

Position Description

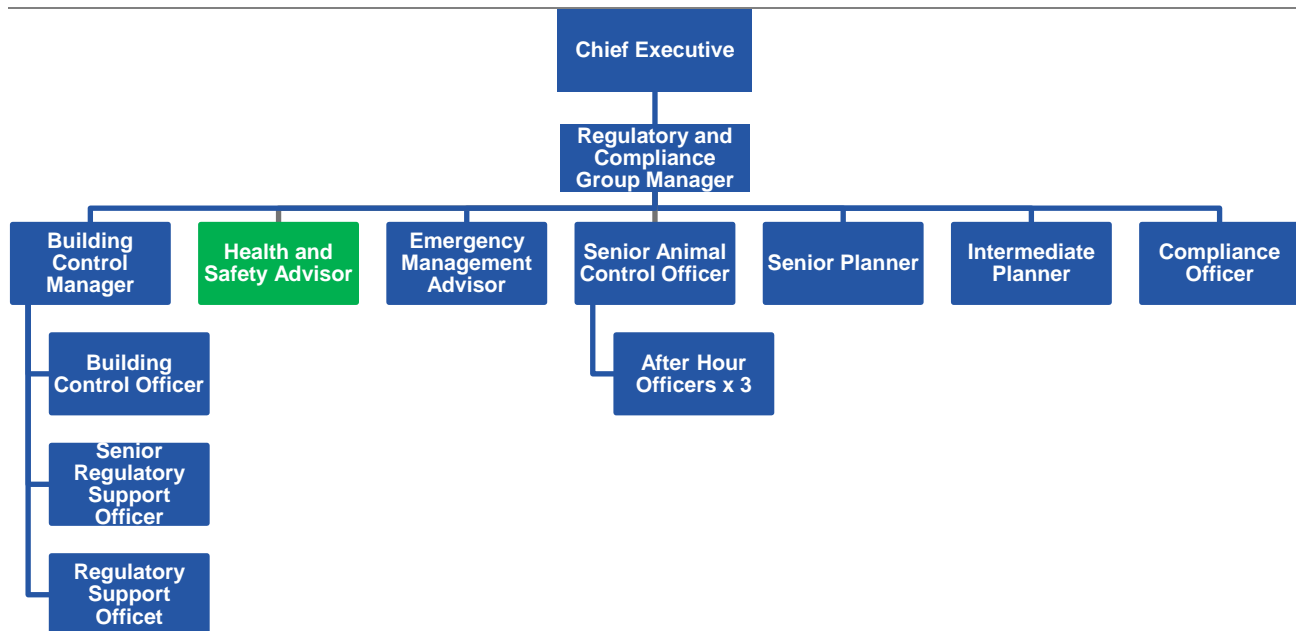
Position Details

Position title	Health and Safety Advisor
Position category	14
Group	Regulatory and Compliance Group
Date Reviewed	21 July 2025

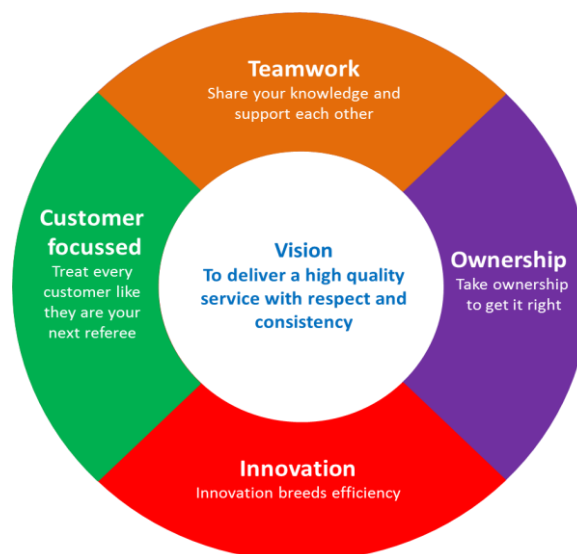
Purpose

The Health and Safety Advisor is responsible for liaising with Council staff to deliver effective and best practice health and safety systems and processes that promote a culture of health, safety and wellbeing, and enables Council to fulfil its obligations, primarily under the Health and Safety at Work Act.

Structure



Staff Vision and Values



Key Internal and External Relationships

Internal Relationships	External Relationships
<ul style="list-style-type: none">• Chief Executive• Regulatory and Compliance Group Manager• Leadership Team• Health and Safety Committee and Audit and Risk Committee• Waimate District Council staff	<ul style="list-style-type: none">• Training providers• WorkSafe and other health and safety stakeholders• Counterparts of other Territorial Authorities• Contractors• Runanga• Members of the Public

Key Responsibilities

- Provide Council staff with advice and support across the organisation on the prevention of accidents, injury management, risk identification and mitigation, and hazard management, to meet its obligations under the Health and Safety at Work Act 2015 and other relevant legislation.
- Ensure concerns are raised with relevant staff and unresolved matters are escalated to the appropriate Leadership Team member.
- Coordinate health and safety training for workers, promoting a culture of health, safety, and wellbeing across the organisation.
- In conjunction with managers, develop health and safety induction profiles for sites and positions, and undertake health and safety inductions in conjunction with team leaders.
- Participate in Health and Safety Committee meetings, providing guidance, and encouraging employee engagement in health and safety.
- Participate in and contribute to Audit and Risk Committee meetings and Council's Risk Register when required.
- Maintain a positive working relationship with WorkSafe and other key external health and safety stakeholders.
- Ensure that Safe Operating Procedures are in place for Council's highest-rated risks, and regularly review and update these as needed.
- Supervise the undertaking of regular, scheduled health and safety audits across Council, ensuring that workers and processes are reviewed for compliance.
- Ensure timely and accurate documentation and reporting of accidents, incidents and injuries, providing the information to the Regulatory and Compliance Group Manager and the Chief Executive, noting the importance of the CE's role as the PCBU.
- Conduct or assist with health and safety investigations, working alongside Human Resources, the Leadership Team, and the CE as needed.
- Develop, implement, and review effective systems for monitoring Council's health and safety performance and compliance, analysing health and safety data to identify trends, root causes, and areas for improvement, reporting key insights to the Leadership Team and relevant Committees.
- Support activity managers with their contractor management processes, so that they capture required information that demonstrates contractors are appropriately pre-qualified, inducted, and monitored for compliance with their own and Council's health and safety standards.
- Assist with emergency preparedness planning and drills, ensuring health and safety considerations are embedded in Council's emergency response procedures.
- Lead the development and regular review of Council's health and safety policies, procedures, and manuals to ensure legal compliance and alignment with industry best practice.
- Coordinate annual health monitoring and vaccinations for Council staff.
- Ensure the health and safety budget is used effectively and targeted to priority areas.
- Maintain up-to-date knowledge of health and safety legislation and best practice through ongoing professional development.

Health and Safety

The Health and Safety at Work Act 2015 places the onus of responsibility for health and safety on workers as much as the Council. It is imperative all workers actively participate in managing risks and hazards, reporting accidents, incidents, and near accidents, and avoiding any action which may cause harm to themselves or others. This includes:

- Working in a safe manner to protect themselves, their fellow workers and all plant, property, and equipment.
- Only operating equipment for which they have been trained and/or instructed in and hold appropriate authorisations for, or with specific supervision.
- Adherence to the relevant legislation, regulations, standards, rules, instructions, and best practice.
- Keeping their work area or equipment clean and tidy and maintaining a high level of housekeeping.
- Wearing appropriate personal protective equipment.
- Ensuring no acts or omissions while at work causes harm to themselves or any other person.
- Being familiar with all emergency equipment in the work area and all work-site emergency procedures.
- Not wilfully interfering with or misusing items or facilities provided in the interest of safety.
- Reporting all workplace illnesses, injuries, near misses and incidents as soon as possible using the reporting form and taking all reasonable action to eliminate their recurrence.
- Reporting any hazardous condition, situation, or event.

Civil Defence/Emergency Response Duties

- All Council staff are expected to undertake appropriate training to prepare for a Civil Defence/emergency management event. In the event of an emergency or potential emergency, you must firstly have due regard to the safety of your family. You may be assigned duties to assist Council in managing the event.

Expected Behaviours

Core Behaviours	
Adaptability	<ul style="list-style-type: none">• Willingness to accept changes and can readily reset their objectives, priorities and plans to accommodate new requirements
Business ethics	<ul style="list-style-type: none">• Demonstrates integrity, honesty and commitment• Models a high level of professionalism and exercises discretion• Maintains confidentiality• Is prudent in financial dealings
Communication	<ul style="list-style-type: none">• Communicates messages in a clear, concise, and consistent manner• Ability to communicate effectively with a wide variety of people• Uses the most effective method and style of communication for the audience• Utilises effective listening skills and questioning techniques to gain the best results in terms of engagement and desired outcomes
Self-management	<ul style="list-style-type: none">• Proactively plans work and manages competing priorities to ensure deadlines are met

Core Behaviours	
	<ul style="list-style-type: none"> • Proactive self-starter • Plans and utilises resources in the most effective way • Makes appropriate decisions, taking into consideration impacts and risks • Listens to considers different viewpoints, remaining “calm under fire” or when challenged • Alters manager when overloaded, stressed, or having difficulty with specific tasks or areas of responsibility • Continually looks for opportunities to gain new knowledge and skills
Teamwork	<ul style="list-style-type: none"> • Is an active and contributing team player • Values diversity and supports different ways of working • Proactively shares information, ideas and experiences • Empowers others to succeed and to seek excellence • Credits others for their contributions and accomplishments

Role Specific Skills	
Decision making	<ul style="list-style-type: none"> • Identifies and uses various sources of information to make an informed decision • Considers risk factors in decision making • Uses own judgement and experience to solve problems • Makes decision on a timely basis • Is solutions oriented • Empowers staff to make own decisions
Innovation	<ul style="list-style-type: none"> • Continually reflects on how things could be done better • Adopts a positive and flexible attitude to improvement, change and challenges • Professionally challenges the status quo • Manages barriers to innovation and improvement
Political acumen	<ul style="list-style-type: none"> • Offers unbiased professional advice • Understands the political system and underlying drivers • Understands the statutory and legal framework the Council operates within and able to effectively operate within this framework
Project management	<ul style="list-style-type: none"> • Scopes projects effectively and secures necessary resources to achieve agreed outcomes • Ability to communicate the project to stakeholders • Focuses on the delivery of the project and monitor progress • Demonstrates resilience and able to maintain performance over an extended period
Relationship building	<ul style="list-style-type: none"> • Builds and maintains professional and productive relationships • Understands stakeholders’ views and why they are held

Role Specific Skills	
	<ul style="list-style-type: none"> • Demonstrates sensitivity to other groups and values diversity
Results focus	<ul style="list-style-type: none"> • Consults with and engages with relevant parties to identify solutions • Recognises when others need support to resolve a situation

Knowledge, Qualifications and Experience

Essential

- Demonstrated understanding and working knowledge of HSWA, and health and safety systems and processes
- Experience with writing health and safety policies, procedures, reports and other related documentation
- Exceptional organisational skills
- Exceptional interpersonal communication skills
- Demonstrated experience in leading teams towards desired outcomes
- Proficient in the Microsoft Office suite
- A level of fitness necessary to carry out field work
- A full and current New Zealand driver licence

Desirable

- Tertiary qualification in Health and Safety
- Local or regional government experience

Approval

Health and Safety Advisor

Name

Signature

Date

Chief Executive

Name

Signature

Date