

# Health, Safety & Wellbeing

## Senior Advisor



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| Department              | Council Operations          |
| Location                | Seymour Street, Blenheim    |
| Direct/indirect reports | Nil                         |
| Reporting to            | Head of People & Capability |
| Grade                   | 17                          |
| Financial delegation    | No budget responsibility    |

## Department Overview

This position is within the Council Operations department. This department is responsible for delivering Council's critical support functions and essential support services. This includes Māori Partnerships; Communications; Legal Services; People & Capability; Arts, Culture & Heritage; Democratic Services; Customer Services; Fleet Management; Secretarial and Office Services; Office Management; and Marlborough Airport Limited.

## Purpose of the Role

The purpose of the role is to:

- support our commitment to the HS&W as our number one priority for our people at Marlborough District Council (Council) and help to ensure Council meets its statutory obligations and operational requirements in matters relating to the Health and Safety at Work Act (HSWA) 2015.
- Deliver core HS&W advisory services that build on and improve Council's health and safety systems and practices, thereby fostering a safety and wellbeing culture and ensuring compliance with legislative H&S requirements.
- Lead and deliver identified H&S projects for example the implementation of a Critical Risk Framework, the review of Council's overarching Health and Safety Management System document; and the review of Contractor Management.
- Formal HS&W governance reporting to Management Team, Audit & Risk Sub-committee and H&S Committee.
- Actively support managers and Health and Safety Representatives to ensure compliance with HSWA.

## Key Responsibilities

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| <b>Council's HS&amp;W strategy</b> | Support the implementation of the HS&W Strategy in order to improve employee engagement, participation, and knowledge of H&S systems and practices.<br>Work collaboratively with the People & Capability (P&C) team to deliver key elements of the HS&S Strategy. |
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|  | <p>Contribute to the rollout of initiatives that support HS&amp;W culture, systems, policies and frameworks and which meet legislative requirements.</p> <p>Support the drive for continuous improvement in Council's HS&amp;W systems and practices.</p>   |
| <b>HS&amp;W systems and practices</b>                          | <p>Oversight of Council's digital H&amp;S system (DoneSafe).</p> <p>Support and maintain the H&amp;S systems and practices to ensure the H&amp;S framework meets all legislative requirements defined in the HSWA 2015.</p> <p>Provide professional HS&amp;W advice and coaching to people leaders, employees and others in the workplace to support HS&amp;W culture and leadership.</p> <p>Ensure all safety matters are consulted on with staff and relevant items are communicated well throughout Council.</p> <p>Advise on all H&amp;S issues that may impact on the organisation.</p>  |
| <b>H&amp;S compliance, monitoring, reporting and assurance</b> | <p>Promote HS&amp;W awareness to achieve positive outcomes.</p> <p>Support the monitoring and reporting of H&amp;S risks.</p> <p>Formal reporting to Management Team, Audit &amp; Risk Sub-committee and H&amp;S Committee on compliance with the HS&amp;W framework, work in progress and HS&amp;W data.</p> <p>Analyse HS&amp;W data and prepare reports for Council.</p> <p>Support Executive Team members to fulfil their obligations of Officer Due Diligence duties and understanding.</p> <p>Maintain oversight of agreed HS&amp;W strategic goals and track progress towards these.</p>   |
| <b>H&amp;S Committee and H&amp;S Representatives</b>           | <p>Support the coordination and function of the H&amp;S Committee and the H&amp;S Representatives meetings to ensure they meet their objectives.</p> <p>Assist our H&amp;S Representatives to be effective in their roles by providing guidance, resources and support.</p> <p>Contribute to the delivery of the HS&amp;W Strategy by promoting a culture focused on safe working conditions, open communication, development, and effective management.</p>  |
| <b>Project Lead – HSMS Review</b>                              | <p>Lead the review and update of Council's overarching Health and Safety Management System (HSMS) document. Ensure alignment of the HSMS with current Council processes, systems (e.g. DoneSafe), and legislative requirements under HSWA.</p> <p>Engage with key stakeholders across Council to ensure the revised HSMS is practical, accessible, and supports a consistent and effective approach to health and safety.</p>   |
| <b>Project Lead – Critical Risk Management Framework</b>       | <p>Support the implementation of a Council-wide Critical Risk Management Framework, focusing on improving visibility, understanding, and consistency in the management of high-risk work areas.</p> <p>Determine the critical risks to then prioritise actions, including but not limited to traffic management, psychosocial hazards, lone and remote work, vehicle-related risks, and contractor safety.</p> <p>Develop and consult on standard operating procedures (SOPs), competency frameworks, and guidance documentation tailored to each critical risk.</p> <p>Assist with risk assessments, training plans, pulse surveys, and the development of business cases or improvement initiatives where required.</p> <p>Engage with frontline staff and managers to ensure practical, operationally feasible controls are identified and embedded into team practices.</p> <p>Contribute to the establishment of governance structures, such as identifying champions or leads in high-risk areas to support consistency across Council.</p> |

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| <b>Project Lead – Contractor H&amp;S Review</b> | <p>Develop and implement a framework for Contractor Management to ensure the duties defined in HSWA 2015 for multiple PCBUs are met and contractors are following 'best practice'.</p> <p>Review Council's Pre-Qualified Contractors system.</p> <p>Provide advice and education to managers and staff who engage contractors.</p> <p>Highlight areas of concern regarding Contractor's Pre-Qualification applications to be addressed by contract managers.</p> <p>Support contract managers to carry out H&amp;S audits.</p> |
| <b>HS&amp;W budget</b>                          | <p>Make recommendations for spending of the H&amp;S budget to be approved by the Head of P&amp;C.</p>  |

# Organisational Responsibilities

## Continuous improvement

Challenge the status quo and continuously seek opportunities to improve services and processes.

## Customer service

Relate with the public in a courteous and positive manner. Actively listen to understand and meet customer's needs.

## Digital mindset

Have a "digital mindset" which allows you to approach situations with a digital focus, taking full advantage of the technology, information, and data available to us whilst ensuring operational outcomes, efficiency, and security aren't compromised.

Be aware that transformation comes not from a change of system or infrastructure but a change in mindset. Opening your mind to the idea of doing things differently can unlock the true range of possibilities.

## Health, safety and wellbeing

Take ownership and responsibility for your own decisions and actions by proactively engaging in safe work practices that prevent injury; and look out for your colleagues, contractors, customers, and visitors.

Report hazards, injuries, illnesses, near-misses, unsafe practices, rules that don't work and other opportunities for improvement without fear or delay, so that we can all learn and share in the learning.

Co-operate with reasonable instructions and procedures.

Contribute to Council's ongoing safety improvement journey.

Make safety a priority and help lead the way!

## Inclusion and diversity

Support an inclusive workplace - an environment where our employees feel safe, valued and respected; and have opportunities to contribute their perspectives, experience and talents to our organisation.

Support a diverse workforce (the visible and invisible factors that define us as individuals) by displaying an open-minded, non-judgmental attitude towards others.

## Record management

Create and maintain all records of Council business (regardless of format) in approved corporate information systems, as per Council's information and data management policies and procedures.

## Response in emergencies

Be available to assist during emergencies as and when they occur, working within your level of competence and training.

## Risk management

Understand, report and manage operational and compliance risk. Familiarise yourself, comply with and give advice in accordance with Council's risk management policies and procedures.

## Te ao Māori

Willingness to develop cultural competency; for example by developing an understanding of te reo Māori, tikanga Māori (Māori customs and practices), mātauranga Māori (Māori wisdom, knowledge and understanding) and Te Tiriti of Waitangi; and by engaging with Māori communities as required within your role.

## Other duties

Take on any additional duties or special projects that may be assigned from time to time and ensure that these are performed effectively and efficiently.

# Person Specification

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| <b>Qualifications</b>           | <p>A Diploma in Health and Safety or related field, ideally with membership in a n industry body (e.g. NZISM, HASANZ).</p> <p>NZQA H&amp;S Representative certification (Stages 1-3) or equivalent knowledge.</p> <p>Training or experience in incident investigation methods (e.g., ICAM) is desirable.</p>   |
| <b>Experience and knowledge</b> | <p>3-5 years' experience in a HS&amp;W advisory role ideally in a government or multidisciplinary organisation.</p> <p>Proven experience in delivering and leading health, safety and wellbeing projects from planning through to implementation.</p> <p>A sound understanding of New Zealand's health and safety legislation and regulatory frameworks.</p> <p>Practical experience supporting the implementation of HS&amp;W policies, systems or initiatives.</p> <p>Ability to provide clear, practical, and high-quality health and safety advice to managers across a variety of operational areas.</p> <p>Strong interpersonal and communication skills, with the ability to influence and build effective relationships across all levels of an organisation.</p> <p>A proactive and solution-focused approach, with strong problem-solving, organisational, and collaboration skills.</p> |

## Core Competencies

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| <b>Adaptability</b>              | <p>Ability to maintain a calm, professional manner in challenging situations.</p> <p>Ability to operate effectively in a complex and changing environment.</p>   |
| <b>Commitment to improvement</b> | <p>Enthusiasm for continually increasing knowledge and technical abilities.</p> <p>Enthusiasm for continuous improvement and efficiency in processes.</p>  |
| <b>Communication</b>             | <p>Excellent oral and written communication skills which are appropriate and relevant to the audience.</p>   |
| <b>Customer focus</b>            | <p>Excellent customer services skills.</p> <p>Ability to understand customers' needs via active listening.</p>   |
| <b>Digital literacy</b>          | <p>Ability to learn new technological skills essential for digital transformation and to think innovatively and embrace a perpetual learning culture.</p> <p>Motivation to use digital skills to create new opportunities.</p> |
| <b>Integrity</b>                 | <p>Ability to handle confidential or controversial information with discretion and professionalism.</p> <p>Takes accountability for own actions.</p>   |
| <b>Interpersonal skills</b>      | <p>Proven ability to work effectively in a team environment.</p> <p>Proven ability to develop relationships and work collaboratively with others.</p>  |
| <b>Organisational skills</b>     | <p>Strong personal prioritisation and time management skills.</p>  |

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|  | Ability to multi-task, prioritise, pay attention to detail and use initiative.                                |
| <b>Problem solving and decision making</b> | <p>Considers risk factors in decision-making.</p> <p>Uses own judgement and experience to solve problems.</p> |

## Strategic Framework

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| <b>Vision</b>  | Marlborough is a globally-connected district of smart, progressive, high-value enterprises, known for our economic efficiency, quality lifestyle and wellbeing, caring community, desirable location and healthy natural environment.   |
| <b>Mission</b> | We invest in Marlborough's future, our people, quality lifestyle and outstanding natural environment.   |
| <b>Values</b>  | <p>Council's values and behaviours are based on Respect, Professionalism and Integrity. Council is committed to an environment that supports professional development, an equal opportunities workplace and a positive culture.</p> <p>All staff are expected to endorse and support Council's Vision and Values and actively work to achieve them, behaving with the highest level of professionalism and integrity and exhibiting courtesy and impartiality towards colleagues and the community.</p> <p>Our values are:</p> <ul style="list-style-type: none"> <li>• We are open, transparent and collaborative.</li> <li>• We partner with tangata whenua iwi.</li> <li>• We involve and respect our many cultures.</li> <li>• We are innovative and strive for excellence.</li> <li>• We are adaptive and responsive to community needs.</li> <li>• We work in an environmentally sustainable manner.</li> </ul> |