

POSITION TITLE:	Health, Safety & Wellbeing Advisor		
GROUP:	Asset Management	SECTION:	Regional Projects
REPORTS TO:	Programme Finance and Controls Manager		
RESPONSIBLE FOR:	NA		
FAMILY:	TS4	GRADE:	16
DATE REVIEWED:	November 2023	JOB NUMBER:	

HBRC STRATEGY

Our Vision:

We want a healthy environment and a resilient and prosperous community.

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

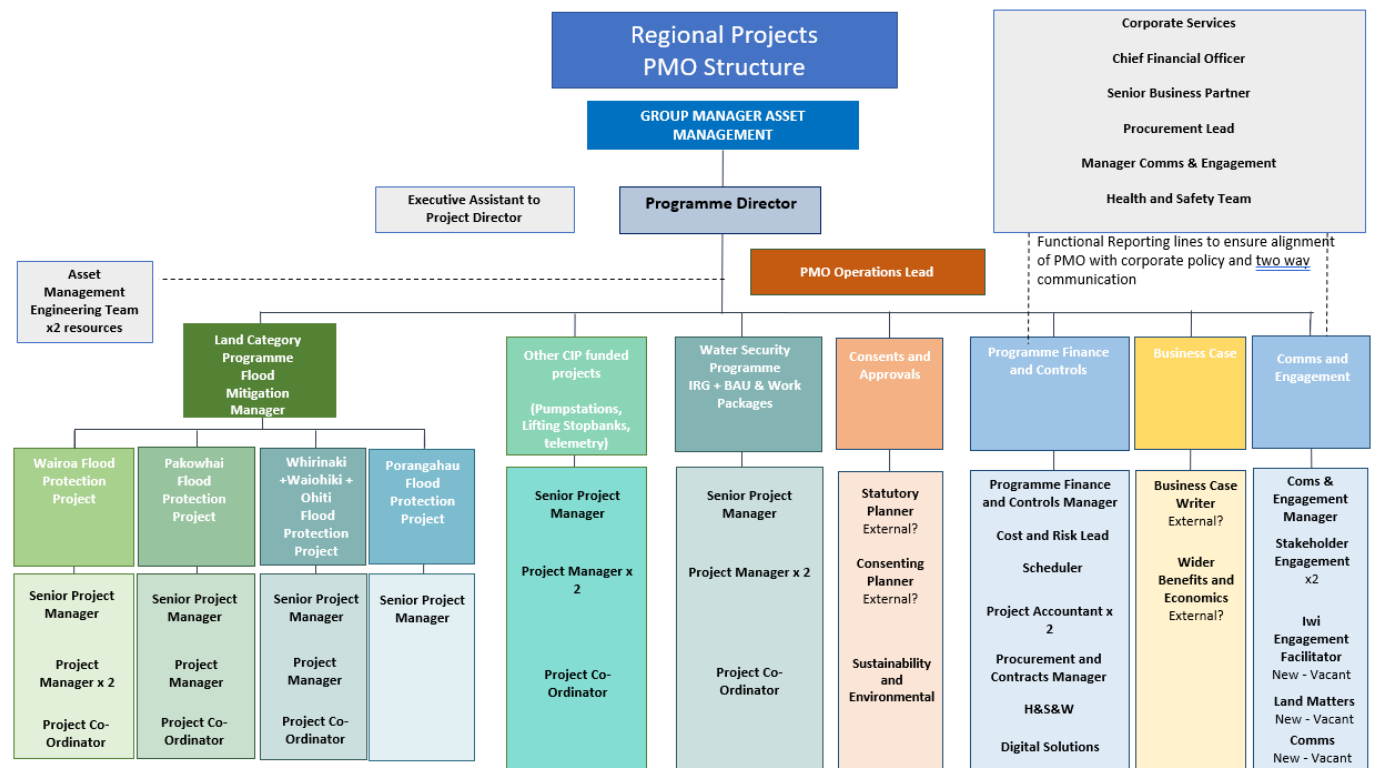
The role of Health, Safety and Wellbeing Advisor will support the health, safety and wellbeing processes and activities across all aspects of work undertaken by the Regional Projects team. The position requires a breadth of knowledge across health and safety activities alongside well-developed coordination and advisory skills. The role will support the achievement of team health and safety objectives and ensure legislative compliance, while ensuring alignment with the wider organisation Health, Safety and Wellbeing policy, procedures and strategic objectives.

GROUP AND TEAM GOALS:

- The Regional Projects team provides the following role and functions as part of the Asset Management Group:
- Provide a centre of expertise in capital project delivery.

- Maintain and improve the project management framework
- Maintain and improve the project management information system linking with the corporate PMO
- Deliver portfolio of capital infrastructure projects with agreed timeframes and budget

ORGANISATIONAL CONTEXT



JOB SPECIFIC ACCOUNTABILITIES

- Take responsibility for the safe implementation of projects, drawing on relevant prior experience.
- Take projects through the full project lifecycle from reviewing safety pre-qualification, review of tender safety submissions, review of selected contractors' safety plans and monitoring on-site safety performance.
- Apply an understanding of project management principles to devise and deliver practical solutions to problems.
- Attend project contractor start-up/toolbox meetings to outline HBRC safety expectations and reporting requirements.
- Review contractor accidents and incident reporting. Provide additional support if required for critical event or notifiable event incidents.
- Ensure all incidents are loaded into the HBRC incident database. Notifiable or serious incidents reported through to the HSW team immediately or as soon as practicable.
- Active support role in the investigation of any significant accident or incident or 'notifiable event'.
- Support the Council's chosen health and safety framework and ensure alignment with that framework.
- Provide input into the identification and management of risks that are known or identified as emerging risks within the group, share these with HSW team as these may influence alteration to the wider organisational risk registers.
- Undertake relevant risk assessments inspections, and observations (or similar) to ensure site compliance, and policy and procedures are achieving the required outcome.
- Communicate positively and effectively ensuring that team members, managers and stakeholders are appropriately informed about and health, safety, environmental and wellbeing issues. Operate in a way that ensures no surprises.
- Demonstrate effective communication, presentation, networking and relationship management skills.

- Support contractors and provides an expert source of health, safety, environmental and wellbeing to staff within the PMO.
- Establish safety reporting requirements to support the needs of the PMO.
- Role model the organisation’s objectives, values and behaviours.
- Adhere to HBRC policy, procedure and processes for Health, Safety and Wellbeing.
- Ensure HBRC Health, Safety and Wellbeing reporting requirements are met.
- Support HBRC Health, Safety and Wellbeing audits as required, providing relevant documentation as requested.
- 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.

FUNCTIONAL RELATIONSHIPS

Internal

- Group Managers
- Executive Team
- Elected members
- HSW team
- 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 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.
- Comply with the COVID-19 Public Health Response (Vaccinations) Order 2021.

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.

- At least 5+ years relevant experience in a similar role/industry
- Appropriate tertiary qualification / post graduate studies / professional body certification / registration.
- Experience in delivery of large civil and earthworks preferred.
- In depth knowledge of health and safety legislation, particularly the Health and Safety at Work Act 2015.
- Experience in policy, work procedure and JSEA development.
- Experience in drafting letters, reports and formal communication.
- Experience interpreting policies, procedures in order to provide advice.
- Valid driver's license required

Knowledge

The following indicates what would typically be expected for this role at a competent level:

- Sound judgment with demonstrated health and safety management and related wellbeing skills.
- Knowledge of Health and Safety legislation and compliance.
- Proficiency in MS Word, Excel, Visio, Projects, PowerPoint and other database and information management systems
- Analytical skills.
- Knowledge of financial reporting systems and requirements.
- Communicating effectively to convey and interpret data/information.

- Collaborative work practices to build strong working relationships.
- Problem solving working knowledge.
- Sound understanding of tikanga Māori and Māori values and an appreciation as to how they relate to Regional Council functions and plan and policy development.
- Knowledge of Traffic Management Plans/Systems (Desirable)

Personal Attributes

- Highly constructive results driven individual.
- Ability to create harmony in a team.
- Ability to anticipate change, remain flexible and be innovative.
- Excellent interpersonal skills with the ability to initiate and engage effectively at all levels, internally and externally.
- 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.
- A high level of courtesy and listening skills.

Awareness

- Demonstrated awareness of Te Tiriti o Waitangi and including Te Reo Māori in relevant and practical ways in interaction and engagement to demonstrate respect and value of Tikanga Māori in appropriate settings.

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