



## JOB SPECIFICATION

### Position Description

Position:	<b>Health and Safety Advisor</b>
Responsible to:	Head of Health, Safety and Wellbeing
Responsible for:	N/A
Purpose:	The Health and Safety Advisor will be responsible for developing, implementing and continuously improving the Health and Safety (HS) management system. They will maintain HS documentation, incident reporting, and hazard and risk registers. They will support Management to ensure compliance of HS obligations and responsibilities and provide advice on relevant regulations, legislation and best practice.

### Key Responsibilities

<i><b>Key Responsibility</b></i>	<i><b>Performance Standards</b></i>
<b>HS Reporting and Documentation</b> Ensure structured and thorough reporting. Assisting with the creation and implementation of HS documentation.	<ul style="list-style-type: none"><li>• Manage data entry into the HS system and monitoring the status of incidents, near misses and hazards.</li><li>• Provide Senior Management weekly data reports of incidents, near misses and hazards and their status.</li><li>• Provide monthly lead and lag indicator reporting to the Board of Directors.</li><li>• Support the Head of Health, Safety and Wellbeing with creating and implementing new policies and procedures within the business.</li><li>• Ensure all HS policies and procedures are regularly reviewed, communicated and adhered to by all employees and contractors.</li><li>• Manage accurate filing (electronic and paper based) of HS documentation.</li></ul>
<b>HS Advisory</b> Provide insights and advice to continuously improve HS and ensure a safe and compliant workplace.	<ul style="list-style-type: none"><li>• Identify relevant opportunities and make recommendations to improve processes, workplace HS, and service delivery outcomes in line with current regulations and best practice.</li><li>• Provide clear, competent technical advice and guidance that ensures practices adopted by the business enable us to keep our people safe, free from harm and support us to meet our legislative obligations.</li><li>• Maintain up-to-date working knowledge of HS legislation, industry guidelines and best practices relevant to the business.</li><li>• Undertake regular compliance audits.</li></ul>

<p><b>HS Management System</b> Develop and implement a HS system across the business.</p>	<ul style="list-style-type: none"> <li>• Develop, implement and continuously improve the health and safety management system to ensure compliance with relevant legislation, standards and best practice.</li> <li>• Regularly review and update policies, procedures and practices to maintain a safe and healthy work environment.</li> </ul>
<p><b>Management Support</b> Support Management to meet HS obligations and responsibilities.</p>	<ul style="list-style-type: none"> <li>• Monitor the reporting, recording and investigations of all near misses, accidents and incidents as required. Oversee and support Managers with follow up actions.</li> <li>• Support Managers with safety observations and record completion for KPIs.</li> <li>• Support Managers with Employee return to work plans.</li> <li>• Build and maintain relationships to ensure strong stakeholder and management engagement.</li> </ul>
<p><b>HS Training and Worker Engagement</b> Ensure Employees have the appropriate HS knowledge and training to carry out their roles safely.</p>	<ul style="list-style-type: none"> <li>• Prepare safety alerts for toolbox meetings and ensure minutes and attendance are recorded.</li> <li>• Assist in creating Standard Operating Procedures.</li> <li>• Assist with HS meetings ensuring hazards and controls are discussed on a regular basis.</li> <li>• Ensure training matrices are current for all areas of the business.</li> <li>• Responsible for up-to-date fire warden, first aider and any other HS licensing or trainings.</li> <li>• Monitor HS training and induction completion and onboarding HS paperwork across the business.</li> <li>• Provide co-ordination and support to the HS Committee and HS Representatives encouraging employee participation on HS matters.</li> <li>• Identify skill and knowledge gaps, evaluating and recommending programmes and priorities for training.</li> <li>• Oversee the approved training programmes to ensure delivery of objectives and effective use of training budgets.</li> </ul>
<p><b>Hazard, Risk and Controls</b> Ensure appropriate communication of hazards, risks and controls. Risk assessments are undertaken for all activities across business sites and are reviewed on a regular basis.</p>	<ul style="list-style-type: none"> <li>• Responsible for the HS Hazard/Risk Register and ensure the information held in the register is accurate, up to date and any updates are clearly communicated to the business</li> <li>• Ensure the appropriate controls for all new hazards are identified and implemented in line with legislative requirements</li> <li>• Ensure the use of appropriate personal protective equipment to carry out duties safely and effectively on a day-to-day basis.</li> <li>• Utilising best practice, proactively identify organisational health, safety &amp; wellbeing risks, analysing and monitoring trends and advising on initiatives aimed at managing those issues before they become significant/critical risks.</li> <li>• Train and support managers to undertake risk assessments as well as implementation and monitoring of HS controls as required.</li> </ul>
<p><b>Sundry Duties</b> Undertake any other duties as required</p>	<ul style="list-style-type: none"> <li>• Willingly carry out additional duties when required.</li> </ul>

## Core Competencies

<b>Competency</b>	<b>Definition</b>
<b>Communication</b>	Expressing ideas effectively in individual and group situations (including non-verbal communication). Adjusting language or terminology to the characteristics and needs of the audience. Expressing ideas clearly in documents that have organisation, structure, grammar, language and terminology adjusted to the characteristics and needs of the audience.
<b>Adaptability</b>	Maintaining effectiveness in varying environments and with different tasks, responsibilities and people.
<b>Analysis and Problem Solving</b>	Securing relevant information and identifying key issues and relationships from a base of information. Committing to an action after developing alternative courses of action that are based on logical assumptions and factual information and that take into consideration resources, constraints and organisation values.
<b>Planning &amp; Organising/Work Management</b>	Establishing actions for self and/or others to accomplish a specific goal. Planning projects ensuring appropriate allocation of people and resources.
<b>Safety Awareness</b>	Being aware of conditions that affect employee's safety.
<b>Information Monitoring</b>	Setting up ongoing procedures for collection and review of information necessary for the management of projects or organisation. Take into consideration the skills, knowledge and experience of the responsible individuals and characteristics of the assignments or projects.
<b>Technical/Professional Knowledge</b>	Having achieved a satisfactory level of technical and professional skills/knowledge in job related areas, keeping up to date with current developments and trends in area of expertise.

## Qualifications

- Tertiary qualification in Health and Safety is desirable.

## Practical Experience

- Three years of experience in a similar health and safety role.
- Strong working knowledge of New Zealand health and safety legislation.
- Previous experience managing health and safety systems.
- Proficient in the Microsoft Office Suite, to an intermediate level in Excel.
- Experience and knowledge of the Waste, Transport or similar industry is desirable.

## Key Attributes

- A passion for health and safety.
- Driven and can work autonomously.
- Resilient and able to cope well with pressure.
- Excellent written and verbal communication skills.
- Exceptional organisational and time management skills.
- Strong analytical and critical thinking abilities.
- Proactive and adaptable.

- Technology and system savvy.

**Agreed by:**

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Job holder's signature

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Date

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Manager's signature

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Date