

Health, Safety, and Wellbeing Advisor

Part one: Job description

Job title:	Health, Safety & Wellbeing Advisor	Location:	Carterton
Status:	Permanent part time (16 hours per week)	Effective:	November 2020
Team:	People and Wellbeing Team		

1. Role of the People and Wellbeing Team

The People and Wellbeing Team supports organisational development, employee/industrial relations, health and safety, and staff wellbeing, to create a people-oriented, high-performance culture that enables our people to deliver great services to the Carterton community.

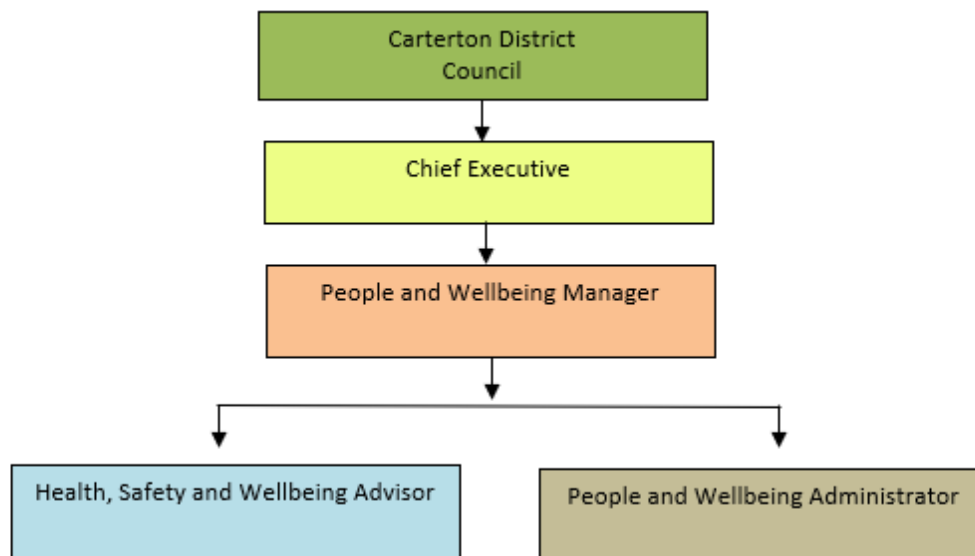
2. Purpose of the Role

The purpose of the role is to support, promote and facilitate positive health, safety and wellbeing outcomes across the Council through the delivery of the Health and Safety Strategy, and the Staff Wellbeing Strategy.

3. Responsibilities:

- To lead the delivery and ongoing development of the Health and Safety Strategy to embed a culture of health and safety throughout the Council, and ensure compliance with regulatory obligations.
- To support the development and implementation of the Wellbeing Strategy through positive staff engagement, authentic leadership, and progressive policy that fosters a healthy, resilient, and high performing team.

4. Organisational Context



5. Working relationships/reporting lines

The Health, Safety and Wellbeing Advisor reports directly to the People and Wellbeing Manager. The position has no direct reports.

In addition, the role has regular contact with a number of internal and external stakeholders including, but not limited to:

Internal:	External:
<ul style="list-style-type: none"> • Staff Managers and Team Leaders • All other members of staff 	<ul style="list-style-type: none"> • Contractors to the Council • Ratepayers and residents of the Carterton District Council • Other territorial authorities • Training and development providers • Worksafe NZ

6. Key Result Areas

KEY RESULT AREAS	KEY TASKS
Health and Safety	<ul style="list-style-type: none"> • Lead the delivery and ongoing development of the Council's Health and Safety (H&S) Strategy. • Ensure organisational compliance and practice in accordance with relevant legislation and best practice principles. • Identify and communicate the appropriate level of accident and near-miss investigation as related to the risk profile.

	<ul style="list-style-type: none"> • Provide expert advice and support on H&S across all Council business units in a collaborative, engaging manner and tailored to suit the audience to ensure engagement and understanding. • Advise on interpretation and application of H&S legislation, contextually to Council operations. • Develop and implement robust H&S systems, processes, and safe operating procedures (SOPs) ensuring continuous review and improvement. • Manage Contractor processes and contribute on H&S matters in tender and contract evaluation processes. • Lead the H&S Committee, supporting and empowering representatives to be effective in their roles.
Wellbeing	<ul style="list-style-type: none"> • Support the development and implementation of the Wellbeing Strategy through positive staff engagement, collaboration, and authentic leadership. • Apply a wellbeing perspective in the development of staff policies, initiatives, and processes. • Identify opportunities to enhance staff wellbeing through the promotion and participation in initiatives, events, and activities.
Reporting and Administration	<ul style="list-style-type: none"> • Ensure investigations are correctly recorded including the identification of corrective and preventative actions. • Review all incident reports escalating high level matters/risk to the People & Wellbeing Manager or Chief Executive as appropriate. • Maintain the Hazard and Incident register ensuring regular review and update. • Report on Health, Safety and Wellbeing (HS&W) initiatives to the Leadership Team to encourage 'trickle-down' engagement throughout the council. • Report on HS&W matters to the Council Audit and Risk Committee.
Personal Health, Safety, and Risk	<ul style="list-style-type: none"> • Fulfil the physical requirements of the role. • Actively participate in H&S responsibilities as outlined in Council's H&S systems. • Demonstrate compliance with all H&S requirements (accident reporting, hazard management, PPE, training, audit and review, SOPs etc) and promote an awareness of the responsibilities associated with the position as outlined in the Council's H&S systems. • Actively promote and support HS&W initiatives, and a culture of responsibility and accountability for HS&W in the workplace.
Council Contribution	<ul style="list-style-type: none"> • Deliver on overall Council contribution if and when required, to ensure Council's overall business goals are achieved as well as developing own professional abilities on a continuous basis. • Demonstrate a collaborative working style and participate as a

	<p>member of the team undertaking all tasks maintaining positive working relationships with staff, and internal and external stakeholders.</p> <ul style="list-style-type: none"> • Act as an ambassador for Council and its services. • Understand and participate in Council's commitment to the principles of Te Tiriti o Waitangi / Treaty of Waitangi: partnership, participation and pro-active protection. • Act within professional guidelines and council policies at all times. • Participate in Council's response to emergency events as practicable. • Actively participate in and contribute to performance improvement and development. • Participate and contribute to management support initiatives. • Additional tasks, duties or responsibilities as directed by the People & Wellbeing Manager.
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Part two: Person Specification

7. Skills and experience

- A relevant tertiary qualification in related field is desirable
- 5 plus years in a specialist Health, Safety and Wellbeing role
- Demonstrated ability to provide leadership in Health, Safety and Wellbeing
- Proven knowledge of legislative and technical H&S systems
- Demonstrated knowledge of current NZ H&S legislation
- Demonstrated ability to lead and influence in health, safety and wellbeing matters.

8. Personal attributes

- Excellent communication and interpersonal skills
- Effective stakeholder engagement skills
- Strong organisational, administrative, and time management skills
- Competent level of computer literacy
- Initiative and sound judgement with a solution-based approach
- Ability to relate to a wide range of people and a proven commitment to quality customer service and teamwork
- A willingness to work outside of normal working hours if required.

9. Behavioural competencies

WORKING CO-OPERATIVELY

Working effectively with others inside and outside the organisation. Taking actions that demonstrate consideration for the feelings and needs of others and awareness of the impact of ones behaviour on others.

ANALYSIS (PROBLEM IDENTIFICATION)

Securing relevant information and identifying key issues and relationships from a base of information; relating and comparing data form different sources; identifying relationships.

JUDGEMENT (PROBLEM SOLUTION)

Committing to an action after developing alternative courses of action that are based on logical assumptions and factual information and that take into account resources, constraints and organisational values.

LEADERSHIP (INFLUENCE)

Using appropriate interpersonal styles and methods to inspire and guide individuals and groups (staff, peers and managers) toward goal achievement; modifying behaviour to accommodate tasks, situations and individuals involved. Gaining agreement/commitment to ideas, plans or courses of action.

ORGANISATIONAL AWARENESS

Having and using knowledge of systems, situations, pressures and culture inside the organisation to identify potential organisational problems and opportunities; perceiving the impact and implications of decisions on other components of the organisation.

CLIENT SERVICE ORIENTATION

Making efforts to listen to and understand clients (both internal and external); anticipating client needs; giving high priority to client satisfaction.

EXTRA-ORGANISATIONAL AWARENESS

Having and using knowledge of societal, technical, political and governmental issues outside the organisation to identify potential problems and opportunities; perceiving the organisational impact and implications of decisions relative to these factors.

WORK STANDARDS

Setting high goals or standards of performance for self, staff, and the organisation; being dissatisfied with average performance; self-imposing standards of excellence rather than having standards imposed by others.

PLANNING AND ORGANISING

Establishing a course of action for self and others to accomplish a specific goal; planning proper assignment of personnel and resources.

PROJECT PLANNING

Establishing a course of action to accomplish a specific project or goal; planning proper personnel assignments and appropriate allocation of resources; developing contingency plans.

INTEGRITY

Maintaining and promoting social, ethical, and organisational norms in conducting internal and external business activities.

COMMUNICATION

Expressing ideas effectively in individual and group situations (including non-verbal communication); adjusting language structure or terminology both orally and in memoranda, letters and reports to the characteristics and needs of the audience.