

# Position Description

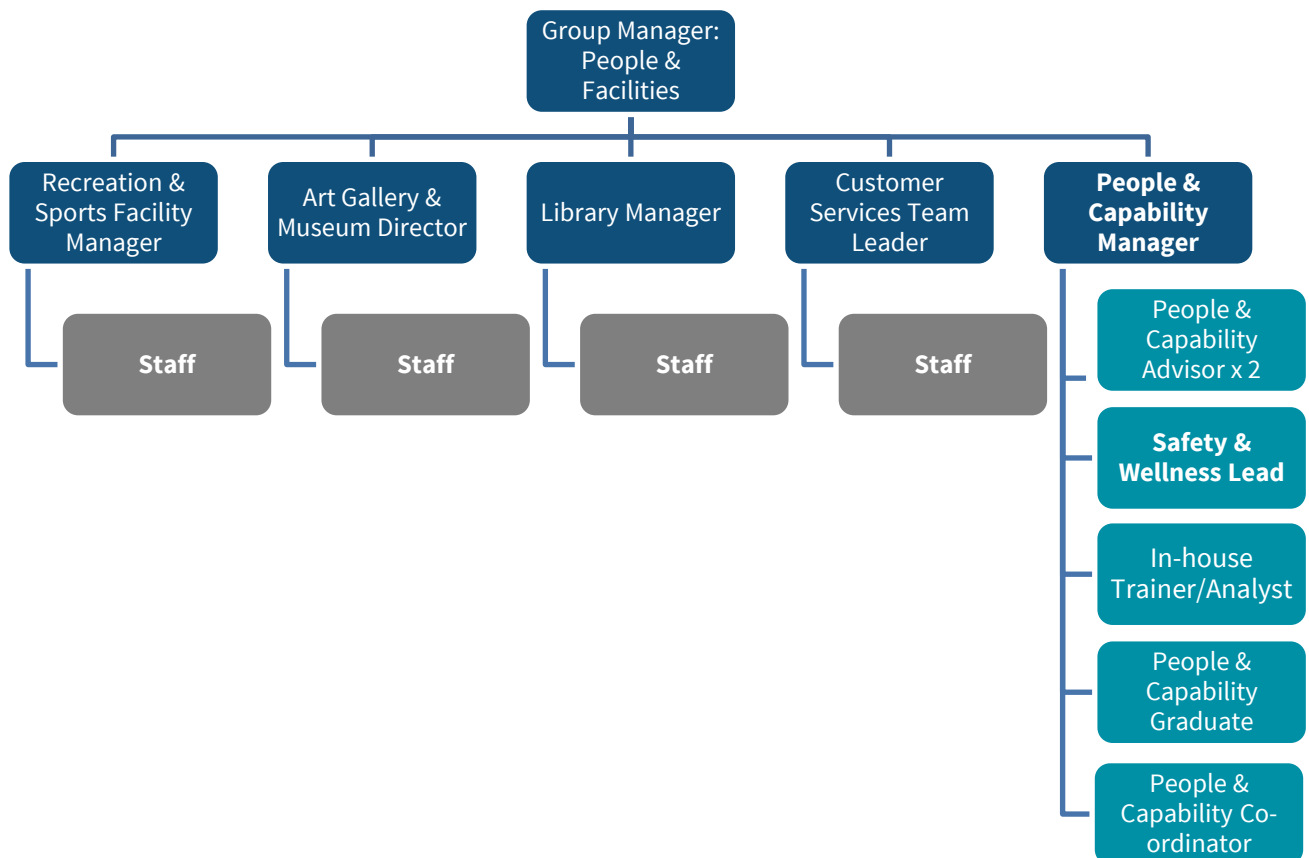
<b>Position Title:</b>	Safety & Wellness Lead
<b>Reports To:</b>	Manager: People & Capability
<b>Team:</b>	People & Capability
<b>Group:</b>	People & Facilities
<b>Employment Type</b>	Permanent, Full time
<b>Date Modified:</b>	March 2024

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## Purpose

To lead and drive Council’s organisational culture, systems and procedures in regards to employee health and wellness.

## Group Structure



## Our Story

# Purpose

Supporting our communities to thrive by working together to provide services and places for people to connect, grow, live, work and play.

# Values

Our Values describe how we are going to achieve our purpose and vision, and they underpin how we work; they support how we make decisions, how we treat each other and our communities, and how we behave everyday. They guide us all and they apply to everyone in our organisation, no matter where we work or what we do.



Ka mahi tika ai tātou

- ✓ Build trust by communicating openly and acting with integrity
- ✓ Apply a customer lens to everything we do
- ✓ Make responsible decisions by balancing different needs
- ✓ Plan for our future and think sustainably
- ✓ Take responsibility and "own" our roles



Ka whakarite ai tātou

- ✓ Know our stuff and encourage knowledge sharing and professional growth
- ✓ Learn from our successes and mistakes
- ✓ Aim to improve and innovate by questioning the status quo & bringing ideas to life
- ✓ Focus on solutions
- ✓ Follow through with our commitments



Pakihiwitahi ai tātou

- ✓ Collaborate and tackle challenges together
- ✓ Work with and for our communities
- ✓ Think about how our work impacts others
- ✓ Acknowledge and celebrate our achievements
- ✓ Value and encourage social connections



Kauanuanu ana ngā reo ai tātou

- ✓ Encourage diverse ideas
- ✓ Keep an open mind
- ✓ Have empathy for and support one another
- ✓ Care for the wellbeing and safety of ourselves and others
- ✓ Seek to understand what is important to others

## Key Accountabilities

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### Initiatives & Engagement

- Develop, implement and maintain existing Health, Safety and Wellness initiatives across Council.
- Contribute to and grow ADC's employee involvement and talent pool in Safety and Wellness matters.
- Effectively communicate with all teams across council in regards to their relevant risks, policy or system changes and regular informative stories across our communication platforms.
- Work with internal teams to ensure the Council contractor management system efficiently manages all Council contractors across all activities from pre to re qualification, within ERIC (Assura H&S system).
- Assess and work with other teams to ensure the community group safety management plans (for events on Council land,) meet established H&S standards.
- Work alongside and provide advice to employees, managers and the Health & Safety Committee to increase their level of understanding of legislation, policies and best practice.
- In coordination with managers, perform task analysis for all high risk hazards and investigate serious events.

### System Management

- Champion the use of and further development of ERIC, introducing new capability and improvements in accordance to business needs and funding as the system "Super User".
- Develop a work programme based on organisational priorities, trend information, policy and procedure reviews, audit recommendations and manager input.
- Develop an audit schedule for work sites/activities across Council and conduct audits sharing your knowledge with other staff, managers and committee members.
- Maintain our H & S Manual, Hazard & Risk Register and ERIC to ensure currency, usability and legislative compliance.
- Contribute to and draft Safety & Wellness reports for the Executive team and elected members, utilising data with ERIC.
- During Civil Defence emergencies act as Risk Manager, providing timely and accurate advice to EOC staff to mitigate risk.

### Corporate Contribution

- Contribute to and follow the organisation's governance, corporate plans, policies, projects, initiatives and strategies.
- Participate in performance development and assessment processes.
- Contribute to and follow health and safety policies and procedures, including accurate reporting.
- Ensure proper care and use of plant, vehicles and equipment.
- Assist in providing civil defence functions and / or maintain the provision of essential services in emergency management events.
- Undertake any other relevant duties, including attending out of hour's meetings as requested by your Manager or Group Manager.

## **Position Requirements**

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The below qualities, knowledge and skills are the key focus for this role and are used to assess an applicant's suitability for the role and the incumbent's performance in the role.

### **Personal Qualities**

#### Detail Focus

- Observes fine details and identifies gaps in information.
- Prefers to follow processes to complete tasks.
- Considers maintaining levels of accuracy of high importance.

#### Relationship Building

- Promotes understanding and compromise through diplomatic handling of conflict.
- Forges useful partnerships with people across business areas, functions and organisations.
- Builds trust through consistent actions, values, communication and minimising surprises.

#### Creativity and Innovation

- Draws on a range of information sources to identify new ways of doing things.
- Translates creative ideas into work process improvements.
- Reflects on experience and is open to new ways to improve processes.

### **Knowledge and Skills**

#### Advanced Computer Skills

- Uses a wide range of advanced software application features.
- Able to problem-solve issues on software applications.
- Interrogates software applications to evaluate performance and provide information.

#### Communication Skills

- Organises information in a logical sequence using content appropriate for the purpose and audience, using feedback to ensure understanding.
- Speaks clearly, concisely and confidently using a polite and considerate manner.
- Ensures written communication contains the necessary information to achieve their purpose.

#### Initiative and Enthusiasm

- Demonstrates enthusiasm, commitment and capacity for sustained effort and hard work.
- Demonstrates a proactive and self-starting approach.
- Sets high standards of performance for self and others, ensuring ownership of actions.

### Organisational skills

- Sets clearly defined objectives and priorities to ensure goals and deadlines are met.
- Priorities activities and operates accordingly, reviewing and adjusting as required.
- Recognises actual and potential barriers and finds effective ways to deal with them.

### Specialist Expertise

- Tertiary qualification in workplace or occupational Health & Safety, or a minimum of 5 years experience in a Health & Safety position.
- Demonstrable experience as an online H & S system super user.
- Proven relationship building skills gained in a workplace H & S environment.
- Previous experience leading and engaging with a diverse workforce (preferred).