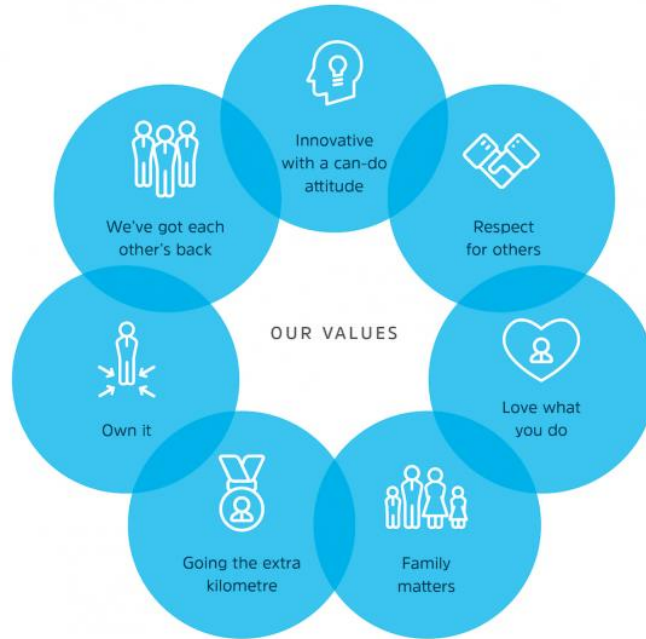


# H & S Position Description

Position:	Health & Safety Officer
Reports to:	National Health Safety and Environmental Manager
Location:	South Island (Regional Roaming, including North Island)
Group:	Switched On Housing
Direct Reports:	Nil

Values:



Financial Authority to Act:	Nil
Decision Authority to Act:	Nil

## Position Description and KPI Acknowledgement

Your general duties include those outlined in this position description and may be reviewed and updated from time to time in consultation with you. You will also be required to undertake any other duties that are within your ability to perform, if asked to do so.

I have read, understood, and agree to comply with the above position description and KPI's.

Employee  
Signature:

Date:

## Key Performance Indicators – Functional Accountability Chart

Area of Accountability	Core Responsibilities and Typical Activities	Performance of Measurement
Purpose	To develop, deliver and continuously evolve best practice Health & Safety capability framework, which is aligned with Switched on Groups Learning and Development framework.	
Roaming	<p>Flexible mobile role able to move across allocated region and back up other regions when needed:</p> <ul style="list-style-type: none"> <li>• H &amp; S Leadership and setting an appropriate example</li> <li>• Effective communication</li> <li>• Coaching and mentoring, advice and support</li> <li>• Facilitate learning</li> </ul>	<ul style="list-style-type: none"> <li>• High Functioning, Positive, Productive and Confident Team</li> <li>• Providing additional support to achieve organisational objectives and requirements as needed</li> </ul>
Reporting	<ul style="list-style-type: none"> <li>• Timely and accurate completion on onsite assurance inspection documentation with clear and concise corrective or positive feedback actions</li> <li>• Population and collation of monthly reporting data</li> <li>• Assist in the review and development of policies and procedures to enhance organisational objectives.</li> </ul>	<ul style="list-style-type: none"> <li>• All Policies and Procedures updated in a timely manner</li> <li>• Accurate and factual incident investigation, including causal analysis and root cause outcomes, and corrective action close outs.</li> <li>• Monitoring of customer feedback for identification of process improvement opportunities</li> </ul>
Health and Safety Management Systems	<ul style="list-style-type: none"> <li>• Carry out assurance audits of external health and safety systems for contactors to ensure alignment with standards and contractual requirements.</li> <li>• Promote continuous improvements in the development and use of health and safety systems and tools</li> <li>• Monitor health and safety processes to ensure legislative compliance and report on non-compliance elements for improvement.</li> <li>• Promote health and safety systems across the group of companies</li> <li>• Assist with the development and implementation of operational health and safety plans and site specific safety plans</li> </ul>	<ul style="list-style-type: none"> <li>• Number of suggestions made and implemented</li> <li>• Switched On systems are fit for purpose and are delivering on expected outcomes</li> <li>• Monthly reporting of contractor safety management systems audit reports, development, and implementation of improvement plans</li> <li>• Review and monitoring of internal Integrated Management System function for purpose and updates.</li> <li>• Carry out regular Environmental assurance audits to ensure compliance to organisational objectives and reporting requirements</li> </ul>
Compliance	<ul style="list-style-type: none"> <li>• Ensure that hazard identification / site safety compliance is maintained and recorded</li> <li>• Ensure consistency and accuracy is used across task analysis, SSSP, safe work method statements, risk registers and competency registers</li> <li>• Make recommendations to the National Health Safety &amp; Environment Manager for further improvement/development</li> <li>• Co-ordinate and undertake regular internal and external audits.</li> <li>• Support and assist with the implementation of wellness initiatives</li> <li>• Meet obligations and responsibilities under relevant health and safety legislation and regulations</li> </ul>	<ul style="list-style-type: none"> <li>• Switched On is meets the requirements of the Health and Safety at Work Act (2015) and associated regulations</li> <li>• All reasonably practicable steps are taken to manage risks effectively</li> <li>• Staff feel empowered to speak up about Health and Safety concerns and issues</li> <li>• Non-compliance is recorded, acted on appropriately and in a timely manner</li> </ul>

<b>Incident Management</b>	<ul style="list-style-type: none"> <li>• Manage day to day incident reports allocated and ensure these are effectively investigated, root causes identified and corrective actions are actioned and closed out.</li> <li>• Undertake investigations when required with the National Health Safety and Environment Manager and/or as directed</li> </ul>	<ul style="list-style-type: none"> <li>• Detailed incident reports actioned and completed</li> <li>• Processing of corrective action requests and development of preventative action initiatives.</li> <li>• Key performance indicators met on a monthly basis</li> </ul>
<b>Contractors and Sub Contractors</b>	<p>Under direction of the Health Safety and Environmental Manager, work in conjunction with the other key stakeholders:</p> <ul style="list-style-type: none"> <li>• Coordinate contractor inductions and audit schedules</li> <li>• Coordinate health and safety worksite audit schedule(s)</li> <li>• Monitor contractor health and safety management systems and site specific management plans</li> </ul>	<ul style="list-style-type: none"> <li>• Inductions are completed in a timely manner</li> <li>• Audits are completed in a timely manner</li> <li>• Reports produced in a timely manner for improvement opportunities</li> </ul>
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>• Communicate effectively in order to develop and maintain positive relationships with all office staff, site staff, sub-trades, contractors, and managers</li> <li>• Train or educate other staff in the use of, and purpose of health and safety policies, induction training, procedures, and processes</li> <li>• Schedule and co-ordinate health and safety committee meetings, as required</li> <li>• Champion internal business unit divisional toolbox meetings</li> <li>• Champion onsite toolbox meetings with contractors to provide dynamic training</li> <li>• Organise and facilitate health and safety training as requested</li> <li>• Liaison with external reputable training organisations to prepare training material for training.</li> <li>• Plan and execute training plans in line with organisational objectives and training needs</li> <li>• Be the "champion" point of contact for health and safety and support in developing a culture that supports a positive and proactive attitude towards health and safety culture in the workplace.</li> </ul>	<ul style="list-style-type: none"> <li>• Health and Safety training, where facilitated by Switched On Group, is engaging, fit-for-purpose and tailored to the needs of the audience.</li> <li>• Training Matrix is populated, and appropriate records of training are maintained and recorded</li> <li>• All staff required to have training are receiving it – non-attendance is followed up</li> <li>• Toolbox key performance indicators are met monthly</li> </ul>

<b>Innovation / Best Practice Application</b>	<ul style="list-style-type: none"> <li>• Implement specific health and safety projects as required / directed by the National Health Safety and Environment Manager</li> <li>• Keep up to date with good practice, industry updates and share relevant information with the contractor base to ensure continued learning</li> </ul>	<ul style="list-style-type: none"> <li>• Examples of excellence are identified and promoted</li> <li>• You respond positively to requests for assistance in own and other areas, demonstrating adaptability and willingness</li> <li>• Positively engage with all workers and contractors to implement change processes required to achieve organisational objectives and outcomes</li> </ul>
<b>Information Reporting</b>	<ul style="list-style-type: none"> <li>• Ensure reporting of incidents and work as directed by the National Health Safety and Environment Manager to ensure all accident / incidents are accurately recorded and reported</li> <li>• Assist managers with the investigation of accidents / incidents</li> <li>• Assist managers to ensure incidents are being followed up correctly,</li> <li>• Implement with managers, improvement plans for identified areas</li> <li>• Assist with the maintenance of a system for managing personal health and safety information</li> <li>• Assist with the preparation of health and safety documentation as required</li> </ul>	<ul style="list-style-type: none"> <li>• Incidents are responded to in a timely manner</li> <li>• You produce work that complies with Switched On's processes and reflects best practice</li> </ul>
<b>Projects</b>	<ul style="list-style-type: none"> <li>• Key Performance Indicators developed and discussed with Project Head</li> <li>• Project Meetings fully participated in as required</li> <li>• Key deadlines met as agreed</li> <li>• Other reasonable tasks as requested at times</li> </ul>	<ul style="list-style-type: none"> <li>• Recommendations are thorough and well researched</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Undertaking professional development to meet expectations of role</li> <li>• Identify areas of further development opportunity and provide feedback to the National Health Safety and Environment Manager</li> </ul>	<ul style="list-style-type: none"> <li>• Proactively participate in performance reviews and development of professional development plans objectives.</li> <li>• Participate and engage in all internal and external training opportunities</li> <li>• Ownership and drive of personal professional development</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• Champion Health and Safety to ensure the Policy and processes become part of daily practice</li> <li>• All Switched On Health and Safety policies and procedures are adhered to</li> <li>• Be a champion of Safety Culture change across the organisation.</li> </ul>	<ul style="list-style-type: none"> <li>• Health and safety priority to ensure self and others work safely.</li> <li>• Demonstrates and promotes positive attitude to safety, in line with Switched On health and safety policies and procedures</li> <li>• Actively seek out and pursue health and safety improvements</li> <li>• Actively report Incidents and Accidents within required timeframes</li> <li>• Actively identify and manage hazards and risks in the workplace and worksites</li> </ul>

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<b>H &amp; S Team</b>	<p>Under the direction of the National Health Safety and Environment Manager:</p> <ul style="list-style-type: none"> <li>• Actively participate in the Health Safety team</li> <li>• Provide advice and support to all staff and contractors of Health and Safety best practice</li> <li>• Influence and drive the development of a strong safety cultural change through all workers and contractors</li> <li>• Contribute to the reduction in workplace harm incidence aiming for a Zero Harm work environment</li> </ul>	<ul style="list-style-type: none"> <li>• Objectives met or exceeded</li> <li>• Provide knowledgeable advice, practical guidance and support to Site Managers and teams</li> <li>• Continual personal development in key health and safety matters</li> </ul>
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## **Key Internal /External Working Relationships**

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The role will call on strong interpersonal skills to interface with other internal departments as necessary, to provide answers for our clients.

In addition to key relationships within the department, the incumbent is also required to form key partnerships internally.

Development of key relationships with contractors and suppliers to ensure a seamless delivery of organisational objectives and values

## Key Competencies

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### Skill/Technical Competencies

- Proven, excellent computer skills with knowledge of data management software as well as Excel spread sheets (Required)
- Demonstrated understanding of current NZ Health and Safety legislation and regulations
- **Adaptable and can think on your feet in a dynamic work environment**
- **Thrive on building partnerships with people and communities**
- **Outstanding interpersonal skills and the confidence to influence and engage with others will set you apart**
- **Resilient, have excellent attention to detail and be able to hold yourself and others to account**
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- Proven ability to deliver within expected timeframes
- Resourceful, well-organised, highly dependable, efficient and detail oriented
- Clear written and verbal communication skills
- Strong customer service ethic
- Able to work well when under pressure of completion deadlines
- Demonstrated commitment to organisational values and behaviours
- Committed to continuous improvement
- A strong commitment to upholding and delivering professional standards
- Positive attitude with a high energy level, comfortable performing multi-faceted projects in conjunction with day-to-day activities
- Creative problem-solving skills
- Valid full driver's license and good driving record

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### Behaviour Competencies

#### **Service Excellence**

- Demonstrated Service Excellence Orientation

#### **Working Together**

- Contributes towards and encourages our people to think and behave in ways that meets common goal
- Has a clear understanding and supports divisional business priorities
- Proactively seeks to provide assistance to achieve positive organisational outcomes

#### **Administrative Efficiency**

- Strong written and verbal communication skills
- Accurate with strong attention to detail
- Organisational skills
- Process driven

#### **Personal Effectiveness**

- Ability to manage and motivate yourself to deliver results
- Initiative, enthusiasm, and ability to work without direct supervision
- Conflict resolution and negotiation
- Well-developed and proven judgement and problem-solving skills
- Reputation for reliability and honesty

#### **Planning and Organising**

- Excellent Time management
- Goal and outcome focused
- Able to work well when under pressure of completion deadlines

#### **Understanding Switched On**

- Understands our group of companies, our objectives, partners, customers, systems and processes and the opportunities for sales. They incorporate and understand the values of Switched On by focusing on the development of our business with capability attraction and retention from a commercial perspective