

Role description October 2024

Title and Reporting Relationships

Position Title: Senior Advisor Health & Safety – Fixed Term

Grade: SP18

Reports to: Health, Safety and Wellbeing Manager

Financial Delegations: Nil.

Direct Reports: Nil.

Purpose of Position **The People and Capability Team** is made up of Human Resources Service Delivery, Learning and Development, Health, Safety and Wellbeing (HSW), and Payroll and Reporting.

The People and Capability (P&C) Group is responsible for providing the strategic management and effective operation of our functions. The team provides support across the organisation, cultivating a thriving and dynamic culture by supporting the development and wellbeing of people through strategic talent management and support services.

The **Health, Safety and Wellbeing team** works across the Council's wide ranging functional areas to provide credible HSW advise, support and guidance, strategic overview and HSW governance. We also ensure fit for purpose H&S tools, resources and training, to manage our HSW risk so everyone, everyday – goes home safe and well.

Internal Contacts:

- HSW Team and wider P&C Team
- H&S Representatives and Committee members
- Infrastructure Project Managers
- Managers and staff across all council teams

External Contacts:

- H&S Training and Service Providers
- WorkSafe NZ
- ACC
- Contractors
- Health Professionals & Specialist Providers

Essential skills, knowledge and experience

- A minimum of 5 years' experience in a health and safety role.
- Preferably with health and safety experience in a complex organisation with building or utilities works exposure.
- Strong demonstrable knowledge of and experience in:
 - Practical application of HSWA 2015, and associated regulations.
 - Stakeholder engagement, both internally and externally.
 - Leading investigations, including use of ICAM methodology.
 - Demonstrating pragmatic approach to achieving systematic safety management.

- Collaborating and contributing towards delivery of strategic actions.
- Exceptional written and oral communication skills, with an ability to communicate risk terminology effectively across a diverse audience.
- Competency across a range of desktop applications including Microsoft Office.
- Prioritising work under pressure and deliver to deadlines.
- Holder of a current and valid NZ Driver's License.

Key responsibilities and outcomes

In the current local government environment, the Council must be supported and well positioned to meet current and future needs of communities for quality local infrastructure, public services and performance of regulatory functions in a way that is most cost-effective for businesses and households. The Council needs to be ready for, and respond appropriately to, changes in external operating environments (such as shifts in government policy).

We require all staff to demonstrate behaviours that underscore our commitment to build and maintain an organisation that is acknowledged and respected for being:

- Caring – we understand our customers' needs, share information and work as a team
- Dynamic – we bring a can-do attitude to make it happen; and
- Effective – we get it right and deliver consistent, value for money services.

Staff will be aware of political sensitivities, support equal employment opportunities, and demonstrate an understanding of Te Tiriti o Waitangi within the context of a local authority.

Functional key results

The Fixed Term Senior Health & Safety Advisor role enables the continued delivery of the Council's health and safety work program. The role will work closely with managers and teams across the Council to support them with their health and safety responsibilities.

The Senior Advisor Health and Safety will support the Manager Health, Safety and Wellbeing to review processes and implement initiatives, and proactively work with operational managers to ensure higher risk works has the appropriate health and safety arrangements in place.

Risk Management and Continuous Improvement

- Assist and advise Managers, Health & Safety Representatives and staff in Council work areas with critical risk and hazard identification, assessment and management.
- Provide H&S support and guidance to Project Managers for capital works and community initiatives.
- Influence health and safety and its priority within Council activities and initiatives.
- Ensure completion of risk assessments, registers and development of standard operating procedures in conjunction with the relevant Business Unit / Team.
- Conduct regular H&S audits for agreed work sites.
- Support continuous improvement of various Safety, Wellbeing and Health initiatives.
- Support managers in worker return to work plans and liaise with Occupational Therapist as required.

Incident Reporting and Investigations

- Actively monitor incident reporting, identify, and communicate the appropriate level of investigation required related to the risk profile and related trends.
- Drive the completion of near miss reporting and early intervention processes.
- Lead detailed investigations as required (following ICAM principles).
- Ensure corrective actions are identified, recorded and actioned in Vault.

Assurance Activities

- Provide relevant safety performance data and insights as part of regular reporting.
- Data analysis and report compilation as required.
- Review, monitor and report on activity or projects as required.

Processes & Procedures

- Maintain H&S databases (VAULT) ensuring information is kept up to date.
- Participate as an active member of the Health and Safety Committee.
- Support the review and implementation of health, safety and wellbeing policies and processes across Council.
- Work with operational managers to review standard operating procedures and make recommendations for improvement.
- Co-ordinate and facilitate health & safety training as required.
- Implement a new health, safety and wellbeing induction programme for new starters.

Te Tiriti o Waitangi

- Establish and maintain effective professional relationships focused on the wellbeing of our staff and our community by demonstrating commitment and understanding Te Tiriti o Waitangi and the principles: partnership, participation, and protection.
- Exhibit behaviour which is consistent with the understanding of the Treaty of Waitangi and its application for the Council.

Customer service / Relationship management

- Build and maintain professional working relationships with key stakeholders and staff to enable buy-in, understanding and promotion of H&S initiatives and procedures
- Maintain a professional, and helpful attitude to all customers (internal and external).
- Maintain confidentiality at all times.
- Maintain a consistent visible presence throughout the organisation to ensure that our H&S policies and procedures are available and understood.
- Demonstrate commitment to organisational values through behaviour that is consistent with our caring, dynamic and effective approach to customer service.

Collaboration

- Work collaboratively to manage health, safety and wellbeing risks, as well as providing a well-rounded customer experience and consistent advice.
- Participate in cross People & Culture improvement initiatives, including codesign projects that are part of the People and Culture Group.
- Participate in initiatives and contribute suggestions as to improvements and/or efficiencies to enable ongoing quality improvement.
- Champion healthy and safe work practices and attitudes.

Health and Safety

All employees have a responsibility to ensure a safe and healthy work environment by practicing safe work methods, identifying workplace risks and hazards and using appropriate safety equipment. This includes but is not exclusive to demonstration of the following:

- taking all reasonable steps to ensure your own safety at work, and that no action or inaction of yours while at work causes harm to any person.
- comply with any reasonable instruction given.
- reporting any risks and/or hazards you become aware of in the workplace.
- notifying your manager about work-related accident/incident/near miss within 24 hours.
- Participate in return to work / rehabilitation programs as required, in consultation with a registered medical practitioner to support not hinder your recovery.

Information management

- Take responsibility for ensuring Council information is stored appropriately in the designated systems, using processes and tools as described out in relevant policy.
- Ensure written reports are produced using Council standard templates and are provided within the required Peer Review timeframes.

Other information

From time to time, the position holder may be required to perform other duties in conjunction with the role and which are reasonably within their experience and capabilities.

Civil Defence, Emergency Management and Business Continuity Duties

All staff of Kāpiti Coast District Council may be required to undertake Civil Defence and/or Emergency Management duties in the event of an emergency. (Training will be given as appropriate.)

Staff will also be required to assist with maintaining business continuity in the event of a disruption to Council business and/or the impact of a pandemic by undertaking duties in accordance with how the Council responds to the interruption.