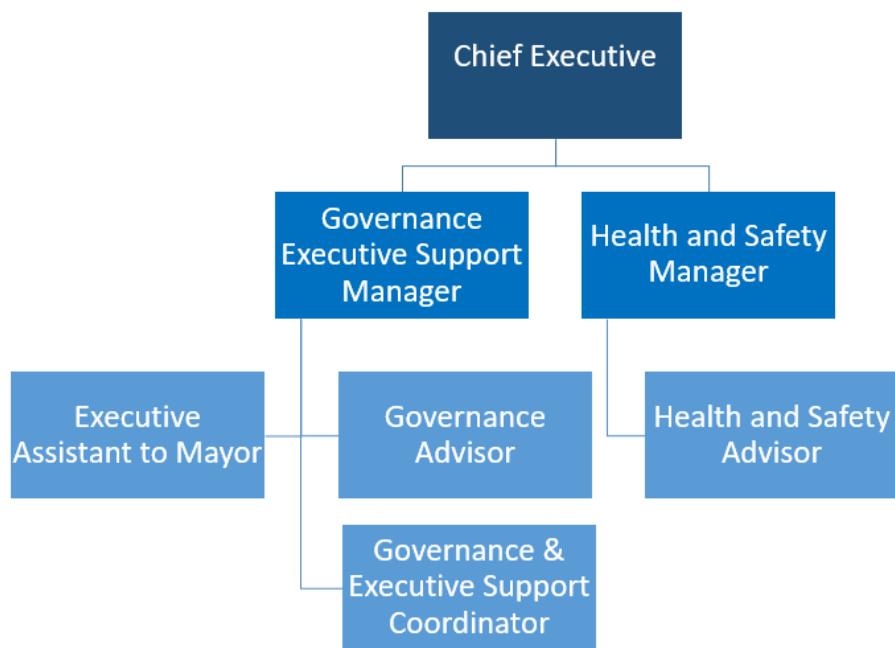


Role Description: Health and Safety Manager

| | |
|------------------------------|-----------------|
| Business Group | Chief Executive |
| Reports To | Chief Executive |
| Direct Reports | One |
| Date | August 2022 |
| Budget Responsibility | \$60,000 |
| Financial Delegation | \$10,000 |

Business Group Structure



Purpose of the Position

The purpose of the Health and Safety Manager position is to provide leadership, influence, and guidance in all aspects of health and safety. The role is accountable for developing an effective 'best practice' health and safety system ensuring all activities are implemented and delivered to a high standard, aligning with the strategic direction of the Council, and supporting continuous improvement.

A key focus of the Health and Safety Manager's role will be to identify and oversee the implementation of measures to meet stakeholder expectations and monitor and mitigate workplace risks. Such measures will include the development and review of policies and procedures as well as training standards for workers and volunteers.

The role will also be responsible for reporting to the Council, Audit and Risk Committee and Senior Leadership Team (SLT) on the performance of the health and safety system.

The role carries significant leadership and managerial responsibilities across the organisation to effectively communicate organisational goals, safety practices, deadlines, and individual development plans for team members while fostering a spirit of unity and teamwork among staff.

The Health and Safety Manager will be responsible for implementing an effective health and safety culture throughout the Council and providing thought leadership that drives continuous improvement in health and safety practices.

Key Relationships / Customers

| External | Internal |
|--|---|
| Consultants and Contractors | Mayor |
| Members of the Public | Elected Members and independent committee members |
| Community Groups | Chief Executive |
| Staff from other Territorial Authorities | Senior Leadership Team |
| Council Controlled Organisations | Health and Safety Team |
| | Engagement and Culture Team |
| | All Council Employees |

Position Responsibilities

Your general duties include those outlined in this position description and may be reviewed and updated from time to time in consultation with you. You will also be required to undertake any other duties that are within your ability to perform, if asked to do so.

Leadership and Strategic Direction

1. Provide health and safety leadership across all aspects of the Council.
2. Create and communicate a compelling vision to inspire and motivate team members to deliver the highest quality of public services to the Community.
3. Empower team members to strive for continuous improvement and goal accomplishment in their role.
4. Foster a spirit of teamwork and unity among team members that embraces diversity and cohesiveness, working effectively together to enable each team member to succeed and championing Council as an employer of choice.
5. Consult, co-operate and co-ordinate health and safety activities with other PCBUs as required. In conjunction with the SLT, develop and lead the Council wide health and safety strategy and implementing its work program.
6. Contribute to the development of Council's Health and Safety policies and processes, and where required, take the lead as the subject matter expert.
7. To live the COSI values; Customer Focus, One Team, Success and Integrity and consciously create a team culture that is consistent with the overall organisations values and above the line behaviours.

Building Culture Awareness and Competence

1. Drive an effective health and safety culture throughout the Council and provide thought leadership that identifies and promotes continuous improvement in health and safety systems and practices.
2. Champion and support workers so they are empowered to adopt and implement health and safety best practice in all aspects of their roles, as well as promoting and encouraging others to do the same.

Reporting Risk Management and Assurance

1. Develop and implement effective reporting to Council, the Audit and Risk Committee, and SLT on critical and lead indicators of health and safety risks including the effectiveness of control measures.

2. Develop and implement risk management processes to ensure that workplace risks are being identified, and that control measures remain effective, fit-for-purpose, are implemented, and monitored.

Contractor Management

1. Develop, implement and monitor best practice contractor management procedures.
2. Ensure procurement practices adequately consider health and safety risks, including opportunities to eliminate and/or minimise the risk.

Specialist Advice

1. Provide expert specialist health and safety advice on matters to resolve complex problems.
2. Keep up to date with legislative changes, ensuring knowledge is current and relevant at all times.

Health and Safety Committee

1. Act as the principal advisor to the Health and Safety Committee, ensuring meetings are productive and deliverables are met.

Workplace Accident and Incident Management

1. Ensure that effective reporting and review procedures are in place for all workplace hazards, risks, incidents and near-misses.
2. Ensure that effective internal investigation procedures are implemented to identify the root cause and drive improvements in health and safety systems and practices.
3. Ensure incident response procedures are effective and tested. This includes providing support for affected workers and cooperation with third parties, including the regulator and ACC. Provide organisational Wide Training and Information Sharing.
4. In conjunction with the Learning and Development Specialist, develop and deliver high-quality health and safety training for all workers.
5. Develop health and safety information resources and provide advice to and respond to information requests from all internal and external stakeholders.

Other

1. Deliver health and safety projects within agreed timeframes and parameters as defined by the Chief Executive to continuously improve health and safety at Council.

2. Ensure budgets are managed effectively at all times.
3. Actively engage in setting own goals and objectives.
4. Identify, implement and evaluate programmes to meet the needs of the community and to maximise the usage and financial viability of the unit operations.
5. Analyse statistics and compile accurate reports.
6. Take responsibility for ensuring Council information, data and records are stored with appropriate accessibility in designated systems, using processes and tools as described in the current Information Management Policy.
7. Assist with other duties as reasonably required by your Manager.
8. To be actively involved in Civil Defence Emergency Management when required.
9. Demonstrate a commitment to the principles of Te Tiriti o Waitangi.

Formal Qualifications / Training / Experience

| | |
|------------------------------|--|
| Minimum Qualification | Diploma qualification in Workplace Health and Safety or equivalent |
| Desired Qualification | Tertiary Degree in Occupational/Workplace Health & Safety or equivalent |
| Minimum Experience | 5 years relevant experience relating to the management of risks, incident investigation, health and safety, occupational wellbeing and leadership. |
| Desired Experience | More than 5 years relevant experience relating to the management of risks, incident investigation, health and safety, occupational wellbeing and leadership... |

Key Competencies / Skills / Knowledge

1. Exemplary standards of integrity and professional conduct.
2. Outstanding interpersonal relationship building and communication skills that support a culture of continuous improvement and trust and confidence.
3. Excellent strategic thinking and critical analysis skills to problem solve and exercise sound judgment, including supporting and contributing to

organisational decision making, when presented with ambiguous and potentially conflicting information.

4. Previous experience in leading and developing health and safety frameworks and strategies to build a high performing safety environment and culture.
5. Advanced operational knowledge of the Health & Safety at Work Act 2015 and its application within a diverse and complex organisation.
6. Previous experience in undertaking incident investigations and root cause analysis.
7. Experience in overseeing and undertaking organisation and external contractor audits to ensure compliance with regulations and risk management practices.
8. Demonstrated knowledge of effective operational management of a business unit, including project management skills, within an organisation including effective time and work load management of self and team members.
9. Sound information and communication technology (ICT) skills to utilise Council's ICT systems and applications including functional skills with the Microsoft Windows environment and suite of products.
10. Must hold a current full driver's licence.

Bede Carran
Chief Executive

[Employee's Name]
Health and Safety Manager

Date

Date