

POSITION DETAILS

TITLE	Manager Health, Safety & Wellbeing
REPORTS TO	General Manager People & Partnerships
LOCATION	Civic Centre, Commerce Street, Whakatāne
DATE	January 2025
DIRECT REPORTS	1 – 2
FINANCIAL DELEGATION	As per financial delegations register

PURPOSE OF POSITION

The Manager Health, Safety & Wellbeing leads the organisation's health, safety, and wellbeing programme, providing expert advice and guidance to ensure a safe, healthy, and inclusive workplace. Managing a small team, the Manager drives a culture of safety and wellbeing, strengthens engagement, and ensures leaders are equipped to meet their health and safety obligations.

KEY ACCOUNTABILITIES

KEY RESULT AREAS	EXPECTED OUTCOMES / PERFORMANCE INDICATORS
VALUES	The best interests of the organisation are represented at all times ensuring Council values are reflected in behaviours and professional delivery of role.
LEADERSHIP	<p>Provide strategic and operational leadership in health, safety, and wellbeing by managing and mentoring a dedicated team.</p> <p>Champion practices that support a safe, healthy, and inclusive work environment, aligning with organisational values.</p> <p>Act as the organisation's technical expert and advisor in health and safety matters, influencing decision-making at all levels.</p> <p>Build and maintain effective relationships across all business units, actively engaging with staff to build trust and encourage participation in health, safety, and wellbeing activities.</p> <p>Recognise and celebrate successes in health, safety, and wellbeing, fostering a positive and proactive culture.</p>
STRATEGY AND FRAMEWORK DEVELOPMENT	<p>Lead the design, implementation, and continuous improvement of the Health, Safety, and Wellbeing Strategy, ensuring alignment with legislative requirements, best practices, and organisational priorities.</p> <p>Develop and oversee a programme of work derived from the strategy, ensuring it is fit for purpose, continuously improved, and aligned with community and business needs.</p> <p>Identify and deliver specific initiatives and projects to achieve strategic health and safety objectives, promoting ongoing improvement and innovation.</p> <p>Manage allocated budgets, ensuring resources are effectively deployed to meet strategic goals.</p>

COMMUNICATION AND RELATIONSHIP MANAGEMENT	<p>Use clear and engaging communication to ensure staff at all levels understand their roles and responsibilities in health, safety, and wellbeing.</p> <p>Build collaborative relationships with people leaders, staff, and external stakeholders to influence positive outcomes.</p> <p>Establish regular feedback mechanisms to identify opportunities for improvement and align initiatives with employee needs.</p> <p>Partner with Iwi and other community groups to incorporate cultural protocols and perspectives into health, safety, and wellbeing practices.</p>
RISK MANAGEMENT AND REPORTING	<p>Equip people leaders with the tools, guidance, and data needed to manage health and safety risks effectively.</p> <p>Monitor risk management practices across business units, ensuring risk assessments and controls are regularly reviewed and updated.</p> <p>Provide regular, concise reporting to leadership teams, highlighting trends, risks, and recommendations for improvement.</p> <p>Lead or support incident investigations to ensure lessons learned are actioned and shared across the organisation.</p>
TEAM LEADERSHIP	<p>Lead and manage a team of health and safety professionals, fostering a high-performing, collaborative culture.</p> <p>Develop team members through coaching, mentoring, and tailored training to ensure professional growth and capability.</p> <p>Regularly assess team capacity and address resource or capability gaps to maintain operational excellence.</p>
TRAINING AND CAPABILITY BUILDING	<p>Partner with managers and staff to identify health, safety, and wellbeing training needs, ensuring training is relevant and accessible.</p> <p>Develop and implement a training framework that builds capability and reflects current legislation, best practices, and organisational priorities.</p> <p>Deliver engaging presentations, workshops, and toolbox talks to increase awareness and understanding of health, safety, and wellbeing practices.</p> <p>Monitor training attendance and effectiveness, addressing gaps and non-compliance where required.</p>

WELLBEING ADVOCACY	<p>Lead initiatives that promote physical, mental, and emotional wellbeing, ensuring integration into the broader organisational strategy.</p> <p>Collaborate with internal and external stakeholders to design and deliver wellbeing programs tailored to staff needs.</p> <p>Promote available support services and resources, ensuring staff know where to access help when needed.</p> <p>Regularly review and refine wellbeing initiatives based on staff feedback and organisational priorities.</p>
ADDITIONAL DUTIES	<p>Embed the principles of Te Tiriti o Waitangi (Treaty of Waitangi) into all portfolio strategies and practices.</p> <p>Demonstrate cultural competency and promote inclusivity in all aspects of the organisation's work.</p> <p>Support emergency management efforts as part of Civil Defence and Business Continuity responsibilities.</p> <p>Complete other duties that may be required, as appropriate.</p>

KEY RELATIONSHIPS

EXTERNAL	INTERNAL	COMMITTEES/GROUPS
<ul style="list-style-type: none"> Public Other Local and Territorial Authorities Whānau, Hapū, Iwi WorkSafe New Zealand ACC Health providers and contractors 	<ul style="list-style-type: none"> All staff Executive Leadership Team 	<ul style="list-style-type: none"> Standing Committees of Council Council Elected members

PERSON SPECIFICATION

QUALIFICATIONS	<p>Tertiary qualification in Occupational Health and Safety, Wellbeing, or a related field.</p> <p>Membership or registration with relevant professional bodies is desirable (e.g., HASANZ, NZISM).</p>
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EXPERIENCE	<p>Extensive experience providing expert advice and strategic leadership in health, safety, and wellbeing in a complex organisational environment.</p> <p>Proven experience in leading and managing a team, including performance development and resource planning.</p> <p>Strong interpersonal and communication skills, with the ability to build trust and credibility.</p> <p>Experience in developing and implementing health, safety, and wellbeing strategies and frameworks.</p> <p>Practical knowledge of key legislation and its application, including the Health and Safety at Work Act 2015.</p>
KNOWLEDGE, SKILLS AND ATTRIBUTES	<p>An inspirational team leader with a track record for motivating and developing high-performing teams.</p> <p>Skilled strategic thinker and planning partner that applies quality research and analysis skills.</p> <p>Collaborative and empathetic, with a strong focus on building relationships.</p> <p>Solution-focused, adaptable, and capable of working in a fast-paced environment.</p> <p>Committed to continuous improvement and fostering innovation in health, safety, and wellbeing practices.</p> <p>Confident, courageous and skilled change agent that challenge the status quo to achieve change and performance improvement.</p> <p>Talented and effective communicator that articulates vision and culture messages clearly and consistently.</p> <p>Outstanding problem solving, negotiation and facilitation skills.</p>
OVERALL	<p>Has no previous or current medical conditions, which would affect the ability to perform the duties described in the job description.</p> <p>Willing to work overtime and weekends should this be required.</p> <p>Full clean current drivers licence.</p>

I, _____ agree and accept the duties and responsibilities captured in this position description.

Employee signature

Date

Manager signature

Date



OUR VISION AND VALUES

*Tō tātau matakitenga
me ngā wāriutanga*

OUR VISION *Ngā matakitenga*

 **Better Together**
Toitū te Kotahitanga

WHAKATĀUKI

Hūtia te rito o te harakeke,
kei hea te kōmako e kō, kī mai ki ahau.
He aha te mea nui o te ao, māku e kī atu,
he tangata, he tangata, he tangata.

*Take away the heart of the flax bush and where
will the bellbird sing? If you ask me what is the
most important thing in the world
I will tell you, it is people, it is people, it is people.*

**We put people at the
heart of everything we do**
Toitū te Tangata!

- We value relationships
- We think of others
- We listen to understand
- We value our differences

We work as one team
Toitū te Mahi Tahi!

- We trust and support each other
- We speak up
- We share our story
- We back each other up
- We keep each other informed and up to date
- We involve each other
- We ask for help when we need it

**We are always learning
and improving**
Toitū te Taumata!

- We look for success on the horizon
- We seek out opportunities to grow
- We safely make mistakes
- We strive to be better
- We're open to change and embrace it
- We ask questions and challenge assumptions
- We reflect and review
- We ask for and share feedback
- We're brave and have courage

**We care about
our environment**
Toitū te Taiao!

- We keep our communities informed
- We are stewards of our place
- We bring people together
- We consider the needs of our communities
- We improve quality of life
- We are the community

**We are passionate
and proud**
Toitū te Mauri Ora!

- We love this place
- We love what we do and do what we love
- We bring energy and enthusiasm
- We look to have fun
- We aim for the best version of ourselves every day
- We acknowledge our efforts
- We share success stories
- We honour our past
- We look to the future together