

# Job Description



## My Position

<b>Position:</b>	<b>Health &amp; Safety Coordinator</b>
<b>Section:</b>	Assurance & Improvement
<b>Group:</b>	Council Operations
<b>Responsible to:</b>	Team Leader – Health & Safety
<b>Job Purpose:</b>	<ul style="list-style-type: none"><li>• Provide support to the Team Leader – Health &amp; Safety that enables the Council in meeting or exceeding its statutory health and safety obligations and requirements of the Health and Safety at Work Act 2015.</li><li>• To contribute to the development, improvement and management of appropriate resources, systems, policies, processes, and advice to consistently promote and support the delivery of Council's health and safety responsibilities.</li><li>• To assist with the management of contractor health and safety pre-qualification processes.</li><li>• To assist in the delivery of health and safety training, procedures, and processes</li></ul>

## Our Council

<b>Our District Vision:</b>	Thriving and resilient Tasman communities <i>Te Manawaroatanga o Te Tai o Aorere kai tupu, kia rea</i>	
<b>Our Purpose:</b>	Working together for a Tasman District that has a healthy environment, strong economy, and a vibrant community.	
<b>Our Internal Vision:</b>	Tasman Inspired  Driving value for Tasman's people and places	<i>Whakangiha Te Tai o Aorere</i>  <i>Whakamana tātou ki ngā wāhi katoa o Te Tai o Aorere</i>

## Our Values

We support our Vision and Mission through living our values.

### **Auaha – Innovation**

- We use innovative ideas to improve our performance, find solutions and add value to our communities and the environment.
- We deliver a quality innovative and timely service.
- We take opportunities to learn and grow.
- We show initiative and flexibility to respond to our communities' needs.
- We seek diversity of views and challenge the status quo.

### **Manaakitanga - Caring / Sharing**

- Our interactions with Iwi and others are guided by helpfulness and respect.
- We care for and develop our people and are supportive and encouraging of others.
- We care about each other and actively engage in what we do.
- We communicate in a way that shows we are approachable and care about others needs

### **Kawenga - Responsibility**

- We act professionally, showing respect, honesty, integrity, reliability, and empathy.
- We take personal responsibility for our actions, decisions, and performance.
- We choose to bring the right attitude to our work.
- We promote a safe work environment that puts the wellbeing and safety of our people first.

### **Whanaungatanga - Relationships**

- We actively seek to collaborate with colleagues, Iwi, and others in the work we do.
- We work together to achieve the best overall result, outcome, or decision.
- We communicate clearly and tell stories to enable understanding and shared meaning.
- We embrace diversity and the opportunity to share our ideas and learn from others

## **My Group**

### **Role of the Council Operations Group**

The Council Operations Group supports the Chief Executive in their role by providing leadership, management and service delivery in several key organisational areas: operational governance, enterprise risk and procurement advice, legal services, communications and change management, programme and project management, people management, health, safety and wellbeing.

The Group acts as a 'centre of excellence' for cross-council functions and priorities. As second in command to the CEO the Chief Operating Officer supports the CEO's priorities and obligations to ensure the timely implementation of Council's plans and the reflect Council's policies; providing efficient and effective strategic support and leadership to Council's business operations; and to fulfil the CEO's due diligence responsibilities as an 'officer'.

## **My Key Result Areas**

### **My Priorities**

<b>What am I supposed to do?</b>	<b>How well am I supposed to do it?</b>
<b>Health and Safety</b> <ul style="list-style-type: none"><li>• Provide support to the Team Leader – Health &amp; Safety that enables the Council and its staff to meet their legislative health and safety obligations.</li><li>• Contribute to the development and management of best practice policy, planning, processes, and documented systems.</li><li>• Promote the importance of reporting and entering events in the online health and safety system and offer assistance to employees and contractors when required.</li><li>• Actively promote health and safety throughout all levels of the organisation to ensure compliancy is maintained.</li><li>• Perform other health and safety associated tasks and activities as reasonably requested.</li><li>• Provide back up and cover for the Health and Safety Administrator in their absence.</li><li>• Create and provide health and safety information reporting as requested.</li><li>• Contribute to the ongoing enhancement and utilisation of the system functionality in the health and safety online reporting system.</li><li>• Participate and contribute to continuous improvement initiatives.</li><li>• Support and provide guidance to the Health and Safety Representatives.</li></ul>	<b>Health and Safety</b> <ul style="list-style-type: none"><li>• Team leader feedback demonstrates that support provided.</li><li>• Positive feedback from staff and contractors on the quality and timeliness of advice, support and tools is evident.</li><li>• Active participation in reviewing health and safety documentation is evident.</li><li>• Responds positively to opportunities to provide advice and assistance as required.</li><li>• All assigned tasks are carried out accurately and efficiently.</li><li>• Identified issues and problems are resolved within agreed timeframes.</li><li>• Takes an active approach to own workload management by using good systems to track work demands and deadlines and has clear discussions about priorities with the Team Leader – Health &amp; Safety.</li><li>• All reporting provided is accurate and within agreed timeframes.</li><li>• Ongoing enhancements and better utilisation of the health and safety online reporting system is evident.</li><li>• Visible rapport with the Health and Safety Representatives is apparent.</li></ul>

<p><b>Education and Compliance</b></p> <ul style="list-style-type: none"> <li>• Contribute to the continual development and delivery of a health and safety education and improvement programme,</li> <li>• Participate in reviews of health and safety related documents, policies, processes, forms, and other material as assigned.</li> </ul>	<p><b>Education and Compliance</b></p> <ul style="list-style-type: none"> <li>• Health and safety education and improvement programmes are delivered and helping managers and other key staff to meet their health and safety obligations.</li> <li>• Relevant health and safety processes are in ProMapp.</li> <li>• Assigned health and safety objectives and activities are achieved within the agreed timeframes.</li> </ul>
<p><b>Contractor Health and Safety</b></p> <ul style="list-style-type: none"> <li>• Assist with the Council's health and safety induction processes and documentation for health and safety pre-qualification of contractors.</li> <li>• Carry out assigned health and safety audits / inspections for approved contractors and Council owned buildings as required.</li> <li>• Liaise and assist Engaging Supervisors in entering contractor events in the health and safety online reporting system.</li> </ul>	<p><b>Contractor Health and Safety</b></p> <ul style="list-style-type: none"> <li>• Contractor health and safety induction processes are correctly completed by Council engaging supervisors and process improvements are evident.</li> <li>• Health and safety "Pre-Qualification Contractors" information is accurate, up to date and accessible on the health and safety online reporting system.</li> <li>• Assigned Contractor site audit visits are completed by job holder and by Council Engaging Supervisors and these are evident on the online reporting system.</li> <li>• Responds positively to opportunities to provide advice and assistance as required.</li> </ul>
<p><b>Induction and Training</b></p> <ul style="list-style-type: none"> <li>• Contribute to and continuously improve Council's health and safety induction processes and documentation for employees.</li> <li>• Provide health and safety systems user training to People Leaders and staff that enables a self service model.</li> </ul>	<p><b>Induction and Training</b></p> <ul style="list-style-type: none"> <li>• All health and safety training course information is up to date in the online health and safety system.</li> <li>• Health and safety programmes are effectively communicated and delivered.</li> <li>• Health and safety training delivered meets the needs and objectives of Council's health and safety obligations.</li> </ul>

## My Contribution

### **Accountability**

- I take responsibility for my performance, decisions, and actions and how these impact on others.
- I take ownership of my wellbeing and health and safety responsibilities and seek support if I need it.
- I take responsibility for ensuring the digital information, data and records created from carrying out my role are properly stored, maintained and retrievable.
- I fulfil other assigned responsibilities, tasks, and project work in a professional and timely manner.

### **Customer Focus**

- I focus on the needs of our customers and provide all of them with outstanding service.
- I treat all people with respect, and I deliver on the commitments I make.
- My actions are fair and build trust with my colleagues, customers, and our community.

### **Relationship Building**

- I build and maintain genuine relationships with my colleagues, customers, and our community.
- I actively listen to others and am supportive, friendly, and helpful.
- I respect all cultures and act in ways that make others feel included and valued.

### **Resilience & Adaptability**

- I support new ways of working and am able to be flexible and calm when facing change or difficult situations.
- I am digitally confident and participant in opportunities to learn how to apply digital business technology and tools to my work.
- I am a willing contributor and participant in business process improvement solutions and other initiatives that enhance our service delivery.

### **Motivation & Drive**

- I take responsibility for my own learning and development and welcome feedback to improve my performance.

<ul style="list-style-type: none"> <li>• I effectively plan, manage, and prioritise my work and deliver it on time.</li> <li>• I choose to bring the right attitude to work and I role model behaviours and attitudes that align with the Council's Values.</li> </ul>
<b>Collaboration &amp; Inclusion</b> <ul style="list-style-type: none"> <li>• I actively contribute to the achievement of team goals and objectives.</li> <li>• I collaborate effectively with others and support my colleagues to achieve the Council's strategic goals and objectives.</li> </ul>
<b>Civil Defence Emergency Management</b> <ul style="list-style-type: none"> <li>• I provide assistance and support during civil defence / emergency management activities.</li> <li>• I participate in civil defence and emergency management training.</li> </ul>
<b>Working within te ao Māori</b> <ul style="list-style-type: none"> <li>• I have a sound understanding of the Council's Te Tiriti o Waitangi obligations (where role requires this).</li> <li>• I contribute to the promotion of the principles of Te Tiriti o Waitangi and work in partnership with Iwi.</li> </ul>

## My Delegations

I have no staff or financial responsibilities. However, the Council may from time to time delegate to me specified powers and duties which I must exercise with due care and diligence.

## My Competencies

**My Qualifications and Experience:**

- Minimum of four years' practical health and safety experience (preferably in Local Government or a similar large organisation).
- Demonstrated knowledge in the application of the Health and Safety at Work Act 2015, and other relevant legislation and regulations.
- Experience with health and safety management systems, risk management and auditing.
- High level of digital literacy, particularly with the Microsoft Office suite and the use of database applications.
- Level 4 qualification in health and safety or similar field or actively studying towards one is desirable.

**My Personal Attributes:**

- Well developed interpersonal and communication skills are essential.
- Excellent time management skills and an ability to work under tight time constraints.
- Commitment to ongoing improvement and a quality service provision.
- Ability to develop, manage and build positive working relationships with people on all levels in a discrete and confidential manner.
- A 'can do' approach and strong customer services ethos.
- Be continuous improvement focused.
- Friendly, positive, and approachable.
- Good understanding of the principles of Te Tiriti o Waitangi and Tikanga Māori.
- Ability to work under time constraints and show initiative and good judgement.
- An active team member with a genuine enjoyment in assisting people.

## My Agreement

**My Name:** .....

**My Signature:** .....

**Date:** .....

