

<b>POSITION TITLE:</b>	Team Leader Health, Safety & Wellbeing		
<b>GROUP:</b>	Corporate Services	<b>SECTION:</b>	Risk
<b>REPORTS TO:</b>	GM Corporate Services		
<b>RESPONSIBLE FOR:</b>	2x Health Safety and Wellbeing Advisors		
<b>FAMILY:</b>	OM2	<b>GRADE:</b>	19
<b>DATE REVIEWED:</b>	November 2024		

#### 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 certainty** ~ *Kia kounga, kia haumarū, kia pumau te pai o te wai*
- **Smart. Sustainable land use** ~ *kia koi, kia ukauka te whakamahinga o te whenua*
- **Healthy and functioning biodiversity** ~ *kio ora, kia mahi tika te kanorau koiora*
- **Sustainable services and infrastructure** ~ *kia ukauka nga ratonga me nga hanganga -rohe*

#### POSITION SUMMARY

The Team Leader Health, Safety and Wellbeing is responsible for managing and leading the Health, Safety and Wellbeing team, providing strategic advice and support to Hawke's Bay Regional Council Executive Leadership Team, Councillors and staff. Responsible for the strategic leadership, review, and management of the 3year Health, Safety and Wellbeing Strategic Plan, Annual Health, Safety and wellbeing Implementation Plan, Health and Safety Governance Charter and the Wellness Hauora Strategy.

The role is responsible for ensuring an effective health, safety and wellbeing culture is embedded across Council by partnering with the business to develop, support and deliver strategic health safety and wellbeing direction, work plans, policy, training, advice, and training programmes.

## GROUP AND TEAM GOALS:

The HSW Team are responsible for establishing and embedding the HSW Strategy, ensuring the organisation is supported and HSW best practice is followed.

The HSW 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.
- Lead the implementation and consistent application of various HSW risk, assurance, quality and information management frameworks, policies and supporting structures that are best practice and fit for purpose in local government.
- Embed the principles of consultation and engagement, support for the use of Te Reo Māori and incorporated practice of Māori values and mātauranga.
- Contribute to a culture including a safe and trusted environment where our people can thrive.
- Be proactive about our HSW needs today, while focusing on the long-term strategic need.
- Mitigate risk to HBRC to help ensure the wellbeing of our teams and stakeholders.
- Ensure appropriate staff policies and best practices are in place related to HSW matters.
- Align staff policies with organisational needs and values.
- Facilitate organisational HSW development initiatives and opportunities.
- Champion the development of HSW leadership and 'best practice'.
- Monitor and make recommendations to promote and maintain a positive HSW culture throughout the organisation.
- Help to build, maintain, and promote an effective HSW culture.
- Ensure advice, processes and procedures are available to meet the requirements of the Health and Safety at Work Act, and any other relevant legislative (or similar) HSW requirements e.g. WorkSafe NZ Approved Codes of Practice.
- Manage wellbeing support structures such as EAP, My Everyday Wellbeing.
- Ensure HSW provider relationships and performance are reviewed and managed in line with HBRC Procurement processes.

## JOB SPECIFIC ACCOUNTABILITIES

- Manage, lead, and guide the Health, Safety and Wellbeing (HSW) team, ensuring team objectives are met, clear direction is given to meet organisational directives, and adequate resourcing is provided.
- Encourage high levels of professionalism, effective advice, and quality customer service. A high level of confidence is evident in the staff and advice provided by the team.
- Actively engage with, and lead Council's performance management system for the HSW team ensuring key check in's are met, learning and development needs are discussed, and appropriate development planning is undertaken.
- Mentor and coach staff appropriately, advocating for development and growth.
- Maintain staffing resource by recruitment, selecting, onboarding, and training new employees as and when required.
- Provide leadership in building an effective HSW culture by working with all sections of the Council to develop, support and deliver strategic and operational advice, relevant programmes, policy, and direction.
- Ensure the HSW systems across HBRC are fit for purpose and being utilised as intended to minimise HSW risk or the organisation.
- Develop and review policies, processes and procedures relating to HBRC's identified risks and relevant legislative requirements.
- Develop and lead the implementation of the Hawke's Bay Regional Council's HSW Strategy and Work plan.
- Provide expert advice/input into the identification and management of risks that are known or emergent.

- Ensure that relevant HSW documents are up to date and meet requirements, ensuring any changes are communicated to relevant staff.
- Develop and lead a training plan that addresses the relevant needs of the organisation, including Hawke’s Bay Regional Councillors, Executive, senior managers, people managers, and the HSW committee.
- Provide strategic HSW advice to relevant HBRC audiences, e.g. FRAC, ELT, and ensure all action points or queries are addressed.
- Prepare and present relevant HSW and emergency-related documents to relevant stakeholders.
- Ensure the HSW Management System, the HSW Strategy and Work plan Well-Being are reviewed in line with HBRC’s current cycle (three yearly) and/or as required e.g. after a significant event. Where relevant ensure amendments are made.
- Undertake relevant observations and risk assessments to ensure policy and procedures are achieving the required outcome across Hawke’s Bay Regional Council business units.
- Lead and manage investigations of any significant accident or incident or ‘notifiable event’.
- Oversee the Council’s chosen HSW framework (ISO45001) and ensure alignment with that framework.
- Develop HSW strategies to ensure innovation and continuous improvement of the HSW management system.
- Lead and provide expert advice on HSW activity during an emergency or pandemic to ensure (as far as reasonably practicable) the safety of Hawkes Bay Regional Council Councillors, staff, and contractors.
- Collaborate with other Councils in the region to provide strategic advice to CDEM response and regional HSW initiatives.
- Understand the Business Continuance Plan (BCP) and the responsibilities of HSW function.

## FUNCTIONAL RELATIONSHIPS

### Internal

- Group Managers
- Executive Team
- Elected members
- Team members

### External

- Consultants and contracts
- Government agencies and departments
- Local authorities
- Technical and legal professional
- Iwi and other community groups
- Members of our community

## COMMUNITY RELATIONSHIPS

Fostering good working relationships is fundamental to the successful achievement of strategic goals for HBRC. We know we cannot 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.

## **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 academic qualifications required**

- In-depth knowledge of the Health and Safety at Work Act 2015.
- At least 10 years' experience as a health and safety partner or senior advisor.
- A relevant health and safety qualification, e.g. Diploma in Workplace Health and Safety, Bachelor of Applied Management – Occupational health and safety management

**Knowledge**

- Experience in policy and process development e.g. SOP (or similar).
- Excellent technical ability with technology, e.g Microsoft suite, IAuditor
- Coaching experience.
- Excellent interpersonal skills including the ability to encourage and persuade.
- Communicating effectively to convey and interpret data/information.
- Collaborative work practices to build strong working relationships.
- An ability to find solutions and solve problems.

**Personal Attributes**

- Sound judgement and initiative
- Engaging and inclusive in approach to others.
- An ability to work with others to influence rather than direct.
- Realistic and pragmatic in approach.
- Ability to anticipate change, remain flexible and be innovative.
- An ability to effectively gather multiple sources of information and apply technical and analytical skills to make effective decisions.
- Ability to effectively plan, organise and coordinate 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