

Position Description

Position Title: Health, Safety and Wellbeing Advisor

Responsible to: GM People and Capability

Reports to: GM People and Capability

Location: Christchurch

Financial Authority: Nil

Staff responsibilities: Nil

FTE: Part time

Last Updated: February 2021

Purpose:

To provide strategy, support and advice to the leaders and teams of Brackenridge to support the delivery of safe processes and effective risk management and to monitor compliance with legislation and Brackenridge policy and procedures.

The role works proactively with managers, leaders, staff and others to establish and maintain a strategy and programme of continuous improvement in health and safety and wellbeing and to promote a positive safety culture ensuring programmes and practice are embedded into our organisation.

Mission:

Provide quality, person centred, flexible and sustainable services that uphold people's rights and create opportunities, empowering people to be, belong & become.

Vision:

My Life My Way

Values:

Person Centred - Responsive to the person; individualised services and support that recognise the uniqueness of every person

Passion and Commitment - Creating and maintaining a high-performance culture, where people are passionate about what they do

Partnership - Working successfully together with others, in particular families while valuing each other's contribution

Pride in what we do - A culture of continuous improvement is in place – proud to be part of the Brackenridge Team

Key relationships:

Internal :	People and Capability team Service Delivery team Executive Management team Team leaders and Community Support Workers Contractors, volunteers and visitors Organisational Health and Safety Committee
External:	Unions WorkSafe NZ ACC Consultants and Contractors

Key Results Areas:

1. Strategy and risk
2. Support and advice
3. Compliance monitoring and reporting
4. Promote a positive safety culture
5. Personal development

1 *Strategy and risk*

- Develop, action and monitor an annual strategy for improvement in Health, Safety and Wellbeing
- Work with management to ensure risks are identified, documented and mitigated
- Work closely with Health and Safety representatives to achieve strategy outcomes
- Influence and collaborate at all levels of the organisation
- Review and update existing policies and processes

2 *Provide support and advice*

- Liaise with, advise, and support managers and staff on health and safety systems, policies, and processes to ensure Brackenridge meets legislative requirements and accreditations
- Support continuous improvement by providing accurate and up to date reporting
- Train staff in managing workplace risks and provide appropriate resources
- Drive the development and updating of emergency management plans and risk registers

3 *Compliance monitoring and reporting*

- Identify hazards and risks and review and update policies and procedures to minimise workplace hazards
- Ensure all reported incidents/accidents/near misses are appropriately investigated and required action is taken by managers
- Ensure any notifiable serious harm is reported to Worksafe NZ in a timely manner when required
- Implement, lead and maintain regular audits and reviews of health and safety practices and procedures
- Analyse health, safety and wellbeing information and provide recommendations from results
- Work proactively with contractors to ensure legislative compliance

4 *Promote a positive safety culture*

- Champion and provide effective health and safety support and wellbeing across the organisation
- Coordinate and contribute to the delivery of health, safety, and wellbeing projects
- Work with the organisations' health and safety representatives to encourage staff to participate in health and safety procedures
- Monitor ACC claims and support injured staff to return to work including work and non-work-related injuries
- Liaise with sector peers
- Demonstrate cultural appropriateness

5 *Health & Safety*

- Ensure compliance with health & safety policies and procedures to maintain a safe workplace.
- Take responsibility for your own health and safety and ensure no action or interaction on your own part harms others in the workplace.
- Participate in Brackenridge's induction and health & safety training as required.
- Support evacuation and emergency response procedures.

6 *Personal development*

- Instigate own personal and professional development needs with the GM People and Capability Manager based on specific job-related competencies.

Person Specifications		
Qualifications	Essential	Desirable
Relevant health and safety qualification	✓	
Full NZ Drivers Licence	✓	
Knowledge/experience		
Sound knowledge of New Zealand health and safety legislation Health and Safety at Work Act 2015 and associated regulations	✓	
High level of knowledge of Accident Compensation Corporation (ACC) procedures and return to work plans		✓
High level of knowledge of WorkSafe policies, guidelines, and procedures		✓
A minimum of 3 years' experience in an Advisor role	✓	
Experience in a complex environment		✓
Experience in disability or health sector		✓
Experience in presentation and training	✓	
Competent IT skills, and ability to adapt to new software packages	✓	

Key Skills/Attributes/Job Specific Competencies		
Good oral and written communication skills and the ability to communicate concepts concisely and simply	✓	
Conflict management skills	✓	
Ability to develop and use collaborative relationships to facilitate the accomplishment of work goals.		✓
An inclusive and approachable working style	✓	
Sound creative, analytical and problem-solving skills		✓
Excellent decision-making skills and good judgment	✓	
Highly developed organisational skills	✓	
Ability to build strong relationships at all levels; to engage and influence a positive health, safety and wellbeing culture	✓	
Positive, proactive, and professional attitude	✓	
A strong sense of ownership, responsibility, and accountability	✓	
Problem solving and decision making	✓	
Flexible and adaptable outlook and the ability to cope with change	✓	
Excellent team member	✓	
Availability to work outside normal office hours as required	✓	
Police vetted and Oranga Tamariki approved - clearances obtained from both organisations	✓	

Change to job description:

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by the CEO. This job description may be reviewed as part of preparation for performance planning for the annual performance cycle. A review in job size and possible impact on remuneration structure for the position will only be considered where change to the position is significant.