



Position Description

Position Title: Health, Safety & Wellbeing Advisor

Tenure/Hours: Permanent Fulltime
8 hours per day, Monday to Friday
On call for emergency operations

Position Summary: This Health, Safety and Wellbeing Advisor provides practical and specialist advice, support and coordination across Council to support compliance with the Health and Safety at Work Act 2015, associated regulations and other relevant legislative requirements. The position supports the implementation, monitoring and continuous improvement of Council's health, safety and wellbeing strategies, frameworks, systems and work programmes. It works closely with People Leaders, contract managers, and employees to strengthen health and safety capability, manage risks, respond to incidents and promote a safety and health workplace. The position also supports organisational assurance, Officer due diligence, governance reporting, contractor safety and the monitoring of health, safety and wellbeing performance.



DISTRICT VISION

Mā te whenua, mā te waiora tātou e ora ai hei hapori
ngangahau hei hapori honohono hoki.

We thrive together.
Vibrant, connected communities where our land and
waters are nurtured and our people flourish.

What you will do

- Promote a positive health, safety and wellbeing culture and support continuous improvement across Council.
- Monitor changes to relevant legislation, regulatory guidance and recognised good practice, and provide advice on their implications for Council.
- Provide specialist health, safety and wellbeing advice and practical support to People Leaders and employees.
- Work collaboratively with relevant internal stakeholders to support the effective delivery of Council's health, safety and wellbeing priorities.
- Develop, implement, maintain and review health, safety and wellbeing systems, processes, frameworks, procedures and initiatives
- Develop and embed operational plans aligned to the strategic focus of council.
- Maintain accessible and current health, safety and wellbeing resources and communicate relevant information and updates to employees.
- Support the development, implementation, and monitoring of due diligence plans for Council officers.
- Lead the development, implementation, and continuous improvement of Councils wellbeing framework and associated initiatives.
- Facilitate and support health, safety and wellbeing risk management processes, including the identification, assessment, treatment and monitoring of risks.
- Undertake and support incident investigations, ensuring appropriate documentation, corrective actions, escalation and closure processes are completed with clear evidence.
- Support statutory notifications to WorkSafe New Zealand and coordinate any associated actions or information requirements.
- Prepare regular health, safety and wellbeing reports for the Executive Leadership Team, Elected Members, including performance information, trends, risks and recommended actions.
- Plan, coordinate and monitor health and safety audits and assurance activities using SafePlus, ISO 45001 and other recognised best practice frameworks, including monitoring the implementation of corrective actions and reporting significant unresolved findings.
- Manage employee health monitoring programmes and provide guidance to People Leaders on relevant requirements and follow up actions.
- Provide advice, support and relevant information to the Health and Safety Committee and support the Committee's role in monitoring health and safety performance and improvement activities.
- Support the development and monitoring of contractor health and safety management systems, processes and assurance activities.
- Monitor health and safety compliance across Council activities, using lead and lag indicators to identify trends, risks, ineffective controls, overdue actions and opportunities for improvement.
- Monitor the implementation and effectiveness of Councils health, safety and wellbeing strategy and supporting work programmes.
- Identify emerging health, safety and wellbeing issues and recommend practical and proportionate improvements.
- Monitor the implementation of corrective actions, recommendations and risk treatments arising from incidents, audits, assurance activities, risk reviews and regulatory interactions, escalating significant unresolved matters through management and governance reporting processes where appropriate.

What you will bring

Required

This role requires the following knowledge, experience, qualifications, skills, and personal attributes.

- A relevant health and safety training or qualification, supported by at least three years' practical experience in a health, safety and wellbeing advisory role.
- Sound working knowledge of the Health and Safety at Work Act 2015, associated regulations and relevant WorkSafe guidance.
- Experience providing practical advice, developing and reviewing health and safety systems, undertaking risk assessments, investigating incidents and supporting assurance activities.
- Confidence communicating with employees, People Leaders, senior management and governance groups, including preparing clear reports and recommendations.
- Ability to influence decision-making, challenge constructively and communicate health and safety risks and assurance findings to management and governance audiences.
- Excellent relationship building skills and the ability to influence and support improved health and safety practices without relying on formal authority.
- Sound judgement, planning and organisational skills, with the ability to provide practical, proportionate and risk based advice.
- Sound knowledge of Microsoft applications and SiteWise, with the ability to quickly learn new systems and software.

Desired

In addition to the required fields, there is also a number of competencies where an expert level of knowledge/experience is desired.

- A relevant tertiary qualification in occupational health and safety, risk management, wellbeing or a related recognised higher-level health and safety qualification.
- Professional membership with a recognised health and safety body, such as the New Zealand Institute of Safety Management.
- A recognised incident investigation qualification or relevant investigation training.
- The ability to consider wider organisational priorities and contribute to practical plans for continuous improvement.
- Previous experience working within local government or the wider public sector.
- Knowledge and understanding of the Tararua District and its operating environment.
- Knowledge or experience of SafePlus, ISO 45001 or other recognised health and safety frameworks.
- Experience supporting contractor health and safety management and assurance processes.
- Understanding of officer due diligence obligations and organisational health and safety governance requirements

Our Values

PONO

Integrity through transparency, trust and accountability

Integrity through standing up for what's right

Integrity through respect for our communities, environment and cultures



WHANAUNGATANGA

One team who unites behind a shared vision

One team who is respectful and considerate to all

One team who encourages each other to succeed and excel



WHANAKE

We will continue to evolve, adapting to our ever-changing environment

We will continue to evolve, steering our waka in the right direction

We will continue to evolve, leading our communities into a better future



What we all do

- Adhere to Council policies and procedures
- Demonstrate a proactive commitment to a safe working environment to meet the requirements as set under the Health and Safety in Work Act 2015.
- Uphold council partnerships with Rangitāne o Tamaki Nui-ā-Rua and Ngāti Kahungunu ki Tāmaki-nui-a-Rua, giving effect to the settlement acts and our memoranda of partnership, while actively growing understanding of te ao Māori, te reo Māori and tikanga Māori
- Act as an ambassador for our Council, living the council values
- Attend training as required to maintain the necessary skills to fulfil the requirements of the position
- Undertake Performance Development tasks/responsibilities as identified in your Performance Development Plan.
- Participate in and undertake emergency management duties as required, including training
- Ensure all Council documents are filed in Council's Records Management System
- Participate and contribute to continuous improvement initiatives

Your reporting lines

Group Manager – People, Capability & Customer Engagement



Risk & Assurance Advisor



Health, Safety & Wellbeing Advisor

Additional Information

Delegations

Number of people reporting to the role	Nil
Financial delegation	\$2,000
Contract delegation	Nil
Statutory delegation	As per Councils statutory delegations register

Role Acceptance

From time to time, it may be necessary to consider changes in the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by the manager of the position. This Position Description will be reviewed as part of the preparation for performance planning and professional development for the annual cycle. A review in job size and possible impact on remuneration structure of the position will only be considered where the change of position is significant (guideline: significant would typically involve a 25% change in the complexity or accountability of the role.)

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Approved: (Manager/Supervisor)

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Date:

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Agreed: (Staff Member)

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Date: