

## Position Description

Employment Agreement:	Individual Employment Agreement
Position Title:	<b>Health &amp; Safety Advisor</b>
Service & Directorate:	Occupational Health & Safety – People and Capability
Location:	Dunedin
Reports to:	Occupational Health and Safety General Manager
DHB Delegation Level:	N/A
Number of direct reports:	Nil
Date:	September 2021

### Our Vision

Better Health, Better Lives, Whānau Ora

We work in partnership with people and communities to achieve their optimum health and wellbeing  
We seek excellence through a culture of learning, enquiry, service and caring

### Our Shared Values and Behaviours

<b>Kind</b> <i>Manaakitanga</i>	<b>Open</b> <i>Pono</i>	<b>Positive</b> <i>Whaiwhakaaro</i>	<b>Community</b> <i>Whanaungatanga</i>
<b>Looking after our people:</b> We respect and support each other. Our hospitality and kindness foster better care.	<b>Being sincere:</b> We listen, hear and communicate openly and honestly. We treat people how they would like to be treated.	<b>Best action:</b> We are thoughtful, bring a positive attitude and are always looking to do things better.	<b>As family:</b> We are genuine, nurture and maintain relationships to promote and build on all the strengths in our community.

### Our statutory purpose

To improve, promote and protect the health of our population

- Promote the integration of health services across primary and secondary care services
- Seek the optimum arrangement for the most effective and efficient delivery of health services
- Promote effective care or support for those in need of personal health or disability support services
- Promote the inclusion and participation in society and the independence of people with disabilities
- Reduce health disparities by improving health outcomes for Māori and other population groups
- Foster community participation in health improvement and in planning for the provision of and changes to the provision of services
- Uphold the ethical and quality standards expected of use and to exhibit a sense of social and environmental responsibility

PURPOSE OF ROLE	
1)	To assist in the implementation of Health and Safety management systems, documentation and overall risk management across the district.
2)	To be proactive in encouraging workplace participation and proactive in providing support of Health and safety activities;
3)	To assist in the implementation of health and safety programmes, including the recording and investigation of accidents, incidents and injuries;
4)	Any other tasks as reasonably required to support the Occupational Health and Safety service delivery.

## Competencies

The following competencies apply to this position. The employee will be assessed against these as part of their annual performance and development review.

Organisational Competencies	
<b>Customer Focus</b>	Is dedicated to meeting the expectations and requirements of internal and external customers; gets first hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect
<b>Integrity and Trust</b>	Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.
<b>Drive For Results</b>	Can be counted on to exceed goals successfully; Is constantly and consistently one of the top performers; very bottom line oriented; steadfastly pushes self and others for results.
Management Competencies	
<b>Process Management</b>	Good at figuring out the processes necessary to get things done; knows how to organise people and activities; understands how to separate and combine tasks into efficient work flow; knows what to measure and how to measure it; can see opportunities for synergy and integration where others can't; can simplify complex processes; gets more out of fewer resources.
<b>Informing</b>	Provides the information people need to know to do their jobs and to feel good about being a member of the team, unit, and/or the organisation; provides individuals information so that they can make accurate decisions; is timely with information.
<b>Managing and Measuring Work</b>	Clearly assigns responsibility for tasks and decisions; sets clear objectives and measures; monitors process, progress, and results, designs feedback loops into work.

KEY RELATIONSHIPS	
Within Southern	External to Southern
<ul style="list-style-type: none"> <li>• Other Southern Staff</li> </ul>	<ul style="list-style-type: none"> <li>• Contractors and Consultants engaged by Te Whatu Ora Southern</li> </ul>
<ul style="list-style-type: none"> <li>• Managers at all levels in the organisation</li> </ul>	<ul style="list-style-type: none"> <li>• Stakeholders</li> </ul>
<ul style="list-style-type: none"> <li>• Union Representatives</li> </ul>	<ul style="list-style-type: none"> <li>• Visitors</li> </ul>
<ul style="list-style-type: none"> <li>• H&amp;S Representatives</li> </ul>	

## PERSON SPECIFICATION

The expertise required for a person to be fully competent in the role. Position specific competencies:

	ESSENTIAL	DESIRABLE
<b>Education and Qualifications (or equivalent level of learning)</b>	<ul style="list-style-type: none"> <li>Health and Safety related vocational training and/or equivalent qualification (Level 3-4)</li> <li>A demonstrable understanding of New Zealand statutory requirements</li> </ul>	<ul style="list-style-type: none"> <li>Current training in health and safety topics</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience in health and safety field.</li> </ul>	<ul style="list-style-type: none"> <li>Health and safety advisor experience.</li> <li>Experience in the health sector</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>Detailed knowledge of health and safety legislation.</li> <li>The ability to research topics (where knowledge is limited) and identify best practice requirements.</li> <li>Effective oral and written communication skills.</li> <li>Attention to detail and delivers accurate results.</li> <li>Computer competency in the Microsoft office suite.</li> <li>Strong interpersonal Skills</li> </ul>	<ul style="list-style-type: none"> <li>The ability to deliver training</li> <li>Good facilitation skills</li> <li>Good co-ordination skills.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Performance driven and outcome focused.</li> <li>Ability to develop rapport with others and to work effectively with multi-disciplinary teams.</li> <li>Able to self-manage and prioritise competing workloads.</li> <li>Demonstrated competence in performing and delivering within strict timeframes.</li> <li>Demonstrates the ability to cope with increasing demands, changes to planned work schedules and greater challenges.</li> <li>Shows initiative, innovation and is proactive when dealing with problems and new situations</li> </ul>	

### KEY RESULT AREAS:

Key Accountabilities:	Example of successful delivery of duties and responsibilities
<p><b>To assist in health and safety management, documentation and risk management</b></p> <p>To assist in the development and maintenance of health and safety standards, contribute to the development and implementation of policies, procedures and emergency arrangements. To assist with identifying hazards and assessing risk, including education and training.</p>	
<ul style="list-style-type: none"> <li>Assist in the development and maintenance of health and safety standards within Te Whatu Ora, Southern.</li> <li>Contribute to the development and implementation of policies, procedures and emergency arrangements.</li> <li>Assist with identifying hazards and assessing risks that may affect the health, safety and welfare of workers;</li> </ul>	<ul style="list-style-type: none"> <li>Ensure that health and safety standards are developed and maintained in accordance with statutory health and safety requirements.</li> <li>Ensure that all policies, procedures and emergency arrangements aim to minimise workplace harm.</li> <li>Ensure that hazard identification and risk management is undertaken in a timely and efficient manner.</li> </ul>

<p>and educate and train staff in the development of safe working practices to protect them from harm.</p> <ul style="list-style-type: none"> <li>• Assists with the development of standard operating models to ensure compliance with health and safety duties.</li> <li>• Assists with the delivery of Te Whatu Ora, Southern's environmental contaminates management arrangements,</li> </ul>	<ul style="list-style-type: none"> <li>• Health and safety management practices in Te Whatu Ora, Southern meet all legal requirements.</li> <li>• Best practice health and safety management outcomes are maintained in all activities.</li> <li>• Environmental contaminates are managed in accordance with policies.</li> <li>• Te Whatu Ora, Southern has a suite of good practice safe systems of work.</li> </ul>
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**Encouraging workplace participation and providing support**

To be proactive in encouraging workplace participation in health and safety procedures and to provide support for SDHB health and safety activities, including the audit and inspection requirements to ensure that safety arrangements have been properly implemented.

<ul style="list-style-type: none"> <li>• Motivates and supports team members to participate in health and safety objectives, to achieve positive health and safety outcomes</li> <li>• Supports L 6&amp;7 managers to maintain safe systems, providing specialist advice, coaching and practical support.</li> <li>• Provides advice, support and guidance to other members of Te Whatu Ora, Southern staff, contractors and consultants.</li> <li>• Services health and safety management system</li> <li>• Assists in the delivery of health and safety training</li> <li>• Supports continual improvement and best practice in the management of health and safety</li> <li>• Reviews and provides advice on related documentation, e.g. safe systems of work</li> </ul>	<ul style="list-style-type: none"> <li>• An increase in health and safety participation</li> <li>• Managers take ownership of health and safety issues</li> <li>• Health and safety training schedule is delivered in a timely manner.</li> <li>• A reduction in lost time injuries and an increase in near miss reporting.</li> <li>• All employees, contractors and consultants are clear on their health and safety duties.</li> <li>• Te Whatu Ora, Southern staff, contractors and consultants feel supported.</li> </ul>
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**Assist in health and safety reporting, including recording and investigating health and safety accidents, incidents and injuries**

To advise and support compliance with workplace health and safety legislation and assist with the recording and investigation of accidents, incidents and injuries.

<ul style="list-style-type: none"> <li>• Advise and support compliance with workplace health and safety legislation and assist with the recording and investigation of accidents, incidents and injuries.</li> <li>• Assist to facilitate Te Whatu Ora, Southern return to work program.</li> <li>• Attends and report at relevant meetings and implement communications</li> <li>• Undertakes audit and inspection; measure and report on current trends.</li> <li>• Assists with the implementation of strategies to ensure continuous improvement of key performance indicators</li> <li>• Produces appropriate reports (weekly, monthly and annually).</li> </ul>	<ul style="list-style-type: none"> <li>• All stakeholder are aware of health and safety responsibilities and risks.</li> <li>• Useable data is available to make strategic health and safety decisions</li> <li>• KPI data shows an improvement on health and safety performance</li> <li>• Reports available to assist with decision making</li> </ul>
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<b>Other duties as required</b>	
Other duties as required to support the health and safety team and / or the wider department.	
Undertaking duties from time to time that may be in addition to those outlined above but which fall within your capabilities and experience.	<ul style="list-style-type: none"> <li>You respond positively to requests for assistance in own and other areas, demonstrating adaptability and willingness.</li> <li>You produce work that complies with the organisations processes and reflects best practice.</li> <li>Research undertaken is robust and well considered.</li> </ul>
<b>Living Southern Values</b>	
Proactively demonstrating Te Whatu Ora, Southern values in all aspects of the role.	<ul style="list-style-type: none"> <li>Demonstrates behaviours that we want to see from each other, at our best.</li> <li>Contributes positively to a culture of appreciation, a learning culture, where people feel safe to speak up.</li> <li>Contributes positively to team and other initiatives that seek to improve patient and whanau experiences and/or staffs experience of working.</li> </ul>
<b>Professional Development – self</b>	
Identifying areas for personal and professional development.	<ul style="list-style-type: none"> <li>Training and development goals are identified/agreed with your manager.</li> <li>Performance objectives reviewed annually with your manager.</li> <li>You actively seek feedback and accept constructive criticism.</li> </ul>
<b>Health, Safety and Welfare</b>	
Taking all practicable steps to ensure personal safety and the safety of others while at work, in accordance with Te Whatu Ora, Southern’s Health, Safety and Welfare policies, procedures and systems.	<ul style="list-style-type: none"> <li>You understand and consistently meet your obligations under Te Whatu Ora, Southern’s Health and Safety policy/procedures.</li> <li>You actively encourage and challenge your peers to work in a safe manner.</li> <li>Effort is made to strive for best practice in health and safety at all times.</li> </ul>
<b>Treaty of Waitangi</b>	
Giving effect to the principles of the Treaty of Waitangi – Partnership, Participation and Protection through your interaction with others on a day to day basis.	<ul style="list-style-type: none"> <li><i>Partnership</i> – You interact in good faith and in the nature of a partnership. There is a sense of shared enterprise and mutual benefit where each partner takes account of the needs and interests of the other.</li> <li><i>Participation</i> – You work in partnership with our treaty partners to enable our organisation to prosper. You are mindful of the varying socio-economic conditions that face our people and work hard to remove barriers of access to health and education.</li> <li><i>Protection</i> – You work proactively to protect the rights and interests of Māori, including the need to proactively build the capacity and capability of Māori.</li> </ul>

Note: the above example measures are provided as a guide only. The precise performance measures for this position will require further discussion between the job holder and manager.

**CHANGES TO POSITION DESCRIPTION**

From time to time it may be necessary to consider changes to the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. This Position Description may be reviewed as part of the preparation for your annual performance and development review.

Acknowledged / Accepted:

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Employee

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Date

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Manager

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Date