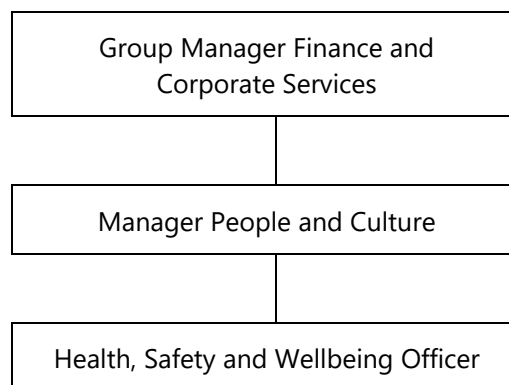


POSITION DESCRIPTION



| | |
|--------------------------|---|
| Job Title: | Health, Safety and Wellbeing Officer |
| Responsible To: | Manager People and Culture |
| Responsible For: | Nil Staff |
| Position Purpose: | <p>To support, promote and facilitate positive health, safety, and wellbeing outcomes across the Council through the delivery of the Health and Safety Policy, achieved through:</p> <ul style="list-style-type: none">• Developing, improving, and managing appropriate resources, systems and support the delivery of Council’s Health and Safety responsibilities.• Provide operational and trusted advisory support across a broad range of safety, compliance matters, projects, and H&S initiatives.• Helping to ensure that Council satisfies its statutory obligations.• Support and contribute to the delivery of wellbeing initiatives and activities. |
| Date: | October 2023 |

ORGANISATION CONTEXT



IMPORTANT FUNCTIONAL RELATIONSHIPS

External

Residents and ratepayers
Council customers
Various government agencies
Training Providers
Health & Safety Service Providers
WorkSafe New Zealand
Contractors / Consultants

Internal

All staff
Elected Members
Health and Safety Committee

KEY RESULT AREAS

The position of **Health, Safety, and Wellbeing Officer** encompasses the following functions or Key Result Areas:

| Jobholder is accountable for | Jobholder is successful when |
|--|--|
| <p>Health and Safety</p> <ul style="list-style-type: none"> • Support the development of a strong and positive Health and Safety culture. • Ensure legislative compliance with health and safety requirements by providing best practice policy, planning, processes, and documented systems. • Provide support to all areas of the council, managers, and their H & S Representatives in all aspects of hazard identification, assessment, control and monitoring and promote the maintenance of a safe and hazard free working environment. • Undertake health and safety audits (internal and external), benchmarking and inspections as required. • Support prompt and accurate reporting and investigation of all workplace incidents, injuries and near misses into our H&S tool • Ensure records of all H&S incidents and associated hazards are up-to-date and actioned where required. • Assist with the development and maintenance of, as well as compliance with, H&S policies and procedures. • Support and contribute to H&S reporting. • Be the "owner" and key contact managing and maintaining Evotix / SHE Assure Occupational Health and Safety Management software. (Councils central repository for Health and Safety Management) | <ul style="list-style-type: none"> • Reduction in injuries and robust reporting of near misses • Policies and procedures are developed and implemented which are reflective of current legislation and are easy to follow and understand. • Policies and procedures documented and reviewed annually. • Rehabilitation programme managed to ensure early return to work of injured employee in conjunction with ACC • Appropriate advice given to H&S enquiries, appropriate actions allocated and followed up. • Reports are generated as required, with high degree of accuracy. • Organisational H&S information is up-to-date and available to the right audience. • Employee's H&S training records are entered into Evotix / SHE Assure and records are easily accessible • Functionality of Evotix / SHE Assure is maintained, ensuring relevant staff have access, training and ongoing support. • Lead by example • CEO and ODC Manager/s are informed of any serious health and safety non-compliance or recommendations, identifying stop/suspend work situations as soon as possible. |
| <p>Wellbeing</p> <ul style="list-style-type: none"> • Support and contribute to the implementation of the wellbeing framework and manage its ongoing use in Council. • Contribute to the development of wellbeing initiatives; administer and deliver initiatives as agreed with the Manager People and Culture. • Identify opportunities to enhance staff wellbeing through the promotion and participation in initiatives, events, and activities. | <ul style="list-style-type: none"> • Wellbeing framework is successfully adopted and remains embedded within Council. • Key employee wellbeing initiatives have been identified and supported by senior leadership. • Apply a wellbeing perspective in the development of staff policies, initiatives, and processes. |

| Jobholder is accountable for | Jobholder is successful when |
|--|---|
| <p>Contractor Health and Safety</p> <ul style="list-style-type: none"> • Work with relevant council departments to maintain and improve Council’s health and safety induction processes and documentation for approved contractors. • Review and maintain Council’s Health and Safety Approved Contractors database. • Provide advice and education to managers and staff who engage contractors. • Carry out health and safety audits / inspections for approved contractors and Council owned buildings as required. • Monitor compliance with HSWA 2015 Primary Duty of Care to Contractors and Subcontractors • Support contractors /suppliers with the pre-qualification process | <ul style="list-style-type: none"> • Contractor Health and Safety induction processes are correctly completed by Council, engaging supervisors, and process improvements are evident. • Health and Safety “Approved Contractors” database is accurate, up to date and accessible on the intranet. • 100% of all contractors working on Council occupied buildings are inducted by Council engaging supervisors. • Work with relevant departments to ensure contractor site audit visits are completed and key performance indicators are achieved by job holder. • All audit records are identifiable and accessible in Councils record keeping systems. • Councils’ Primary Duty of Care to Contractors and Subcontractors and engaging supervisor responsibilities are widely understood by Management and employees. |
| <p>Staff Inductions</p> <ul style="list-style-type: none"> • Maintain and continually improve Council’s health and safety induction processes and documentation for employees. • Complete health and safety inductions and workstation assessments for all new employees and existing employees as required. • Co-ordinate occupational health monitoring, and health & safety initiatives including workplace audit / assessments, vaccinations, and other wellbeing programmes. | <ul style="list-style-type: none"> • Effective occupational health monitoring systems are in place and monitoring is carried out where appropriate. • Health and Safety inductions and workstation assessments are completed within the first month of employment. • Occupational Health management for staff is appropriately maintained. • Managers and their new staff are assisted to understand their health, safety, and wellbeing obligations. |
| <p>Relationships/communication</p> <ul style="list-style-type: none"> • Ensuring the relationship between the Council and its key external stakeholders including Unions, is positive and constructive. • Representing Council at appropriate events, meetings, and conferences • Building effective relationships with managers and other staff across Council | <ul style="list-style-type: none"> • All stakeholders are satisfied, and feedback is complimentary. • Relationships with key decision-makers and opinion leaders in the community is positive and constructive. • Communications material is well managed, accessible, and filed appropriately. |

| Jobholder is accountable for | Jobholder is successful when |
|--|---|
| <p>Health and Safety Training</p> <ul style="list-style-type: none"> • Identify and co-ordinate relevant health and safety training for Health & Safety Committee members and other staff as appropriate to their roles. • Arranges for Committee members and Health and Safety Representatives to attend Health and Safety Representative training. • Maintain health and safety training records and renewal cycles. • Co-ordinate other in-house training. • Manage Training providers/suppliers. • Ensure compliance-based training certificates and qualifications are maintained. | <ul style="list-style-type: none"> • Managers and Supervisors are assisted with arrangements for role specific Health and Safety training. • Health and Safety is current and targeted training programme records are maintained in Councils systems and worker records. • Health and safety training that is delivered meets the needs and objectives of Council's health and safety obligations. • Operational training is identified, planned, and coordinated to be cost effective, efficient and reach appropriate audience. |
| <p>Personal Development</p> <ul style="list-style-type: none"> • Developing and maintaining professional knowledge and contacts. | <ul style="list-style-type: none"> • Identify and undertake sufficient training to maintain knowledge to undertake allocated tasks. • Attend training opportunities relevant to position and the Council. |
| <p>Health & Safety</p> <ul style="list-style-type: none"> • Taking all reasonable care to ensure the health and safety of yourself and others. • Complying with Ōpōtiki District Councils Health and Safety Policy and Procedures and any other reasonable instructions. | <ul style="list-style-type: none"> • Reporting of events, investigation of events and monitoring of work areas, including contractors and volunteers takes place according to Council's policies and practice. • There is a culture of continuous improvement. • Internal and external auditing outcomes are positive and complimentary. |
| <p>Civil Defence</p> <ul style="list-style-type: none"> • Undertaking necessary training to ensure Preparedness for Emergency Management. | <ul style="list-style-type: none"> • Support is provided during an emergency. |

Other duties expected of position holder:

Undertake any other duties and functions as may be requested of you by your Manager.

Note:

The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the jobholder and manager as part of the performance management process.

PERSON SPECIFICATION

- A relevant tertiary qualification, or equivalent in health, safety, and wellbeing practice.
- Preferably HASANZ registered and /or professional membership of NZISM.
- Minimum 3 years' experience in a specialist health, safety, and wellbeing role is preferred.
- Experience with practical application of the Health and Safety at Work Act 2015 and other relevant legislation and regulations.
- Demonstrated ability to lead and influence in health, safety, and wellbeing matters.
- Strong systems capability.
- Recent experience in local government, ideal but not required.

Key Job Competencies

- Excellent verbal and written communication skills.
- Strong organisational, administrative, and time management skills.
- Developed interpersonal skills with the ability to build and maintain strong relationships with internal and external stakeholders at all levels.
- Competent level of computer literacy – MS Outlook, Excel, Word, and use of databases
- Able to undertake sound research using proven methodologies and has good analytical skills.
- Initiative and sound judgment with a solution-based approach.
- Focus on continuous improvement.
- Maintains absolute confidentiality.
- Understanding of the Treaty of Waitangi relevant to the position and its implications for local authorities
- Holds a current, full driver's licence.

Manager

Date

Position Holder

Date