

Job Description



My Position

Position:	Team Leader – Health & Safety
Section:	Assurance & Improvement
Group:	Council Operations
Responsible to:	Assurance & Improvement Manager
Responsible for:	<ul style="list-style-type: none">• Health & Safety Advisor• Health & Safety Administrator
Job Purpose:	<ul style="list-style-type: none">• To provide leadership and direction that will enable delivery of Council's Health and Safety Strategy Plan and statutory obligations in matters relating to the corporate level systems and responsibilities under the Health and Safety at Work Act 2015.• To influence and contribute to strategic decision making for health and safety.• To lead and the Health and Safety team.• Assess and implement best practice methods and opportunities to enhance and monitor the Council's health and safety capability, culture, leadership, performance and participation.• To develop and implement an annual health and safety audit programme and an annual health and safety training programme.• To be a trusted and influential source for professional health and safety expertise.

Our Council

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

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

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 show initiative and flexibility to respond to our communities' needs
- We seek diversity of views and challenge the status quo
- 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 that 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

What am I supposed to do?	How well am I supposed to do it?
Health and Safety <ul style="list-style-type: none"> • Provide leadership and management to the ongoing improvement of the Council's corporate Health and Safety Systems, policies and practises. • Provide leadership and advice on health and safety issues that may impact on the organisation and ensure that effective systems are in place to meet legislative requirements. • Coach people leaders on good health and safety practices appropriate to their team's work programmes and portfolios. • When necessary, challenge and confront poor health and safety behaviour and practices. • Oversee the day to day management of the Council's HSIS. • support the Council to deliver on a Health and Safety Strategic Plan in conjunction with Section Manager and the Health, Safety & Wellbeing Committee. • Provide direction and advice on health and safety initiatives, legislation changes and problem solve issues as they arise effectively and efficiently. 	Health and Safety <ul style="list-style-type: none"> • Council's health and safety systems meet all statutory obligations. • Council's Health and Safety Management Systems are maintained and ongoing improvements are evident. • A Health and Safety Strategic Plan exists and assigned objectives are achieved within the agree timeframes. • People leaders are demonstrating a good level of health and safety knowledge and good health and safety compliance is evident throughout their teams. • All health and safety reporting meets required timeframes and guidelines. • All notifiable event investigations are well co-ordinated, documented, and recommendations to improve Council's health and safety systems and procedures are identified and implemented. • Health and safety policies are 100% compliant with NZ employment and related legislation, and regular reviews are evident.

<ul style="list-style-type: none"> • Take a lead role in the investigation of notifiable event workplace accidents. • Develop, implement and maintain accurate health and safety reporting for Council meetings and the Executive Leadership Team. • Monitor, manage and investigate 'notifiable events' in accordance with statutory requirements. • Oversee the co-ordination of health and safety inductions and workstation assessments. • Build and maintain good working relationships and collaboration with other councils and key contractors. 	<ul style="list-style-type: none"> • All reporting meets required agreed and/or statutory timeframes and guidelines. • Known as subject matter expert on health and safety activities. • Identified issues and problems are resolved within agreed timeframes. <p>Good working relationships and collaboration with other councils and key contractors is evident.</p>
Training and Education <ul style="list-style-type: none"> • Develop and lead a health and safety education and improvement programme, that will lead to continuous improvement and review of the Health and Safety Management System, other associated health and safety documentation and associated initiatives. • Develop and maintain an annual health and safety training programme for Councillors, Executive Leadership Team, Senior Leaders and other staff that is appropriate to their roles and responsibilities. • Support and collaborate with the People & Wellbeing Team on the delivery of wellbeing activities, programmes and initiatives. 	Training and Education <ul style="list-style-type: none"> • Health and safety training, education and improvement programmes are meeting the needs and objectives of Council's health and safety obligations. • An annual health and safety training calendar is evident and targeted training programmes are identified and delivered. • People leaders and their teams are demonstrating a good level of health and safety knowledge. • All training costs are within agreed budgets, timeframes, and approved by the manager in advance. • Positive support and collaboration with the People & Wellbeing Team on the delivery of wellbeing activities is evident.
Audit and Compliance <ul style="list-style-type: none"> • Develop and implement an annual internal health and safety audit work programme for all Council activities, owned assets and buildings. • Make external audit and review recommendations to the Section Manager and the Executive Leadership Team and lead the Council's participation in agreed audits. • Contribute to the development and ongoing improvement of Council's business continuity planning. • Oversee the Council's contractor health and safety pre-qualification processes. • Manage and maintain relationships with WorkSafe, ACC, external auditors, consultants and other similar organisations. 	Audit and Compliance <ul style="list-style-type: none"> • A health and safety annual internal practices review programme and audit programme exists. • Health and safety internal practice reviews and audits are evidenced on Damstra, and appropriate improvement recommendations are made and implemented. • People leaders and their teams are demonstrating a good level of health and safety compliance. • Positive feedback on business continuity planning is evident. • Pre-qualification processes are Contractors are engaged. • Good working relationships with appropriate external parties is evident.

My Leadership	
Team Leadership & Engagement <ul style="list-style-type: none"> • I provide leadership and act as positive role model to create a positive team environment that fosters, develops and promotes engagement and a good team culture. • I provide opportunities for my team to participate and be included in decision making that may impact upon their individual or team performance outputs. 	
Team Performance Management <ul style="list-style-type: none"> • I effectively lead and enable my team to deliver on our Section work programme and Council's strategic goals and performance objectives. • I provide effective support and proactively assess my team's workload and reallocate workloads when needed. • I understand the data generated by my team is an important Council asset and I will use our data and systems to drive performance, quality decision-making and improved service delivery. 	

Team Professional Development

- I make sure everyone in my team has clear performance goals and measures that are aligned with Council's strategic goals and meet with them regularly to discuss and review progress.
- I provide regular development, mentoring, coaching, feedback performance conversations, and encourage participation in appropriate training opportunities.

Team Recruitment & Induction

- I take an active responsibility for the recruitment of the 'right person in the right job', and ensure quality induction, training and ongoing socialisation is provided to new members in my team.

My Contribution

- I actively contribute to the achievement of community outcomes and Council's strategic goals and objectives.
- I role model behaviours and attitudes that support Council's Vision, Purpose, Values and foster positive relationships that are built on trust and respect.
- I put our customers first, treat them with respect, have a 'can do' attitude, and provide them with a quality customer service experience.
- I contribute to the promotion of the principles of Te Tiriti o Waitangi and work in partnership with iwi.
- I take personal responsibility for the on-time delivery of my role responsibilities, and owning my performance and professional development.
- I provide solid professional advice (internally and externally) and this contributes to maintaining and enhancing the Council's image.
- I am responsible for managing and maintaining the storage and integrity of information, data and records that I create and have a responsibility for.
- I take ownership for my health and safety (H&S) responsibilities and participate and support health, safety and wellbeing initiatives and training opportunities.
- I actively seek out and promote business process improvement ideas/solutions that reduce our paper based systems and enhance our service delivery.
- I am a willing contributor and participant in organisational improvement, professional development opportunities and continuous improvement initiatives.
- I provide assistance and support during Civil Defence activities as required.
- I fulfil other assigned responsibilities, tasks and project work in a professional and timely manner.

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:

- A relevant Degree or a graduate (Level 7) qualification in health and safety.
- A minimum of five years' relevant senior level experience (preferably in Local Government or a large organisation).
- NZISM or HASANZ membership is essential.
- Demonstrated expertise in the application of the Health and Safety at Work Act 2015, and other relevant legislation and regulations, together with the ability to apply in a practical context.
- Experience in staff leadership, development, mentoring and coaching others.
- Excellent knowledge and understanding of health and safety risk management, audit and accreditation processes, and health and safety management systems.
- Highly digitally literate, particularly with of Microsoft Office suite and the use of database applications.
- Project management experience is desirable.

**My Personal
Attributes:**

- Strong written and oral communication skills, in particular an ability to effectively and concisely present information to Council, management and others.
- Initiative and good analytical and judgement skills and a disposition to solving problems.
- Proven ability to manage organisation-wide systems and processes.
- Excellent skills in understanding, interpreting and applying legislation.
- Highly developed interpersonal and communication skills are essential.
- Strong focus on supporting others to develop appropriate knowledge and capabilities.
- A good role model with a ‘can do’ approach.
- Good understanding of the principles of Te Tiriti o Waitangi and Tikanga Maori.
- Must be very well organised and able to manage a diverse workload.
- An ability to be discreet and maintain complete confidentiality.
- An ability to relate to a wide range of people and a proven commitment to quality customer service and teamwork.
- Be self-motivated and is experienced and competent to work with minimum supervision, while being able to work well as part of a team.

My Agreement

My Name:

My Signature:

Date: