

JOB DESCRIPTION

November 2024

Title & Reporting Relationships

Position Title:	Te Hononga Pakihi Hauora, Haumarū, me te Ora Business Partner Health, Safety and Wellbeing
Grade:	SP18
Reports to:	Manager Health, Safety and Wellbeing
Direct Reports:	NIL
Delegated Authority	Financial: This position holds a financial delegation of \$2,000. The position holder is authorised to enter into contracts in relation to the duties of the position up to this specified limit in accordance with the Council's procurement policy and People and Capability Budget.

Purpose of the Group and the Position

The People and Capability (P&C) Group, comprises: Health, Safety and Wellbeing, Human Resources Service Delivery, Learning and Development, and Payroll and Reporting.

P&C is responsible for providing the strategic management and robust effective operation of human resources, health, safety and wellbeing, payroll, and learning and development functions, in compliance with relevant legislation and in accordance with Council's policies. Through collaboration 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 (HSW) team** works across the Council's wide ranging functional areas to provide credible HSW leadership, advice, support and guidance, strategic overview and HSW governance. We also ensure fit for purpose H&S systems, tools, resources and training, to manage our HSW risk so everyone, every day – goes home safe and well.

KEY RELATIONSHIPS

This role is responsible for establishing and maintaining effective, co-operative, and professional working relationships with all stakeholders including:

- Internal Customers:**
- People & Capability Team
 - Senior Leadership Team
 - People Leaders
 - H&S Representatives and Committee members
 - Infrastructure Project Managers
 - All staff
- External Customers:**
- WorkSafe NZ
 - ACC
 - Contractors & Consultants
 - H&S Professional and Service providers
 - H&S Advisors/counterparts from the regions Councils

KEY RESPONSIBILITIES AND OUTCOMES

In the current local government environment, Council must be well positioned and supported to meet the current and future needs of our communities for good quality local infrastructure, local public services, and performance of regulatory functions in a way that is cost-effective for businesses and residents. The Council needs to be ready for, and respond appropriately to, changes in external operating environments (such as shifts in government policy), which in turn influences how we do things. The Council is working to be well-positioned not only to see what is coming but also to take opportunities to influence the shape of these externally driven changes.

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 Requirements

The Business Partner Health Safety & Wellbeing (HSW) role will support continuous improvement of workplace health, safety and wellbeing practices across the Kapiti Coast District Council. The role will strategically partner with all parts of the Council, providing advice and coaching on risk management, worker engagement and demonstrating health and safety leadership to ensure safe working environments are maintained.

The role is responsible for partnering with key stakeholders to implement and promote the health, safety & wellbeing strategy and initiatives, driving the continuous improvement and execution of the Council’s health, safety & wellbeing programs, to ensure compliance with legislative requirements and prioritisation of our people’s wellbeing. The role also focuses on maintaining and advancing existing systems to keep the organisation fit for purpose, and to ensure our data is accurate for HS&W reporting.

Additionally, the Business Partner HSW will adopt a coaching approach to proactively support and educate on best practice, other HSW team members and the Health and Safety Representatives and Committee members, fostering a culture of safety and wellbeing throughout the Council.

What you will do:

Business Partnering

- Strategically work with the P&C team, business groups and across the council to achieve successful health, safety and wellbeing (HSW) outcomes.
- Lead & implement HSW initiatives from the HSW Strategy/workplan, delivered to agreed objectives, and timeframes.
- Develop and maintain an in-depth understanding of council, their unique business objectives, challenges, risks and problem solve and recommend solutions leveraging your experience and insights. This includes eliminating roadblocks and promoting better decisions relating to health and safety.
- Help leaders understand and plan for the H&S people implications of business decisions. Attend relevant leadership/team meetings, providing tactical and pragmatic advice.
- Influence ownership and shared accountability of health and safety management and its priority within Council activities and initiatives.
- Problem solve and recommend solutions leveraging your experience, insights, and access to knowledge across the group and networks.
- Build capability of business leaders in HSW practices through effective coaching, guidance, and advice to grow their H&S knowledge and ensure they are well informed of H&S strategies, programmes, and implications.
- Work with suppliers, contractors and providers directly to ensure maximum HSW outcomes for all parties.
- Provide HSW coaching, mentoring and support to managers and staff.
- Partner with management, staff and the Organisational Development team to identify H&S training needs across Council. Work closely with the HSW Advisor to manage training and induction on health and safety-related subjects in line with the organisations learning and development approach.

Risk Management and Continuous Improvement

- Ensure compliance with HSW policies and procedures, and legal requirements by helping the business units understand their risks and effective controls.
- Identify, assess, and monitor HSW risks, taking a critical risk and control approach, and propose controls in consultation with those affected by the risk, and working with business units to ensure risk registers are maintained.
- Support project teams for capital works and community initiatives to understand overlapping duty principles focusing on the three C's; Consultation, Cooperation and Coordination, to ensure maximum HSW outcomes for all parties.
- Support managers in return-to-work plans for their workers and consult with Occupational Therapist as required.
- Periodically review the Personal Protective Equipment requirements.

Incident Reporting and Investigations

- Ensure inspection, monitoring, incident, and other reporting is reported via the Councils approved H&S Management System – and drive the completion of incident, near miss reporting and early intervention processes in partnership with the responsible manager to ensure ownership of actions.
- Actively monitor incident reports and communicate the appropriate level of investigation required related to the risk profile and related trends.
- Lead and support detailed investigations as required (following ICAM methodology).

- Raise awareness of HSW issues to ensure staff are informed and are empowered to take action as required.

Assurance Activities

- Provide an effective H&S audit programme with regular assurance reporting.
- Complete assurance activities in line with the Councils assurance framework.
- Undertake analysis and provide relevant safety risk management performance data and insights as part of regular reporting requirements.

Processes & Procedures

- Actively support and provide technical input into the development of enterprise and business group HSW initiatives, procedures, tools, and templates, by communicating and codesigning with the business, ensuring best practise is taking into consideration.
- Keep Councils HSW databases, procedures, and information up to date.
- Actively participate as a member of the Health and Safety Committee.
- In conjunction with the HSW Manager, assist with managing the allocated health and safety budget to ensure funds are targeted to priority areas and used effectively to ensure the best value for money.
- Identify opportunities for systematic improvement at both process and system level and lead, where required, the review of processes and procedures.

There is an expectation that the role accountabilities may evolve over time. You may also be involved in other activities as part of a career and development plan. These will be reflected in your performance and development goals that are set in discussion with your People Leader.

Personal Key Results

- Demonstrate commitment to organisational values through behaviour that is consistent with our caring, dynamic and effective approach to customer service.
- Establish and maintain effective working relationships with all stakeholders.
- Contribute collaboratively, positively, and effectively to the operation of the team, the Group, and the Council as a whole.
- Take responsibility for your own self-development to enhance skills and knowledge applicable to current and future positions.
- Exhibit behavior which is consistent with the understanding of Te Tiriti o Waitangi and its application for the Council.

Health and Safety

All employees have a responsibility to work towards keeping a safe and healthy work environment by following all safe work methods, identifying workplace risks and hazards and using appropriate safety equipment. This includes, but not limited to, demonstrating 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 or the environment
- Reporting any risks and/or hazards you become aware of in the workplace
- Observing all safety policies, procedures, and precautions, including wearing and using the protective clothing and equipment
- Notifying your manager/Group Manager/H&S Advisor immediately if you have an accident/incident/near miss at work and completing the required forms within 24 hours
- Notifying your manager/Group Manager/H&S Advisor within 24 hours of filing any ACC claim for a work-related accident or gradual process injury, and

provide your manager/Group Manager/H&S Advisor with copies of relevant medical information specific to your claim; and

- Complying with all policies and procedures that are in place.

At the discretion of the Council, as part of a rehabilitation programme, you may be required to return to work to undertake such alternative duties as are available and are as reasonably within your capability and level of fitness as determined in consultation with a registered medical practitioner.

Essential Skills, Knowledge and Experience

Qualifications	<ul style="list-style-type: none"> • NEBOSH qualification or greater (NEBOSH International General Certificate and International Diploma in Occupational Health and Safety) is desirable or be working towards it. • Preferable - Member of a recognised health and safety accreditation body
Experience and Knowledge	<ul style="list-style-type: none"> • A minimum of 5 years' experience as a HSW practitioner in a diverse organisation • Strong knowledge of the Health and Safety at Work Act 2015 and associated regulations and guidelines • Strong demonstrable knowledge of and experience in: <ul style="list-style-type: none"> ▪ Facilitating risk workshops and other forums at all levels in the business, with the ability to communicate risk terminology effectively across a diverse audience ▪ Delivery of health & safety management systems and strategic priorities ▪ Applying health & safety systems against a significantly diverse risk profile ▪ Demonstrating a pragmatic approach to achieving systematic safety management ▪ Governance report writing. Including data analytics ▪ Leading H&S investigations, using ICAM ▪ Leading constructive health and safety auditing • Exceptional written and oral communication skills • Proficient in desktop applications including Microsoft Office • Demonstrated ability to coach and to develop effective working relationships with business managers and people leaders • Effective time management skills • Holder of a current and valid NZ Drivers' license.

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.

Te Tiriti o Waitangi

Kāpiti Coast District Council has a responsibility to contribute to meeting obligations under Te Tiriti o Waitangi. Meeting our commitment to Te Tiriti will contribute towards creating an organisation that is grounded, dynamic and resilient and supports our organisational values of being Caring, Dynamic and Effective in how we work.

Staff will contribute to the promotion of Te Tiriti o Waitangi and the involvement of Māori within the decision-making process for matters related to and important to them within the Council management processes and procedures.

Inclusion of Te Tiriti o Waitangi within all aspects of the role and its outcomes is necessary, while ensuring the engagement processes include appropriate mechanisms to meet the needs and aspirations of our hapori Māori, informed by our mana whenua partners – in an appropriate and safe manner.

To give effect to our responsibilities and achieve our respective outcomes – Tiriti training will be appropriate and organised through Te Rōpū Hononga ā-Iwi / Iwi Partnerships Group.

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.

The Council likewise recognises the staff member's need to ensure their family's needs are adequately catered for.

JD APPENDIX - GENERIC ORGANISATIONAL COMPETENCIES

Leadership	<ul style="list-style-type: none"> • All employees of the Council are expected to be leaders in supporting the Council’s vision, role modelling the delivery of consistent high customer service levels to internal and external customers and championing Council values. • Leaders are expected to actively contribute to achieving the Council’s aspirations with respect to the relationships with Te Āti Awa ki Whakarongotai, Ngāti Toa Rangatira and Ngā Hapū o Ōtaki; and be willing and able to provide thought leadership and quality advice to enable our elected members to make good decisions. • People Leaders are expected to: effectively build and maintain an engaged, healthy, thriving, and high performing team; ensure their people are current in their knowledge of legislation and training is available to keep pace with best practice. • Ensure people policy and practices are consistently observed and implemented and opportunities exist for ongoing professional growth and development; ensure their people are consistently working collaboratively with other Council teams in the delivery of operational and strategic outputs; effectively manage day to day work output and timeframes; schedule and conduct regular team meetings to enable opportunities for team members to be informed and up to date in their areas and those areas that cross over with other teams. • Ensure individual team member performance is monitored, reviewed with appropriate and timely feedback, and written performance reviews are formally completed in a timely manner; ensure adequate provision of backup/cover for team members; establish an effective performance culture within their team, including ongoing performance appraisals with clear performance indicators and consistent standards. • Team Leaders/Supervisors/Managers are accountable for the leadership, support and coaching of their team members, the fostering of a teamwork approach to the delivery of both the team and the Group’s outputs, and the identification of training and development as appropriate; enable, create and encourage linkages across the Council and the region for the benefit of all, the delivery of work programmes and the achievement of strategic priorities; embed strong leadership within their team and across the wider Council leadership group that drives increased diversity, engagement, capability and performance.
Legislative Compliance	<ul style="list-style-type: none"> • Keep up to date with legislation/amended legislative frameworks and be able to demonstrate the application of such changes (in work and or communicate them to others).
Project Management	<ul style="list-style-type: none"> • Effectively manage assigned projects to ensure on time and within budget, monitor and report regularly to manage risk and provide updates to key stakeholders. • Ensure documentation is current, available as required and prepared using Council standard templates/documentation.

	<ul style="list-style-type: none"> • Ensure Council processes and procedures are complied with.
Customer Service	<ul style="list-style-type: none"> • Maintain a professional, courteous, and helpful attitude to all customers (internal and external) ensuring communication is accurate, succinct and in a manner which promotes customer service excellence and demonstrates organisational values. • Always maintain confidentiality.
Teamwork	<ul style="list-style-type: none"> • Participate willingly and positively in the orientation, training and support of new staff in specific areas, providing coaching/buddy support as required. • Provide a contribution to or participate in any projects and initiatives within the Group/organisation where required and the opportunity arises. • Participate in initiatives and contribute suggestions as to improvements and/or efficiencies to enable ongoing quality improvement. • Demonstrate a collaborative working style and participate as a member of the team undertaking all tasks maintaining positive working relationships with other staff members and internal and external customers.
Financial Management	<ul style="list-style-type: none"> • Ensure all financial activity is conducted in accord with current policy and procedures. • Ensure you work within your financial delegation.
Monitoring and Reporting	<ul style="list-style-type: none"> • Ensure any written reports are produced using Council standard templates and are provided within the required Peer Review timeframes. • Review, monitor and report on activity or projects as required by the manager.
Relationship Management	<ul style="list-style-type: none"> • Build and maintain effective professional working relationship with all key stakeholders. • Build and maintain effective working relationships with other council staff members based on a collaborative, collegial and cooperative working style.
Information Management	<ul style="list-style-type: none"> • Take responsibility for ensuring Council information is stored with the appropriate accessibility in the designated systems, using processes and tools as described in the current Information Management Policy.