

POSITION DESCRIPTION

Position: Health, Safety & Wellbeing Coordinator

Team: Health, Safety & Wellbeing

Group: People & Capability

Responsible To: Health, Safety & Wellbeing Partner

Responsible For: Nil

Organisational Context:



Tirohanga Whānui - Council's Vision for the Community

Heretaunga Whenua Houkura, Heretaunga Hapori Ora
Fertile Land, Prosperous People

Kaupapa Mātāmua - Our Organisational Mission

E mahi ngātahi ana hei painga mō te iwi me te kāinga, i tēnei rā, āpōpō hoki
Working for our people and our place, today and tomorrow

Ngā Uara – Our Values

Te Mahi Tahi - Working Together

- We work collaboratively
- We are flexible and creative
- We celebrate our successes and have fun

Mana Tangata - Respecting Others

- We are inclusive
- We are honest and reliable
- We act with integrity and professionalism

Te Whakaaweawe - Making a Difference

- We strive for excellence
- We are all accountable
- We serve our community with pride

Oranga Tangata - Supporting Wellbeing

- We encourage life balance
- We care for our work whanau
- We bring a positive attitude

Working effectively with Māori

Hastings District Council aspires to a kaitiakitanga conducted in good faith at all times with respect to the aspirations and expectations of Maori. We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.

Context

Our vision for the Hastings District represents the foundations of our community: land and people. We are focused on protecting and enhancing our fertile land and the life-giving waters which support it, and helping the people of this place to fulfil their aspirations and prosper together.

Across the local government Community Wellbeings, we are seeking:

- Economic - a sufficient and supportive economy
- Environmental - a healthy environment and people
- Social – a safe and inclusive place
- Cultural – a vibrant place to live, play and visit.

The Hastings District Council organisation emphasises capabilities such as working together, a can-do attitude, a spirit of service, enabling, community engagement and partnership development alongside traditionally valued technical and management skills and capabilities. Excellence in performance from the organisation as a whole and from individuals is needed.

Purpose of Position

This role is part of the People & Capability Group. The Group includes Payroll Services, People Experience and Health, Safety & Wellbeing.

The purpose of this position is to assist the Health, Safety & Wellbeing Manager and Health, Safety & Wellbeing Partners to promote and maintain a safe and healthy work environment and implement Health, Safety & Wellbeing policies, initiatives and procedures across Council.

This position works alongside the Health & Safety Manager and Health & Safety Partners to keep people safe by providing advice, support and assistance to manage and minimise Health, Safety & Wellbeing risks.

Other

- We all have responsibility for Health and Safety, therefore the staff member in this role shall:
 - Ensure compliance with the provisions of the Health and Safety at Work Act 2015, and all applicable regulations, Codes of Practice, standards and guidelines.
 - Observe all occupational safety and health policies, procedures and rules stated by Council which are pertinent to the duties carried out by the officer in this position and in all operational areas of the organisation.
 - Promptly and accurately report and record any workplace injuries and incidents.
- Civil defence activities as required. Local government is responsible for looking after communities in the event of a Civil Defence situation. This means that once you have ensured the safety of your family and property, you may need to assist with civil defence or critical incident management.
- Council has a Staff Policy & Information Manual which includes a Code of Conduct – staff are expected to comply, along with all other organisational policies and procedures.
- Such other duties as may be allocated by the manager from time to time.

Key work areas for which this position will have a responsibility are:

Assistance, Advice and Support

- Providing advice and support to council staff with Health, Safety & Wellbeing related queries, concerns, and issues.
- Support managers and employees to reduce workplace Health, Safety & Wellbeing risks by providing advice and support.
- Providing advice and support to managers in relation to employee rehabilitation and fit-for-work processes.
- Providing advice and support to managers and employees in relation to employee wellbeing & psychological support processes.

Managing and Minimising Health, Safety & Wellbeing Risks

- Develop, review, and maintain Health, Safety & Wellbeing procedures.
- Assist in the development of Health, Safety & Wellbeing policies
- Assist in the development and review of Health, Safety & Wellbeing critical risk profiles.
- Develop, review, and maintain Group/Team/Location Health, Safety & Wellbeing risk registers.
- Undertaking interactions, audits, inspections and reviews of staff and contractors.
- Undertaking incident investigations of staff and contractors.
- Assisting with Council procurement activities and reviewing of tender documents.
- Reviewing Contractor Health, Safety & Wellbeing plans and Health, Safety & Wellbeing plans for public events.
- Reviewing and authorising Permit to Work activities.
- Assist in the development and delivery of Health, Safety & Wellbeing promotion initiatives.

Training

- Assist with identifying Health, Safety & Wellbeing training needs for council staff.
- Assist in the development of Health, Safety & Wellbeing training modules for Managers and staff.
- Deliver Health, Safety & Wellbeing training to Council staff
- Prepare Health, Safety & Wellbeing information, and publications such as all newsletters, toolbox topics and safety alerts.

Data and Information Management

- Collect, capture, collate, maintain and manage data relating to Health, Safety & Wellbeing utilising the Health, Safety & Wellbeing database (Risk Manager)
- Assist the Health, Safety & Wellbeing Manager/Partner with analysis of Health, Safety & Wellbeing data and information in order to provide regular benchmarking and performance reports.

Wellbeing

- Support the Health, Safety & Wellbeing Manager to implement the Mauri tū Mauri ora (Wellbeing) objectives and activities.
- Support the Health, Safety & Wellbeing Manager with the management of Psychosocial risks including assisting with opportunities to improve team processes and work design.

Important Functional Relationships

External

- WorkSafe
- ACC
- Suppliers
- Contractors
- Training Providers
- Other Councils

Internal

- People Experience Staff
- Managers / Team Leaders / Supervisors
- General Staff

Committees/Groups

- HDC Health & Safety subcommittees
- Council Committees as required

Expected Behaviours

The Expected Behaviours detailed below form part of the performance appraisal programme for all staff.

All Staff

Commitment/Personal Accountability - works willingly to achieve quality outcomes on time.

Teamwork - works constructively with team members and/or other employees towards a common goal.

Customer Focus - puts the perspective of the customer (internal and external) at the forefront of the service process and works to create quality outcomes.

Effective Communications and Relationships - when exchanging information, is successful in sharing meaning and understanding between the person sending the message and the person receiving the message.

Planning and Organising - demonstrates a systematic and efficient approach to work to achieve desired outcomes.

Continuous Improvement/Innovation - seeks opportunities for, and encourages ideas that provide solutions to all types of workplace challenges.

Professional/Technical Expertise - Has the required level of professional and/or technical expertise for the position.

Supervisor/Manager Only

Coaching for Performance - serves as a source of advice, information, encouragement and support to employees, in order that they perform more effectively and reach their potential.

Leadership - models and promotes HDC's Vision, Mission, Values and Behaviours; sets and communicates the direction of their section; accordingly, motivates and enables others to contribute to that direction.

Constructive Working Relationships with Elected Members - proactively develops effective relationships with elected members; works effectively with elected members to meet mutual goals and objectives.

Strategic Perspective - understands the context of HDC within the outside world; is aware of HDC's critical success factors; considers the "big picture"; and anticipates the long-term broader issues that affect HDC so as to influence the future.

Person Specification

Qualifications

- A recognised Qualification in Health, Safety & Wellbeing (for example: NEBOSH International General Certificate in Occupational Health & Safety, National Certificate /Diploma in Health & Safety).

And ideally

- Professional membership graded at Practitioner level (or higher) within the NZ institute of Safety Management (NZISM)

Knowledge/Experience

- At least two years' experience in a similar role.
- Good knowledge of current Health, Safety & Wellbeing legislation and relevant codes of practices and standards.
- Experience in contractor management (in regard to Health, Safety & Wellbeing).
- Experience in undertaking Health, Safety & Wellbeing audits, inspections and investigations.
- Experience in writing Health, Safety & Wellbeing procedures.
- Experience in delivering training to staff and contractors.
- Analytical skills and ability to provide reporting (Including commentary in relation to trending analysis) in relation to organisational Health, Safety & Wellbeing performance.
- Strong computer skills and experience in Microsoft office suite: Outlook, Word, Excel, PowerPoint and Publisher.

Key Personal Competencies

- Strong commitment to Health, Safety & Wellbeing philosophies.
- Good communicator, both orally and in written form.
- Ability to motivate, persuade and gain commitment from managers and staff.
- Proven ability to establish and maintain good working relationships.
- Well organised and able to prioritise under pressure.
- Strong commitment to work as part of a team.
- Ideally an understanding of broader employment relationship issues and the linkages between them and Health, Safety & Wellbeing.
- Ability to maintain privacy and confidentiality.

Personal Attributes

- Organised
- Highly motivated
- Sense of humour
- Excellent communicator
- Approachable – balanced, even-tempered and a good listener
- Team player