

## JOB DESCRIPTION

Position Title:	Contracting Health, Safety, Quality and Risk (HSQR) Manager
Location:	Kaitaia or Puketona (with regular travel to other sites)
Reports To:	General Manager Contracting Services Dotted Line: Corporate Health, Safety & Risk Manager
Direct Reports:	Contracting HSQR Trainer & Auditor Dotted Line: Administrator
Financial Responsibility:	As per delegated authority
External Relationships:	Industry Training Organisations Training Providers Subcontractors and Consultants Electricity Engineers Association.

### PURPOSE

To lead and manage the contracting division's health, safety, quality, and risk functions, ensuring compliance with relevant legislation, standards, and best practices. To promote a learning organisation culture in alignment with the Group strategy.

### OBJECTIVES

These are the overall objectives (high level) for the position – they should feed into the divisional / organisational objectives

Number	Description	Weighting
1.	Lead the continual improvement of risk management, health and safety performance and quality outcomes across the Contracting Division.	50%
2.	Improved staff health and safety risk management culture achieved through effective training, communication, consultation, and support to leadership and staff	25%
3.	Build staff capability and ensure competence through training and mentoring	25%

### DUTIES

These are the day-to-day tasks that make up the individual's role

Area	Activities
HSQR Leadership	<ul style="list-style-type: none"> <li>• In alignment with the Corporate Strategy:               <ul style="list-style-type: none"> <li>○ Develop and maintain the contracting division's health and safety framework, aligned with ISO 45001 and NZS 7901.</li> <li>○ Position and promote risk management practices within the division in line with ISO 31000:2018.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Position and promote quality management practices within the division in line with ISO 9001:2015</li> <li>● Build relationships at all levels of the business to influence a HSQR learning culture.</li> </ul>
Health & Safety Management	<ul style="list-style-type: none"> <li>● Act as a safety champion, role modelling safe behaviour.</li> <li>● Manage health and safety risks, especially critical risks and their related critical controls within prescribed tolerances.</li> <li>● Develop and manage the delivery of a practicable and effective work training program for contracting field staff that ensures they are competent and approved to conduct work on the Top Energy Network</li> <li>● Help develop, own and maintain the contracting field staff competency system, ensuring all staff are competent to complete the work issued</li> </ul>
Quality Management	<ul style="list-style-type: none"> <li>● Develop and manage the delivery of a practicable and effective work training program for contracting field staff that ensures they are sufficiently skilled in construction techniques, are able to comprehend and deliver complex designs, and update all asset records as required</li> <li>● Conduct regular audits and inspections to assess the effectiveness of health, safety, quality and risk management practices and identify areas for improvement.</li> </ul>
Risk Management	<ul style="list-style-type: none"> <li>● Support the General Manager Contracting in understanding and managing the business commercial risks</li> <li>● Working with Corporate H&amp;S, develop and deliver a training program that ensures field staff understand operational risks, hazards and effective risk assessment, and the importance of discussing and documenting these before work commences</li> <li>● Maintain and enhance the risk and hazard registers.</li> <li>● Support contracting management in managing staff fatigue.</li> </ul>
Incident Management	<ul style="list-style-type: none"> <li>● Promote reporting incidents, accidents, near misses, and hazards, ensuring appropriate corrective and preventive actions are taken.</li> <li>● Partner with Management to decide on and manage immediate incident response, including staff welfare, securing the worksite and assessing the situation.</li> <li>● Assist with field-based accident and incident investigations where required.</li> <li>● Communicate outcomes of incidents, accidents, near misses, investigations and other industry learnings (e.g. Safety Alerts) to staff.</li> </ul>
Reporting	<ul style="list-style-type: none"> <li>● Deliver monthly performance reporting to Contracting Management as required.</li> <li>● Deliver monthly performance reporting to Corporate as part of the Monthly Health and Safety Report.</li> </ul>

Human Resources	Develop and mentor staff <ul style="list-style-type: none"> <li>Ensure staff reporting to this position are adequately trained and capable of performing their role.</li> <li>All aspects of staff management, including performance development, remuneration reviews, performance management, and succession planning, are in place to ensure business capability and continuity</li> </ul>
Other Duties	Carry out any other duties and responsibilities as may be requested from time to time which are generally consistent with the objectives of the position

### EXPECTED OUTCOMES

Monitored bi-annually through the Performance Development (PDP) Process

### ADDITIONAL RESPONSIBILITIES

Asset Management	Level 3 of the Responsibility Matrix (if applicable)
Health and Safety	Level 3 of the Responsibility Matrix
Risk Management	Level 3 of the Responsibility Matrix

### QUALIFICATIONS AND EXPERIENCE

#### Knowledge, Skills and Abilities:

Education/Qualifications	Essential	Preferred	Experience	Essential	Preferred
Relevant tertiary qualification (diploma or higher) in Health and Safety	X		At least 5 years' experience managing and/or coordinating health and safety activities to ISO standards of continual improvement, quality and risk management	X	
Membership of relevant risk institution (e.g. NZISM membership category: Professional or higher, HASANZ, IOSH, RMIA)		X	Extensive understanding of HSWA	X	
Detailed understanding of the electricity wiring regulations		X	Previous experience in the electrical industry (or similar)	X	
Detailed understanding of SM-EI Safety manuals	X				

#### Personal Attributes:

##### Accountability

- Holds self and others accountable for required work output and standards
- Ensures that effective controls and contingency plans are in place
- Projects / tasks within area of own accountability are completed on time

##### Action Orientation / Energy / Enthusiasm / Motivation

- Has a positive attitude towards job and colleagues

- Displays a strong will to succeed
- Makes personal sacrifices to meet organisational goals
- Has tremendous drive, enthusiasm and determination to complete tasks
- Is willing to “go the extra mile” to achieve results
- Seeks opportunities to learn and grow
- Volunteers for difficult assignments
- Believes in the job s/he is doing
- Does not need to be reminded of project due dates or deliverables

**Coaching / Mentoring**

- Uses a planned and structured approach in coaching and mentoring others
- Makes self readily available to provide assistance and advice
- Gives timely and ongoing feedback on progress
- Provides honest, balanced and constructive feedback
- Uses recognition and praise to encourage progress and competency achievement
- Is a good facilitator

**Commitment to Continuous Quality / Process Improvement**

- Ensures that rigorous measures are employed to maintain quality products and services
- Identifies and implements new processes and initiatives that help the unit accomplish its goals.
- Actively seeks and suggests improved ways of getting the job done
- Inspires others to perform at the highest level

**Influence / Persuasion**

- Utilises effective interpersonal styles and methods of communication to gain agreement or acceptance of ideas
- Builds consensus through give and take, and facilitates “win-win” agreements
- Gains cooperation from others to obtain information and accomplish goals

**Networking / Partnering**

- Develops business networks and builds internal and external alliances
- Collaborates across organisational boundaries, and finds common ground with relevant stakeholders

**Organisation Policies**

- Adheres to organisation and unit policies, rules and regulations

*At Top Energy’s discretion, this Job Description may be amended in consultation with the position holder*

Manager’s Signature	Position Holder’s Signature
Manager’s Name (please print)	Position Holder’s Name (please print)
Date	Date

## Responsibility Matrix

### Asset Management

Level	Level Title	Job Title	Responsibility
1	Business Leader	CEO	<ul style="list-style-type: none"> <li>• Able to direct the work of others in all roles, particularly in policy development, analysis of strategic requirements, asset management capability development, risk management and performance improvement.</li> <li>• Proactive in shaping the Asset Management culture and championing Asset Management principles and best practice.</li> <li>• Must have sufficient understanding of Asset Management principles and practice to evaluate the quality of the work being done.</li> </ul>
2	Head of Division	Divisional GM	<ul style="list-style-type: none"> <li>• Able to direct others in asset management planning, the implementation of asset management plans, risk management and performance improvement and asset information management.</li> <li>• Able to guide and show others how to undertake the full range of asset management activities.</li> <li>• Able to undertake independently the analysis and development of asset policies and the investigation of incidents and communication of lessons learned.</li> <li>• Able to lead and evaluate compliance reviews and audits.</li> <li>• Contributes to the specification, selection, and integration of asset management information systems.</li> </ul>
3	3 <sup>rd</sup> Tier Management	Managers (Report to GM)	<ul style="list-style-type: none"> <li>• Able to independently undertake activities in asset management planning, the implementation of asset management plans, risk management and performance improvement and asset information management.</li> <li>• Able to contribute to policy development, strategy development, asset management capability development, risk management and performance improvement in the area of asset management for the business</li> </ul>
4	4 <sup>th</sup> Tier Management	Supervisor / Foreman (Report to a Manager)	<ul style="list-style-type: none"> <li>• Able to guide and show team members how to undertake implementation of asset management plans, asset management capability development, monitoring and reviewing progress and performance and asset information management as it pertains to their area of the business.</li> <li>• Able to undertake asset management planning, asset management capability development, risk management and performance improvement as it relates to their area of the business.</li> <li>• Contribute to asset information management as it pertains to their area of the business</li> </ul>
5	General	All other staff	<ul style="list-style-type: none"> <li>• Understands the contribution each role makes to the achievement of the asset management strategy and objectives.</li> <li>• Understands the interdependencies between asset management roles.</li> <li>• Undertake activities involved in the implementation of asset management plans and risk management and performance improvement as directed by manager as it pertains to their area of the business</li> </ul>

## Risk Management

Level	Level Title	Job Title	Responsibility
1	Business Leader	CEO	<ul style="list-style-type: none"> <li>• Conveys Boards of Directors' risk appetite levels</li> <li>• Directs the work of others in all roles in relation to risk and regulatory issues.</li> <li>• As a member of the Executive Management Team, formulates Risk Management policy.</li> <li>• Sets business level goals, policies and objectives for risk management and reports to Boards of Directors</li> <li>• Deploys plans to achieve the business level goals.</li> <li>• Proactive in shaping the risk management culture and champions risk management principles and best practice.</li> <li>• Sets business level policies for System and Information Security</li> </ul>
2	Head of Division	Divisional GM	<ul style="list-style-type: none"> <li>• As a member of the Executive management Team, formulates Risk Management policy.</li> <li>• Sets divisional level guidelines and objectives for risk management and reports to the CEO on performance regarding risk management objectives.</li> <li>• Deploys plans to achieve the divisional level objectives.</li> <li>• Directs the work of the division in relation to risk management within appetite across the division.</li> <li>• Champions risk management principles and best practices; guides, empowers and supports direct reports in all aspects of company policy adherence in relation to risk management framework and regulatory compliance where relevant.</li> <li>• Sets divisional level requirements to comply with the System and Information Policies and ensure the Information Security Management System is understood and adhered to</li> </ul>
3	3 <sup>rd</sup> Tier Management	Managers (Report to GM)	<ul style="list-style-type: none"> <li>• Guides, empowers and supports direct reports in all aspects of company policy and appetite adherence in relation to risk management and regulatory compliance where relevant.</li> <li>• Sets functional level objectives for risk management and reports to the Divisional GM</li> <li>• Deploys plans to achieve the functional level objectives.</li> <li>• Leads by example in adherence to best practice in risk management at all times.</li> <li>• Assists other Managers in identifying, evaluating and responding to strategic, business and operational risks.</li> <li>• Champions risk management principles and best practices</li> <li>• Incorporates the Information Security Management System, policies, and standards into all activities to reduce risk and improve controls. Ensures direct reports understand and adhere to their responsibilities.</li> </ul>

4	4 <sup>th</sup> Tier Management	Supervisor / Foreman (Report to a Manager)	<ul style="list-style-type: none"> <li>• Leads by example in adherence to best practice in risk management at all times.</li> <li>• Actively and openly discusses risk management with work team on a regular basis.</li> <li>• Assists other Supervisors in identifying, evaluating, and responding to strategic, business and operational risks.</li> <li>• Champions risk management principles and best practices</li> <li>• Incorporates the Information Security Management System, policies and standards into all activities to reduce risk and improve controls. Ensures direct reports understand and adhere to their responsibilities.</li> </ul>
5	General	All other staff	<ul style="list-style-type: none"> <li>• Takes responsibility for risk management as it relates to own work activities within the company.</li> <li>• Assists the General Manager Finance and the reporting manager to continually improve those parts of the Risk Register that relate to own role.</li> <li>• Ensure all activities comply with the requirements of the Information Security Management System, policies and standards.</li> </ul>

## Health and Safety

Effective functioning of the safety management system depends on the commitment by all staff – from the CEO to frontline workers – to perform their duties and responsibilities so far as is reasonably practicable.

Level	Level Title	Job Title	Responsibility
1	Business Leader	CEO	<ul style="list-style-type: none"> <li>• Conveys Boards of Directors' health and safety risk tolerance levels</li> <li>• Directs the work of others in all roles in relation to health and safety.</li> <li>• As a member of the Executive Management Team, formulates Health and safety risk management policy.</li> <li>• Sets business level goals and policies for health and safety and reports to Boards of Directors</li> <li>• Deploys plans to achieve the business level goals.</li> <li>• Proactive in shaping health and safety culture and champions health and safety principles and best practice</li> </ul>
2	Head of Division	Divisional GM	<ul style="list-style-type: none"> <li>• As a member of the Executive Management Team, formulates health and safety risk management policy.</li> <li>• Directs the work of the division in relation to health and safety across the division.</li> <li>• Guides, empowers and supports direct reports in all aspects of health and safety legislative and company policy adherence.</li> <li>• Sets divisional level guidelines/ policies and objectives for health and safety and reports to the CEO.</li> <li>• Deploys plans to achieve the divisional level objectives.</li> <li>• Proactive in shaping health and safety culture within the division and champions health and safety principles and best practice</li> </ul>

3	3 <sup>rd</sup> Tier Management	Managers (Report to GM)	<ul style="list-style-type: none"> <li>• Leads by example in adherence to best practice in at all times.</li> <li>• Guides, empowers and supports direct reports in all aspects of health and safety legislative and company process adherence.</li> <li>• Champions risk management principles and best practices; guides, empowers and supports direct reports in all aspects of company policy adherence in relation to safety risk management framework and regulatory compliance where relevant.</li> <li>• Sets functional level objectives for health and safety and reports to the Divisional GM</li> <li>• Deploys plans to achieve the functional level objectives.</li> <li>• Ensures staff assigned to work have current certification, training, knowledge, experience and confidence to conduct said work.</li> <li>• Leads by example in adherence to best practice in health and safety at all times.</li> <li>• Actively and openly discusses health and safety with operational group and contractors on a regular basis</li> </ul>
4	4 <sup>th</sup> Tier Management	Supervisor / Foreman (Report to a Manager)	<ul style="list-style-type: none"> <li>• Leads by example in adherence to best practice in health and safety at all times.</li> <li>• Guides, empowers and supports direct reports in all aspects of health and safety legislative and company process adherence.</li> <li>• Actively and openly discusses health and safety with work team, including contractors, on a regular basis.</li> <li>• Ensures staff assigned to work have current certification, training, knowledge, experience and confidence to conduct said work.</li> <li>• Follows procedures so far as is reasonably practicable and reports accidents / incidents as and when they occur</li> </ul>
5	General	All other staff	<ul style="list-style-type: none"> <li>• So far as is reasonably practicable, takes responsibility for own health and safety at all times.</li> <li>• Actively and openly discusses and contributes to health and safety improvements.</li> <li>• Follows procedures so far as is reasonably practicable and reports accidents / incidents as and when they occur.</li> <li>• Advises direct supervisor if lacking current certification, training, knowledge, experience or confidence before conducting assigned work.</li> </ul>