

<b>POSITION TITLE:</b>	Health, Safety & Wellbeing Advisor		
<b>GROUP:</b>	Executive	<b>SECTION:</b>	People and Capability
<b>REPORTS TO:</b>	Senior Health, Safety & Wellbeing Advisor		
<b>RESPONSIBLE FOR:</b>	N/A		
<b>FAMILY:</b>	TS3	<b>GRADE:</b>	16
<b>DATE REVIEWED:</b>	June 2021		

## HBRC STRATEGY

### Our Vision:

We want a healthy environment, a vibrant community and a prosperous economy.

### Our Purpose:

We work with our community to protect and manage the region's precious taonga of rivers, lakes, soils, air, coast and biodiversity for health, wellbeing and connectivity.

### Our Values:

- **Partnership and Collaboration:** We work with our community in everything we do
- **Accountability:** We hold ourselves to account to deliver results, be responsive to community expectations, and the best use of ratepayers' funds and assets
- **Transparency:** We report on what we do and the value this delivers for our community
- **Excellence:** We set our sights and expectations high, and never stop striving to do better

### Our Focus:

- **Water quality, safety and climate-resilient security** ~ *Te kounga o te wai, te haumarutanga me te mārohirohi ā-āhuarangi o te whakamarutanga.*
- **Climate-smart and sustainable land use** ~ *Kia koi, kia toitū hoki te whakamahinga o te whenua.*
- **Healthy, functioning and climate-smart biodiversity** ~ *kio ora, kia āhe, kia mārohirohi ā-āhuarangi hoki te rerenga rauropi.*
- **Sustainable and climate-resilient services and infrastructure** ~ *kia toitū, kia mārohirohi ā-āhuarangi hoki ngā ratonga me ngā hanganga ā-whare.*

## POSITION SUMMARY

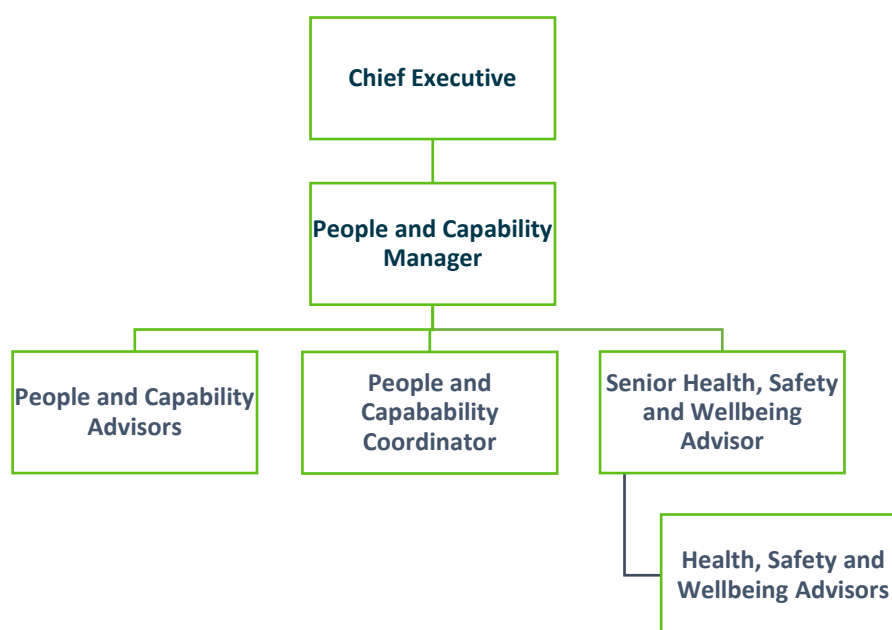
The role of Health, Safety and Wellbeing Advisor will support the health, safety and wellbeing processes and activities across all aspects of HBRC. The position requires a breadth of knowledge across health and safety activities alongside well-developed coordination and advisory skills. The role will support the achievement of organisational health and safety objectives and ensure legislative compliance.

### GROUP AND TEAM GOALS:

The People and Capability Team are responsible for establishing and embedding the People and Capability Strategy, ensuring the organisation is supported and People & Capability best practice is followed. The People and Capability Team provide following roles and functions to Hawke's Bay Regional Council:

- Providing insight and expertise that allow our people and HBRC to be successful
- Ensuring managers and staff have confidence in our capability to match valued solutions to needs
- Overseeing the implementation of a people & capability integrated competency framework that leads recruitment, induction, training development and performance in respect of applied: Treaty of Waitangi Principles, iwi consultation and engagement, applied use of Te Reo Māori and incorporated practice of Māori values and mātauranga.
- Build culture including a safe and trusted environment where our people can thrive
- Be proactive about our talent needs today, while focusing on the long-term strategic need
- Mitigate risk to HBRC to ensure the wellbeing of our teams and stakeholders
- Ensure appropriate staff policies and best practices are in place related to HR and H&S matters.
- Align staff policies with organisational needs and values.
- Ensure a sound recruitment process is in place and utilised appropriately.
- Manage and facilitate appropriate staff, and organisational development initiatives and opportunities
- Champion the development of leadership incentives and People & Capability HR 'best practice'
- Develop and maintain an effective and appropriate remuneration process and associated policies.
- Monitor and make recommendations to promote and maintain a positive culture throughout the organisation.
- Maintain and promote a health and safety and wellbeing culture that is effective and of a high standard.
- Ensure advice, processes and procedures are available to meet the requirements of the Health and Safety at Work Act
- Deal with industrial issues requiring People and Capability intervention.

## ORGANISATIONAL CONTEXT



## JOB SPECIFIC ACCOUNTABILITES

- Support and build effective health and safety culture in the Council by working with all sections of Council to develop, support and deliver strategic advice, relevant programmes, direction, advice and policy.
- Ensure the safety systems across Council are fit for purpose and being utilised as intended to deliver zero harm for the organisation.
- Provide accurate and timely advice, guidance and communications as is relevant to health safety and wellbeing, to Council staff when requested
- Develop and review policies and procedures relating to Council's identified risks and relevant legislative requirements.

- Continue timely progress on the Council’s Health and Safety Implementation Plan and develop further enhancement.
- Provide input into the identification and management of risks that are known or identified as emerging risks.
- Undertake relevant audits and risk assessments to ensure policy and procedures are achieving the required outcome.
- Support the code of practice review schedule is up to date and reviews involve relevant input from other parts of Council.
- Assist with the development of training plan that addresses the relevant needs of the organisation, including health and safety committees, senior managers and Executive.
- Develop and present relevant training material and health and safety information is available for internal audiences.
- Coordinate the agenda for the Council’s health and safety committee and ensure follow up action points are addressed.
- Assist with the Health and Safety Manual, Health and Safety and Wellbeing Strategies are reviewed and amended regularly.
- Active support role in the investigation of any significant accident or incident or ‘notifiable event’.
- Support the health and safety framework ensuring alignment with NZ 4801/ISO 45001.
- Manage any external support effectively, e.g., health and safety contractors.
- Administration support to Health Safety and Wellbeing. Snappy, uploading updates on HERBI (COP’s health and safety meeting minutes, Council papers etc)
- Manage and update data in Hasmate, (internal programme database for all health safety wellness and organisational training.
- Organisational gap analysis on training undertaken by staff across the organisation, some of this is kept by individual teams.
- Arrange and attend organisational H&S as well as group/departmental meetings and provide minutes of those meetings.
- Prepare accurate documentation for example presentations, spreadsheets, data for dashboards, Council data reporting.
- Provide relevant H&S data within deadlines, for various Council use and Committee meetings, including quarterly reporting and the annual report.
- Co-ordinate and manage flu injections for all staff across the organisation
- Ensure accounts/invoices are accurately coded and described for approval.
- Collaborate with the Senior Advisor Health Safety and Wellbeing to develop and coordinate learning and development solutions within health safety and wellbeing.
- Coordinate approved training providers, events, venues, travel, and maintain training and development database and records.
- Lead the health and safety induction, H&S induction documentation for students and volunteers, ensure documentation meets audit requirements.
- Collaborate and manage in conjunction with Senior Health Safety and Wellbeing Advisor on delivery of wellness objectives to support the organisation Wellbeing Strategy.
- Manage all media, Health Safety and Wellbeing hub on Herbi ensuring relevancy and currency.

## FUNCTIONAL RELATIONSHIPS

### Internal

- Group Managers
- Executive Team
- Team members

### External

- Consultants and contractors
- Government agencies and departments
- Local authorities

## COMMUNITY RELATIONSHIPS

Fostering good working relationships is fundamental to the successful achievement of strategic goals for HBRC. We know we can't achieve change without the people (our community) outside our business. As expressed under our purpose statement, "working with our community" is at the heart of everything we do. This is particularly relevant to our relations with Tāngata Whenua in terms of co-governance and co-management. Successful relationships involve building trust. Which in turn enables us to support each other to respond to new challenges as they arise.

This means:

- Professional attitude is projected at all times in dealing with external contacts.
- Information is accurate and is provided in a timely manner.
- Outcomes that are fair and clearly understood by both parties are achieved
- Customers are satisfied with responses to written or verbal requests for information.

## CONTINUOUS IMPROVEMENT

All Hawke's Bay Regional Council (HBRC) staff are expected to actively and enthusiastically promote the concept of continuous improvement in their work for HBRC. This means:

- Maintaining a positive overall attitude in the workplace, including promoting HBRC in a positive manner, as assessed by your peers and Manager
- Taking part in training opportunities provided by HBRC with an open mind, as assessed by pre and post training meetings with your manager.
- Practicing the skills provided in training offered by HBRC, as assessed by regular feedback meetings with your manager.
- Showing a strong team commitment, as indicated by peer feedback and your manager's assessment.
- Practicing the concept of continuous improvement by showing initiative with new ideas and positively acknowledging other ideas.
- Giving honest and open feedback as and when required, aiming to constructively deal with all issues, as assessed by regular feedback meetings with your manager.
- Deliver on project outcomes: on time and on budget.
- Displaying sound judgment and making responsible decisions.
- Working to high quality standards and where applicable contributes to maintenance of ISO 9001:2015 accreditation of the Quality Management System.

## HEALTH AND SAFETY

All staff are expected to follow established health and safety procedures while working for HBRC, and in accordance with policies developed by HBRC. This means:

- Complying with and adhering to HBRC's accepted standards and procedures.
- Where appropriate, taking responsibility for workplace hazards/risks you identify and communicated to management.
- Undertaking regular reviews of workplace risks/hazards that are present in your work.
- When, and if, necessary, participate in the investigation of accidents/incidents according to HBRC procedures.
- Undertaking appropriate and effective staff training when required or necessary.
- Promoting a healthy and safe workplace.
- Actively supporting health and safety initiatives.
- Comply with any rehabilitation plan designed with you for a return to work after an accident.

## EMERGENCY MANAGEMENT

When a Civil Defence event happens, you may be required to assist with carrying out the Council's Civil Defence responsibilities after providing required support for your family and dependants. All HBRC staff are expected to

undertake such Emergency Management functions as are determined appropriate to meet HBRC's role and function in this area. This means:

- Undertaking such a role as is allocated for emergency management requirements.
- Participating in such exercises as are required to maintain a state of preparedness in HBRC.
- Responding to such requests to assume an emergency management role as are required by events.
- Understanding the contents of the relevant section of the Business Continuity Plan (BCP) and its implications for your role.
- Where the requirements of the role require it, review the relevance of the BCP for your team, section or Group on a regular basis.

## PERSON SPECIFICATION

### Minimum qualifications and experience required

- Relevant Bachelor's degree or equivalent tertiary qualification - Diploma in Workplace Health and Safety, Bachelor of Applied Management – Occupational Health and Safety Management, Certificate Level 4 Health and Safety Workplace Practice
- Minimum 3 years' experience as a health and safety advisor or co-ordinator role.
- In depth knowledge of health and safety legislation, particularly the Health and Safety at Work Act 2015.
- Experience in policy and code of practice development.
- Experience in drafting letters, reports and formal communication
- Experience interpreting policies, procedures in order to provide advice
- Valid driver's licence required

### Working Knowledge

- Excellent interpersonal skills with the ability to initiate and engage effectively at all levels, internally and externally.
- Ability to effectively plan, organise and co-ordinate work to ensure that goals are achieved with the highest quality of work possible within agreed timeframes.
- Advanced user of Microsoft Office tools, including Excel, H&S databases, Microsoft suite, Hasmate, Microsoft Teams
- Knowledge of Health and Safety legislation and compliance
- Collaborative work practices to build strong working relationships.
- Problem solving and ability to prioritise work

### Personal Attributes

- Sound judgement and initiative
- To be decisive and assertive when necessary.
- Ability to create harmony in a team and facilitate a positive team culture
- Ability to remain flexible and be innovative.
- Effective inter-personal skills and experience in dealing with a wide range of situations, people and organisations.
- Ability to effectively gather multiple sources of information and apply technical and analytical skills to make effective decisions.
- Ability to effectively plan, organise and co-ordinate work to ensure that goals are achieved with the highest quality of work possible within agreed timeframes.
- Ability to clarify objectives, identify key issues, consider all perspectives and evaluate.
- Ability to cope with a variety of work and on occasion difficult situations.

### Awareness

- Community, cultural and political awareness.

## CHANGES TO JOB DESCRIPTION

From time to time, it may be necessary to consider changes in the job description in response to the changing nature of our work environment. Such changes, including technological requirements or statutory changes, may be initiated by the manager of this job with due consultation with the position holder. This job description should be reviewed as part of the preparation for performance planning for the annual performance cycle.

### Acknowledgement

I have read this job description and fully understand the requirements set forth therein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand that this job description does not constitute an employment contract with Hawke's Bay Regional Council.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name