

## Position Description

<b>Position Title:</b>	<b>Manager – Health, Safety and Wellbeing</b>
<b>Reports To:</b>	Group Manager – Community Engagement and Corporate Services
<b>Responsible For:</b>	3 Direct Reports
<b>Group and Team:</b>	Community Engagement and Corporate Services – Health, Safety and Wellbeing
<b>Children’s Worker:</b>	No
<b>Delegations and Budget Responsibilities:</b>	As per Delegations Register

### Purpose

To strengthen and drive the high-level, strategic delivery of health, safety and wellbeing ensure a proactive risk management culture across Invercargill City Council. Oversee compliance with legislative requirements, provide expert advice and drive continuous improvement in workplace safety and wellbeing. Foster collaboration across teams and external stakeholders to strengthen Council’s Health, Safety and Wellbeing framework, ensuring alignment with organisational goals and best practices.

### Key Relationships

#### External to Council

- Clients/public.
- Community groups and organisations.
- Other local and regional authorities.
- Outside agencies including Government departments.
- Professional organisations.

#### Within Council

- Other team members in your Department/Group.
- Other Invercargill City Council employees.
- Elected Representatives.
- Executive Leadership Team.

### Our Compass Values and Behaviours

#### Responsibility

**Take ownership of decisions and outcomes, both collectively and individually.**

- We willingly share our knowledge.
- We acknowledge our mistakes, work to resolve them and learn from them.
- We give and receive feedback in a constructive manner to resolve issues.
- We do our job with total commitment.

#### Respect

**Everyone is important, as are their views.**

- We support and care for each other.
- We stop to listen, learn and understand.
- We communicate in an honest, up-front, and considerate manner.
- We maintain confidences and avoid hurtful gossip.

#### Above and Beyond

**Take opportunities to go the extra mile.**

- We take the initiative to improve our work practices to get the best result.
- We challenge ourselves and each other to make it better.
- We take pride in providing the best possible outcomes.
- We are ambassadors for our Council at all times.

#### Positivity

**Always look on the bright side of life.**

- We are approachable, interested and friendly.
- We are open and receptive to change.
- We acknowledge and praise the efforts of others.
- We work together as a team to get the job done.

## What You Will Do *(provided as a guide only)*

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### Leadership

- Lead, coach and motivate team members, promoting employee engagement with constructive feedback, openness, acknowledgement and trust.
- Ensure a workplace culture of shared ideas, problem solving and mutual support within and across teams that empowers others to achieve results that are responsive, business like, well planned, safe and successful.
- Meet organisation goals through the proactive and consistent application of performance and development processes; in accordance with Council's Performance and Remuneration Framework.
- Promptly address concerns relating to the performance of team members so that an appropriate support/development plan can be put in place.

### Strategy and Planning

- Implement and maintain an effective and sustainable organisational health and safety risk framework to ensure Elected Members, the Executive Leadership Team (ELT) and the wider organisation have the information and advice necessary to appropriately manage risk and maintain the desired risk profile for Council.
- Lead the development and implementation of the Invercargill City Council's (Council's) Health, Safety and Wellbeing (HSW) strategy and framework and provide direction for the continuous improvement of the HSW management practices
- Contribute strategic and detailed health, safety and wellbeing information to the development of Council's LTP.
- Provide expert advice and direction to governance and leadership on health, safety, wellbeing and risk matters relating to their designated area(s).
- Lead and refine the organisation-wide HSW strategy, instilling a strong safety leadership agenda and championing a proactive approach to risk management, wellbeing, and environmental responsibility.
- Determine how the health and safety risk management function can support the organisation in being successful with an eye to the medium- and long-term future and drive this across the organisation.
- Lead the ongoing development, review and evaluation of policies, procedures and strategies under your control ensuring compliance with changes in legislative and regulatory requirements.
- Drive the development of a Health, Safety and Wellbeing Strategy and associated work programmes.

### Health and Safety Management

- Develop, implement and embed a health, safety and wellbeing framework across the organisation ensuring effective implementation of policies, processes, systems, monitoring and reporting.
- Manage health, safety and wellbeing resources to achieve business objectives and outcomes aligned to the HSW plan and the Health and Safety at Work Act 2015.
- Ensure that the day-to-day delivery of the health and safety activity ensures all employees benefit from a healthy and safe workplace.
- Drive the promotion of wellbeing initiatives and promote a culture of wellbeing across all levels of the Council including best practice knowledge base, training and development strategies and implementation.
- Promote safety awareness and proactively demonstrate a visible commitment to health and safety leadership to achieve positive outcomes.

- Drive a culture of proactive management of stress, fatigue and/or mental health across the organisation.
- Review HSW performance including significant incident investigations and near misses, and review corrective actions escalating high level matters/risk to the Chief Executive as appropriate.
- Provide managers with best practice strategic processes and operational health and safety advice to manage and execute the health and safety system in their areas of responsibility.
- Ensure Council has an effective and legislatively compliant pre-approval process for contractors and support the pre-approval process as required.
- Manage contractors' health, safety and wellbeing information as required.
- Provide advice and guidance to managers and employees who engage contractors on contractor health and safety.
- Ensure health, safety and wellbeing audits / inspections / inductions are conducted as required with the aim of improving and imbedding safe practices and behaviours across ICC.

### Risk Management

- Collaborate with the ELT and the wider organisation to identify, assess, manage, monitor and review organisation, project and specific Health, Safety and Wellbeing risks and agreeing mitigation plans.
- Evaluate Health, Safety and Wellbeing risk management activities, identify opportunities for improvement and ensure recommended actions to achieve alignment with Council's risk management framework are proactively implemented.
- Ensure Health, Safety and Wellbeing risk management is collaborative across council so that units and groups manage risks cohesively and well.
- Plan and execute reviews, practical exercises and audits of Health, Safety and Wellbeing risks.
- Build Health, Safety and Wellbeing risk management capability across the organisation ensuring it is perceived as an integral part of Council's business processes and culture.
- Manage Health, Safety and Wellbeing risk processes, ensuring responses and mitigation measures are effectively identified and implemented.
- Be a key liaison point with Chair of Council Risk and Audit Assurance Committee in terms of Health, Safety and Wellbeing.
- Drive Health and Safety advisors to educate and support the organisation with Health, Safety and Wellbeing risk issues and build confidence in making risk-smart decisions.
- Identify and escalate emerging health and safety issues that are identified as a risk to Council and resolve at earliest opportunity.

### Reporting and Compliance

- Ensure Council activities are performed in accordance with Health, Safety and Wellbeing statutory requirements, including accurate reporting and recording of all workplace incidents and injuries.
- Oversee risk assessments, incident management, and compliance processes, ensuring timely solutions to critical safety and environmental risks.
- Capture data, prepare and present timely and informative reports for ELT, Council and Committee meetings as required enabling ELT to meet their Officer and PCBU duties.
- Lead regular reviews of HSW policies, plans and objectives to ensure they are current and relevant under the Health and Safety at Work Act 2015.
- Ensure legislative and governance responsibilities are met, adhered to and compliance is achieved.
- Facilitate compliance with the Health and Safety Legislation, Health and Safety Regulations and applicable Codes of Practice and guidelines.

- Lead Council in the management of statutory health, safety and wellbeing requirements by providing best practice policy, planning, processes and documented systems.
- Ensure Council's obligations as a PCBU towards all workers are complied with through regular audits of contractors.

### Stakeholder Collaboration

- Cultivate relationships across the organisation and with external partners, influencing health, safety and wellbeing practices and aligning with industry standards and community expectations.
- Build leadership influence and drive performance and capability in health, safety, wellbeing and risk management by coaching ELT and managers, facilitating training, and driving continuous improvement.
- Maintain ACC Partnership Programme standards.
- Actively promote health, safety and risk through a regular programme of internal communication, promotion and information to raise awareness throughout all levels of the organisation.

### Financial Management

- Ensure the effective financial management of activities and budgets under your control in accordance with Council guidelines, timelines and delegated responsibilities.
- Clearly set out the relationship between the LTP and the Council's Annual Plan, and such plans and strategies in reports recommended to the Group Manager.
- Ensure a professional and well considered business case is presented when requesting a change in resource requirements.

**Note:** Specific performance measures for this position will be discussed between you and your manager through the performance development plan process.

## What You Will Bring

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The below qualities, knowledge and skills are the key focus for this position and are used to assess an applicant's suitability for the role and the incumbent's performance in the position.

### Education and Qualifications

**Essential:**

A tertiary qualification in Health and Safety Management, Risk Management or related discipline or equivalent level of knowledge  
Current Full NZ Drivers Licence

**Desirable:**

NZISM or equivalent membership  
Relevant professional certifications (e.g., CPRM, CCMP, or CIA)  
CIMS and/or crisis management training

### Knowledge, Skills and Experience

**Essential:**

Minimum 10 year's proven experience in a health and safety management leadership position within a medium-large organisation  
Demonstrated experience in leading staff including recruitment, performance management and implementing new initiatives  
An advanced understanding of the application of health and safety legislative framework, employer obligations and best practice  
Applied experience with ISO 31000 or other risk related management framework  
Knowledge and understanding of health and safety audit and accreditation processes  
Experience in the development and implementation of risk, health and safety management strategies, systems, policy, processes, hazard ID and reporting  
Experience conducting regular workplace health and safety audits and investigations  
Excellent written and verbal communication skills  
Excellent interpersonal skills with the ability to successfully build and maintain rapport with internal and external stakeholders  
Sound knowledge of contemporary software packages including Microsoft Word, Excel and Power Point  
Honesty, integrity and commitment to preserving confidentiality  
Experience providing expert advice and training to support a proactive safety culture  
Effective time management and organisational skills with the ability to prioritise workloads and perform under pressure  
Strong cultural awareness and emotional intelligence  
Effective analysis and problem-solving skills  
Ability to positively influence and gain buy in at all levels of the organisation  
Ability to mentor and facilitate development of capability for positive culture change

**Desirable:**

Working knowledge of the business of Local Government, including and understanding of the Local Government Act 2002  
Confident public speaker  
Proven experience facilitating workshops  
Experience in crisis or incident management processes

## Agreement

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### Employee

Name	Sign	Date
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### Manager

Name	Sign	Date
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**Note:** From time to time it may be necessary to consider changes in the position description in response to the changing nature of the work environment, which includes technological and statutory change. Such changes may be considered as part of the performance development review process or as required.

## What We All Do

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### Customer Commitment

Treat customers with respect – taking the time to listen, learn and understand.  
 Present a positive image of Council by ensuring an efficient, courteous and professional service to customers at all times.  
 Acknowledge problems and complaints, identifying and promptly acting on solutions.

### Continuous Improvement

Evaluate and review work practices and processes within all areas of responsibility to ensure that they are effective and efficient and implement improvements where appropriate.  
 Identify and propose additional business or service opportunities that enhance Council's existing capabilities.

### Health, Safety and Well-being

Promote a safe and sound working environment and a culture of safe and responsible behaviours and attitudes.  
 Adhere to Health, Safety and Well-being policies and procedures, enabling a safe and healthy work environment for all workers and members of the public.

### Civil Defence Emergency Management

Assist Council in preparing for and responding to an emergency.  
 After establishing the safety of members of your household, you may be assigned duties to assist Council and/or Emergency Management Southland in an emergency.

### Other Duties

Undertake duties from time to time that may be in addition to those outlined but which fall within your capabilities and experience.