

**Position Description**

Position: Health, Safety and Wellbeing Manager

Reports to: GM People

Location: Auckland

Business Unit: People

Team: Health and Safety

**Key Relationships**

**External Relationships**

* WorkSafe and other regulatory authorities
* ACC

**Internal Relationships**

* Chief Executive
* Trustees
* Senior Leadership
* Health and Safety Team
* Facilities and Maintenance Team

**Key Duties**

* Work collaboratively with the CEO and Senior Leadership team to develop, improve and implement health, safety and wellbeing strategies and plans for all services across the Mission
* Provide direction to support the Mission deliver health and safety plans to achieve health and safety objectives and ensure risk is minimised across all areas
* Prepare Board reports and attend Board and HR and Remuneration Committee meetings as required
* Maintain standards and compliance programmes across the Mission
* Provide the Mission with specialist advice and oversight pertaining to matters of health safety and wellbeing
* Build collaborative and supportive relationships with all areas of the Mission to support best practice health and safety management is championed and prioritised
* Effectively manage health and safety resource, including non reporting resources such as H&S Representatives, to deliver on agreed outcomes
* Model best practice health and safety leadership and ensuring specialist and strategic advice, practical guidance and support is provided to the executive team, managers and trustees when required
* Manage relationships with WorkSafe, ACC and other external stakeholders
* Ensure staff have the training required to deliver the Mission’s health, safety and wellbeing programmes
* Oversee the identification and mitigation of hazards and the reporting and investigation of incidents; monitor the implementation of actions arising from investigations to ensure their completion within agreed timeframes; ensure workplace safety improvement initiatives are identified and delivered, leading to improvements in safety performance
* Ensure that emergency management plans are in place across all sites; employees are trained to the required level and understand their roles; plans are functionally tested and reviewed regularly through management of emergency exercises
* Oversight of the investigation of serious incidents carrying out subsequent review or changes to the relevant Site Safety Management Plans
* Oversee the review of all high consequence events including the injury management, restoring control of the site, scoping the investigation, reviewing the investigation, and organising audit of improvement controls
* Review health and safety performance including significant incident investigations, near misses and review corrective actions
* Recommend and lead improvements in audit and incident investigation processes
* Maintain an up-to-date knowledge of applicable regulatory requirements, including legislation, national and international standards and codes of practice, and ensure that these are integrated into the Missions HSMS
* Manage the effective use of the Incident Reporting database and manage, monitor and analyse safety performance information - trending results; identifying and ensuring delivery of health and safety intervention programmes; reviewing risk assessments undertaken and providing feedback to line management and the Executive Team
* Ensure relevant changes in legislation, regulations and codes of practice are understood and lead change where required
* Ensure compliance with all legal and regulatory requirements and report and breeches as soon as they are identified

**Skills and Capabilities**

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| **Essential** | **Desirable** |
| 5-8 years’ experience in H&S | A tertiary qualification in H&S or a related subject |
| Some experience in management of a small team | Experience with WorkSafe and other regulatory bodies |
| Experience reporting to a board or trustees on H&S matters | Experience in a complex and high-risk environment |
| Understanding of the Law wrt H&S |  |
| Experience working collaboratively with Senior Leaders on H&S matters |  |
| Excellent organisation skills and practices including attention to detail |  |
| Great communication skills in both writing and verbally |  |