

JOB DESCRIPTION

Position Title:	Contracting Training, Health and Safety Coordinator
Location:	Kaitaia or Puketona (with regular travel to other sites)
Reports To:	Contracting Health, Safety, Quality and Risk (HSQR) Manager
Direct Reports:	Nil
Financial Responsibility:	As per delegated authority
External Relationships:	Industry Training Organisations Training Providers Subcontractors and Consultants WorkSafe Other Networks Organizations contracted to provide relevant services Electricity Engineers Association.

PURPOSE

To support the Contracting HSQR Manager in the effective management of Top Energy Contracting Training and health, safety portfolio. This role is responsible for developing, implementing, mentoring, coaching and monitoring the training and competency system and programs, while assisting the HSQR Manager with the implementation of TE Group risk management, H&S policies, and procedures to ensure regulatory compliance and operational excellence.

A key focus of this position is identifying opportunities to enhance the competencies of field staff by providing structured guidance and coaching at both individual and team levels. Additionally, the role will oversee the auditing of construction activities to ensure compliance across Contracting field operations. Working in alignment with the HSQR Manager, this position will contribute to the development and execution of strategic initiatives aimed at fostering a strong and proactive safety culture across the business

OBJECTIVES

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

Number	Description	Weighting
1.	<i>Help build a safety culture through training, compliance, monitoring, leading by example and mitigating safety risks</i>	40%
2.	<i>Improved staff safety culture achieved through effective communication, consultation, and support to leadership teams</i>	20%
3.	<i>Completion of all risk and safety objectives, delivered to a high standard.</i>	20%
4.	<i>Build staff capability through teaching and mentoring</i>	20%

DUTIES

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

Area	Activities
Training / Mentoring	<ul style="list-style-type: none"> • Provide training and mentorship to TEC (Top Energy Contracting) Workers. • Support and follow up on the TEC AHC process, ensuring assessments or training are initiated as needed. • Conduct audits and observations of TEC crews, offering recommendations for skill development and health & safety improvements. • Develop internal training programs to ensure apprentices gain comprehensive exposure to all required tasks for registration. • Create and maintain a training matrix for all TEC Field Workers. • Organise and oversee training sessions for trainees and EWRB refreshers. • Assist in enhancing and upgrading the AHC system. • Assist with improving the internal and external delivery of training programs.
Health and Safety	<ul style="list-style-type: none"> • Manage and maintain the TECS Hazard Register, ensuring it is regularly updated. • Support field-based accident and incident investigations as needed. • Follow up on near misses and accident/incident reports, ensuring outcomes are communicated effectively to staff. • Promote and continuously improve near-miss reporting. • Contribute to the monthly Safe Team meetings.
Procedural Auditing	<ul style="list-style-type: none"> • Assist in developing procedural documentation for TEC operations. • Conduct quality audits, identifying and documenting instances of gaps and/or non-compliance with standards. • Provide feedback on gaps and/or non-compliance issues to Supervisors and relevant personnel. • Present monthly reports at the weekly meeting, outlining identified issues, gaps and recommending corrective actions.
Other Duties	<ul style="list-style-type: none"> • Perform other duties as required, aligned with the overall objectives of the position.

EXPECTED OUTCOMES

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

ADDITIONAL RESPONSIBILITIES

Asset Management	Level 4 of the Responsibility Matrix (if applicable)
Health and Safety	Level 4 of the Responsibility Matrix
Risk Management	Level 4 of the Responsibility Matrix

QUALIFICATIONS AND EXPERIENCE

Knowledge, Skills and Abilities:

Education	Essen-tial	Pref-erred	Experience	Essen-tial	Pref-erred
At least 5 years' experience managing and/or coordinating training for field teams	X		At least 2 years' experience assisting with health & safety activities		X
Relevant qualification (diploma or higher) in training or Health and Safety		X	Intermediate level Word/ Excel / Outlook	X	
Excellent communication skills	X		Previous experience in the electricity industry (or similar)	X	
Understanding of the Electricity Regulations		X	Clean Driver's License	X	
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.
- Business Acumen
 - Has an excellent understanding of general business and financial concepts and principles.
 - Understands the nature and purpose of the organisation, its mission, vision, goals, values, core competencies, culture, products, customers, and competitive advantage.
 - Understands the complex dynamics of the business.
 - Is aware of the competition and their modus operandi.
 - Applies his/her business knowledge effectively to promote organisational goals.
- Communication
 - Expresses views in a fluent, clear, logical manner which captures interest and gains support.
 - Speaks with enthusiasm, authority and conviction.
 - Is an effective listener.
 - Shows tact and diplomacy in dealing with others.
 - Effectively adapts own communication style to suit different audiences.
 - Delivers information effectively in a variety of written formats.
- Cognitive Skills
 - Thinks clearly and analytically.
 - Thinks creatively.
 - Draws logical conclusions from available facts.
 - Solves problems effectively.
 - Makes sound decisions.
- Functional Expertise
 - Has the functional competence (skills & knowledge) to be effective in his/her job.

- Is highly regarded for job content expertise.
 - Keeps specialist competence up to date with ongoing learning/studying.
 - Actively seeks assignments and other on-the-job opportunities to improve self.
 - Keeps up with relevant industry developments and events.
 - Shares competence willingly with others.
- Judgement
 - Has a good sense of judgement
 - Has good intuition
 - Avoids snap judgements and rash decision-making
 - Thinks before speaking mind or taking action
 - Draws logical conclusions

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"> ● 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. ● Proactive in shaping the Asset Management culture and championing Asset Management principles and best practice. ● Must have sufficient understanding of Asset Management principles and practice to evaluate the quality of the work being done.
2	Head of Division	Divisional GM	<ul style="list-style-type: none"> ● Able to direct others in asset management planning, the implementation of asset management plans, risk management and performance improvement and asset information management. ● Able to guide and show others how to undertake the full range of asset management activities. ● Able to undertake independently the analysis and development of asset policies and the investigation of incidents and communication of lessons learned. ● Able to lead and evaluate compliance reviews and audits. ● Contributes to the specification, selection, and integration of asset management information systems.

3	3 rd Tier Management	Managers (Report to GM)	<ul style="list-style-type: none"> • Able to independently undertake activities in asset management planning, the implementation of asset management plans, risk management and performance improvement and asset information management. • 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
4	4 th Tier Management	Supervisor / Foreman (Report to a Manager)	<ul style="list-style-type: none"> • 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. • Able to undertake asset management planning, asset management capability development, risk management and performance improvement as it relates to their area of the business. • Contribute to asset information management as it pertains to their area of the business
5	General	All other staff	<ul style="list-style-type: none"> • Understands the contribution each role makes to the achievement of the asset management strategy and objectives. • Understands the interdependencies between asset management roles. • 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

Risk Management

Level	Level Title	Job Title	Responsibility
1	Business Leader	CEO	<ul style="list-style-type: none"> • Conveys Boards of Directors' risk appetite levels • Directs the work of others in all roles in relation to risk and regulatory issues. • As a member of the Executive Management Team, formulates Risk Management policy. • Sets business level goals, policies and objectives for risk management and reports to Boards of Directors • Deploys plans to achieve the business level goals. • Proactive in shaping the risk management culture and champions risk management principles and best practice. • Sets business level policies for System and Information Security
2	Head of Division	Divisional GM	<ul style="list-style-type: none"> • As a member of the Executive management Team, formulates Risk Management policy. • Sets divisional level guidelines and objectives for risk management and reports to the CEO on performance regarding risk management objectives. • Deploys plans to achieve the divisional level objectives. • Directs the work of the division in relation to risk management within appetite across the division.

			<ul style="list-style-type: none"> • 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. • Sets divisional level requirements to comply with the System and Information Policies and ensure the Information Security Management System is understood and adhered to
3	3 rd Tier Management	Managers (Report to GM)	<ul style="list-style-type: none"> • 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. • Sets functional level objectives for risk management and reports to the Divisional GM • Deploys plans to achieve the functional level objectives. • Leads by example in adherence to best practice in risk management at all times. • Assists other Managers in identifying, evaluating and responding to strategic, business and operational risks. • Champions risk management principles and best practices • 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.
4	4 th Tier Management	Supervisor / Foreman (Report to a Manager)	<ul style="list-style-type: none"> • Leads by example in adherence to best practice in risk management at all times. • Actively and openly discusses risk management with work team on a regular basis. • Assists other Supervisors in identifying, evaluating, and responding to strategic, business and operational risks. • Champions risk management principles and best practices • 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.
5	General	All other staff	<ul style="list-style-type: none"> • Takes responsibility for risk management as it relates to own work activities within the company. • Assists the General Manager Finance and the reporting manager to continually improve those parts of the Risk Register that relate to own role. • Ensure all activities comply with the requirements of the Information Security Management System, policies and standards.

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"> • Conveys Boards of Directors' health and safety risk tolerance levels • Directs the work of others in all roles in relation to health and safety. • As a member of the Executive Management Team, formulates Health and safety risk management policy. • Sets business level goals and policies for health and safety and reports to Boards of Directors • Deploys plans to achieve the business level goals. • Proactive in shaping health and safety culture and champions health and safety principles and best practice
2	Head of Division	Divisional GM	<ul style="list-style-type: none"> • As a member of the Executive Management Team, formulates health and safety risk management policy. • Directs the work of the division in relation to health and safety across the division. • Guides, empowers and supports direct reports in all aspects of health and safety legislative and company policy adherence. • Sets divisional level guidelines/ policies and objectives for health and safety and reports to the CEO. • Deploys plans to achieve the divisional level objectives. • Proactive in shaping health and safety culture within the division and champions health and safety principles and best practice
3	3 rd Tier Management	Managers (Report to GM)	<ul style="list-style-type: none"> • Leads by example in adherence to best practice in at all times. • Guides, empowers and supports direct reports in all aspects of health and safety legislative and company process adherence. • 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. • Sets functional level objectives for health and safety and reports to the Divisional GM • Deploys plans to achieve the functional level objectives. • Ensures staff assigned to work have current certification, training, knowledge, experience and confidence to conduct said work. • Leads by example in adherence to best practice in health and safety at all times. • Actively and openly discusses health and safety with operational group and contractors on a regular basis
4	4 th Tier Management	Supervisor / Foreman (Report to a Manager)	<ul style="list-style-type: none"> • Leads by example in adherence to best practice in health and safety at all times. • Guides, empowers and supports direct reports in all aspects of health and safety legislative and company process adherence.

			<ul style="list-style-type: none"> • Actively and openly discusses health and safety with work team, including contractors, on a regular basis. • Ensures staff assigned to work have current certification, training, knowledge, experience and confidence to conduct said work. • Follows procedures so far as is reasonably practicable and reports accidents / incidents as and when they occur
5	General	All other staff	<ul style="list-style-type: none"> • So far as is reasonably practicable, takes responsibility for own health and safety at all times. • Actively and openly discusses and contributes to health and safety improvements. • Follows procedures so far as is reasonably practicable and reports accidents / incidents as and when they occur. • Advises direct supervisor if lacking current certification, training, knowledge, experience or confidence before conducting assigned work.