

Position Description

POSITION	: Health Safety and Wellbeing Advisor
REPORTS TO	: General Manager – People and Culture
LOCATION	: Alexandra Officer - with travel to various work sites within Central Otago and occasional travel within the greater Otago area.

Purpose

Health, Safety and Wellbeing at Central Otago District Council enables the organisation to provide a safe and healthy environment for our employees, contractors, visitors and members of the public, by meeting or exceeding legislative requirements and delivering our Health and Safety Management System.

The Health, Safety and Wellbeing Advisor partners and participates with all of council to deliver this purpose. This includes the development, operational testing, analysis and monitoring of policies, frameworks, processes, resources, and initiatives related to Health and Safety across our business.

This role requires an eye to look for opportunities to make improvements and skills to build relationships across our organisation and the wider community.

Our Values

Our values embody the culture of the Central Otago District Council, how we behave and how decisions are made. They are built by staff, for staff, ensuring that all employees are on the same page so we can achieve and deliver our vision.


Be
Respectful


Work
together


Be
courageous


**Me manaaki tētahi ki tētahi, me
pakihiwitahi te tū – kia haere tahi ai tātou**

Respect each other, stand shoulder to shoulder – so that we may travel on this journey together

Key Accountabilities

1. Be the source of Health and Safety information and expertise at our Council. Advise and assist Council on compliance with the Health and Safety at Work Act 2015 and its associated Regulation and Codes of Practices.
2. Assist in delivering the organisation's Health, Safety and Wellbeing objectives as set out in its strategies and business plans.

3. Report into the General Manager – People and Culture and contribute to the implementation and delivery of the Health, Safety and Wellbeing strategic plan.
4. Promote a positive culture of health, safety and wellbeing across the organisation.
5. Develop policies, procedures and guidelines that reflect New Zealand and international best practice, trends, compliance obligations, and the views of stakeholders.
6. Establish and maintain relationships across the organisation to positively promote health, safety and wellbeing practice.
7. Maintain and deliver the Health and Safety Management System by working across the organisation to implement, verify and improve our systems.
8. Coordinate, plan, and – where relevant – deliver health, safety and wellbeing training for all staff as set out in the training schedule and register.
9. Ensure the effective administration of financial and budgetary requirements.
10. Analyse health and safety data, transforming it into reports and dashboards and presenting that information clearly and concisely.
11. Balance high-level strategic advice with hands-on duties such as inductions and return-to-work planning.
12. Carry out workplace investigations, inspections, risk identification and assurance activities, and act on your findings.
13. Seek feedback and collaboration from internal and external stakeholders to ensure that our systems and processes are fit for purpose.
Develop the Health and Safety Committee, and Health and Safety Representatives, as mechanism for building relationships between managers and front-line employees.
14. Promote and create opportunities for employees to engage in initiatives that promote holistic wellbeing.
15. Keep up to date with legislation, case law, and other relevant changes relating to Health, Safety and Wellbeing that could affect Council.
16. Support Council's Civil Defence Emergency Management response, as required.
17. All other duties as directed by the General Manager – People and Culture and/or the Chief Executive Officer.

Key Result Areas

Key result areas have been identified as follows. This is not an exhaustive list and over time specific plans will be developed to achieve desired results.

1. Assistance is provided across the business to allow Council to meet its duties under the Health and Safety at Work Act 2015.
2. The Health and Safety Management System, and all associated documents, are reviewed, relevant and accurate.
3. All employees and managers understand and use the Health and Safety Management System effectively.
4. Health, Safety and Wellbeing policies, procedures and guidelines are developed in collaboration with relevant stakeholders.
5. Health, Safety and Wellbeing databases, including pre-qualified contractors, incident and risk registers, are maintained and distributed, as appropriate.
6. Actions from incidents and inspections are recorded and accountability is assigned and monitored.

7. Senior and Executive Leaders receive regular reports on health and safety matters that could affect Council (e.g. case law, legislation updates and reports)
8. Training courses, venues and participants are planned, booked, and delivered to meet the requirements of the Training Matrix.

Delegations

Makes decisions within the authority delegated by the General Manager – People and Culture.

Position Requirements

Experience/Knowledge

1. 3-5 years' experience working in an advisory role in a complex organisation
2. A relevant tertiary qualification in health and safety management, workplace wellbeing, or project management
3. Managing competing priorities
4. Implementing systems and processes across different levels of an organisation.
5. Strong working knowledge of risk management, investigation and auditing processes.
6. Analysing data, compiling reports and presentations that tell a story, and delivering them.
7. Working knowledge of the Health and Safety at Work Act 2015, its associated regulations, and industry standards.

Desired

1. Previous experience in local government or the public sector
2. Previous experience working with a health and safety management system (preferably ISO45001 and ISO45003)
3. Training and facilitation experience
4. Project management experience
5. Member of a professional body preferred (e.g. NZISM, HASANZ)
6. Auditing qualification
7. ICAM Investigator

Specific Skills

1. Works collaboratively at all levels to achieve results
2. Strong influencing and negotiation skills
3. Effective communication skills
4. Change management and adaptability
5. Problem solving and critical thinking
6. Clear, accessible technical writing

Relationships

External

Central Government Agencies (including WorkSafe New Zealand and ACC)
Contractors and service providers
Local businesses and industry groups
Occupational health, medical professionals, and other specialist service providers

Internal

Chief Executive Officer
General Manager – People and Culture
Executive Leadership Team
People and Culture Team
All managers and staff across the organisation