

HAWKE'S BAY REGIONAL COUNCIL

Job Description

| | | |
|-------------------------------|---|---------------------------------------|
| Position Title: | People and Capability Senior Advisor – Health and Safety | |
| Group/Section Details: | Group: Office of The Chief Executive and Chair | Section: People and Capability |
| Responsible to: | Manager People and Capability | Grade: 16 |
| Job Family: | TS4 | |

Section Aims

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 as part of the Office of the Chief Executive and Chair Group:

- Providing insight and expertise that allow our people and HBRC to be successful
- Understand the organisation and apply business acumen so you understand where we are going and can actively contribute
- Ensure managers and staff have confidence in our capability to match valued solutions to needs
- 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

POSITION TITLE: PEOPLE AND CAPABILITY SENIOR ADVISOR – HEALTH AND SAFETY

- Deal with industrial issues requiring People and Capability intervention.

Role of People and Capability Senior Advisor – Health and Safety

The role of People and Capability Senior Advisor – Health and Safety is to provide relevant, professional input into the roles and functions above to ensure the People and Capability team achieves its objectives. Your specific role of People and Capability Senior Advisor– Health and Safety will require professional input which will relating to your skills, the needs of the role and your experience but will also include activities that extend and provide for individual professional development. Expectations will be regularly discussed with you, will be fair and reasonable and within the broad requirements outlined above.

Role Expectations

- Take a lead role with building an 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 effective and expert advice and support to Councils' Executive, senior staff and other staff in relation to their health and Safety responsibilities.
- 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 expert 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.
- Ensure the code of practice review schedule is up to date and reviews involve relevant input from other parts of Council.
- Develop a 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 two health and safety committees and ensure follow up action points are addressed.
- Ensure the Health and Safety Manual, Health and Safety and WellBeing Strategies are reviewed and amended regularly.
- Take a lead role in the investigation of any significant accident or incident or 'notifiable event'.
- Manage the health and safety framework ensuring alignment with NZ 4801/ISO 45001.
- Develop health and safety strategies to ensure innovation and continuous improvement of the health and safety function.
- Complete relevant reports on health and safety issues for the Executive and Council.
- Manage any external support effectively, e.g. health and safety contractors.

POSITION TITLE: PEOPLE AND CAPABILITY SENIOR ADVISOR – HEALTH AND SAFETY

- Ensure effective storage and availability of health and safety information, including staff training records and review appropriate storage software as is appropriate.

HBRC Corporate Commitment and Expectations

Hawke's Bay Regional Council (HBRC) staff are expected to display Councils vision, purpose and values in their work and maintain a high level of professionalism and integrity. This means:

- Adhering to HBRC policies and procedures.
- Complying with HBRC health and safety procedures.
- Undertake CDEM activities as required.
- Fulfil all Personal Performance and Development Charter (PPDC) requirements.
- Take personal accountability and responsibility.
- Meet commitments to others.
- Be supportive and collaborative.
- Communicate effectively.
- Show innovation and embrace change

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.
- Working to high quality standards and where applicable contributes to maintenance of ISO 9001:2015 accreditation of the Quality Management System.
- 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 others 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.
- Active involvement in decision making processes when the opportunity is made available.
- Working in a collegial manner.
- Ensure you play your respective part in good information flows between different work sections.
- Deliver on project outcomes: on time and on budget.
- Being realistic about estimating resource requirements for projects.
- Displaying sound judgment and making responsible decisions.
- Managing public expectations and being customer focused.

POSITION TITLE: PEOPLE AND CAPABILITY SENIOR ADVISOR – HEALTH AND SAFETY

- Maintaining high levels of technical skills relevant for the role.

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.
- Where appropriate, advise other organisations you are working with of the known risks in the work being undertaken.
- 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.
- Maintaining a clean and tidy workspace.
- Comply with any rehabilitation plan designed with you for a return to work after an accident.

Emergency Management

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 Continuance 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 Specifications

Experience, Knowledge and Skills

- At least 3 years' experience as a health and safety partner or senior advisor.
- In depth knowledge of health and safety legislation, particularly the Health and Safety at Work Act 2015.

POSITION TITLE: PEOPLE AND CAPABILITY SENIOR ADVISOR – HEALTH AND SAFETY

- Experience in policy and code of practice development.
- A relevant health and safety qualification, e.g. Diploma in Workplace Health and Safety, Bachelor of Applied Management – Occupational health and safety management
- Ideally an understanding of the range of activities undertaken by a council.
- Excellent technical ability with technology, e.g. Microsoft suite, IAuditor
- Excellent interpersonal skills including the ability to encourage and persuade. A really good coach!

Personal Attributes

- Engaging and inclusive in approach to others.
- Ability to work with others to influence rather than direct.
- Realistic and pragmatic in approach.

HBRC's Vision, Purpose and Values

Our Vision: 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 |