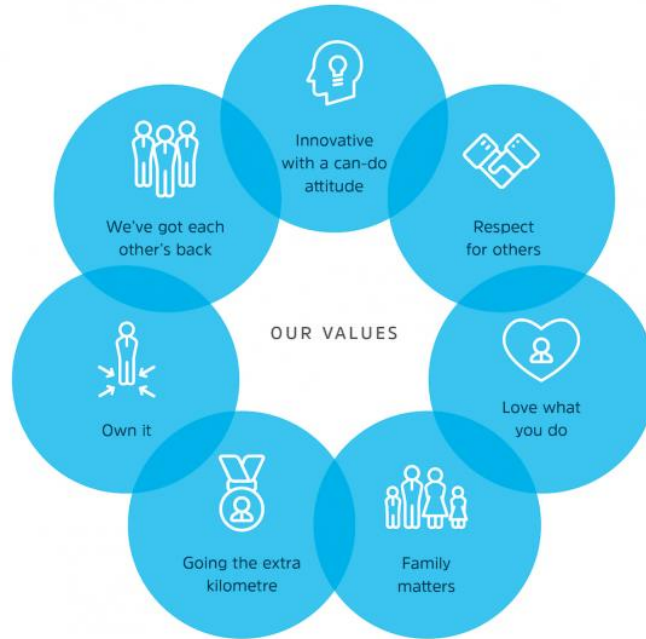


H & S Position Description

Position:	Health, Safety Learning & Development Officer
Reports to:	Health Safety and Environmental Manager
Location:	Roaming North Island and or South Island
Group:	Switched On Management
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	Flexible mobile role able to move across allocated region and back up other regions when needed: <ul style="list-style-type: none"> • H & S Leadership and setting an appropriate example • Effective communication • Coaching and mentoring • Facilitate learning 	<ul style="list-style-type: none"> • High Functioning, Positive, Productive and Confident Team • Providing additional support to achieve organisational objectives and requirements as needed
Reporting	<ul style="list-style-type: none"> • Assist in the preparation of policies and procedures to ensure Switched On Group of Companies has appropriate documentation to meet industry requirements and align with organisational objectives and outcomes • Assist with collating information for reporting to the Board and other committees 	<ul style="list-style-type: none"> • All Policies and Procedures updated in a timely manner • Accurate and factual incident investigation, including causal analysis and root cause outcomes. • Monitoring of customer feedback for identification of process improvement opportunities
Health and Safety Management Systems	Implement and monitor the Health and Safety system objectives, policies, practices; and proactively manage health, safety, environmental and wellbeing <ul style="list-style-type: none"> • Promote continuous improvements in the development and use of health and safety systems and tools • Monitor health and safety processes to ensure legislative compliance • Ensure all staff are aware of the process and timeframes, promote health and safety systems across the group of companies • Assist with the development and implementation of operational health and safety plans • Ensure health and safety systems are understood by all staff • Carry out assurance audits of external health and safety systems for contactors to ensure alignment with standards and contractual requirements 	<ul style="list-style-type: none"> • Number of suggestions made and implemented • Switched On systems are fit for purpose and are delivering on expected outcomes • Monthly reporting of contractor safety management systems audit reports, development, and implementation of improvement plans • Population of safety management systems (internal) • Review and monitoring of internal Integrated Management System function for purpose and updates. • Carry out regular Environmental assurance audits to ensure compliance to organisational objectives and reporting requirements

<p>Compliance</p>	<ul style="list-style-type: none"> • Ensure that hazard identification / site safety compliance is maintained and recorded • Ensure consistency and accuracy is used across task analysis, SSSP, safe work method statements, risk registers and competency registers • Make recommendations to the Health Safety & Environmental Manager for further improvement/development • Co-ordinate and undertake regular internal and external audits. • Support and assist with the implementation of support and wellness initiatives • Meet obligations and responsibilities under relevant health and safety legislation and regulations 	<ul style="list-style-type: none"> • Switched On is compliant with the Health and Safety at Work Act (2015) and regulations in all of its operations • All risks effectively managed and no outstanding compliance issues • Minimised reported workplace accidents/incidents • Staff feel empowered to speak up against Health and Safety non-compliance when they see it • Non-compliance is recorded, acted on appropriately and in a timely manner
<p>Incident Management</p>	<ul style="list-style-type: none"> • Undertake investigations when required with the Health Safety and Environmental Manager and/or as directed 	<ul style="list-style-type: none"> • Detailed incident reports actioned and completed • Processing of corrective action requests and development of preventative action initiatives. • Key performance indicators met on a monthly basis
<p>Education and Training</p>	<ul style="list-style-type: none"> • Communicate effectively in order to develop and maintain positive relationships with all office staff, site staff, sub-trades, contractors, and managers • Train or educate other staff in the use of, and purpose of health and safety policies, induction training, procedures, and processes • Schedule and co-ordinate health and safety committee meetings, as required and/or directed by the Health Safety and Environmental Manager • Champion internal business unit divisional toolbox meetings • Organise and facilitate health and safety training as requested • Liaison with external reputable training organisations to prepare training material for training. • Plan and execute training plans in line with organisational objectives and training needs • 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. 	<ul style="list-style-type: none"> • Health and Safety training, where facilitated by Switched On Group, is engaging, fit-for-purpose and tailored to the needs of the audience. • Training Matrix is populated, and appropriate records of training are maintained and recorded in Enable HR • All staff required to have training are receiving it – non-attendance is followed up

Innovation / Best Practice Application	<ul style="list-style-type: none"> • Implement specific health and safety projects as required / directed by the Health Safety and Environmental Manager • Proactively attain knowledge of new industry methods or processes and apply to situations where applicable • Research best practice in health and safety management • Review any paper-based systems and recommend/propose more effective options as appropriate and implement best practice initiatives as approved 	<ul style="list-style-type: none"> • Examples of excellence are identified and promoted • You respond positively to requests for assistance in own and other areas, demonstrating adaptability and willingness • Positively engage with all workers and contractors to implement change processes required to achieve organisational objectives and outcomes
Information Reporting	<ul style="list-style-type: none"> • Ensure maximum reporting of incidents and work as directed by the Health Safety and Environmental Manager to ensure all accident / incidents are openly, accurately, and timely recorded and reported • Assist managers with the investigation of accidents / incidents • Assist managers to ensure incidents are being followed up correctly, monitor and report on agreed statistics at least monthly (or as directed) for all areas • Produce comprehensive reports that clearly indicate areas of success and areas of improvement in relation to health and safety • Implement with managers, improvement plans for identified areas • Assist with the maintenance of a system for managing personal health and safety information • Make health and safety data accessible and easy to find using emails, notice boards etc • Prepare health and safety documentation as required 	<ul style="list-style-type: none"> • Incidents are responded to in a timely manner • You produce work that complies with Switched On's processes and reflects best practice
Contractors and Sub Contractors	<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"> • Coordinate contractor inductions and audit schedules • Coordinate health and safety worksite audit schedule(s) • Monitor contractor safety management systems • Implement and manage the Health and Safety approval processes for new contractors • Ensure operations contractors are meeting the requirements of their approved health and safety management plans and site-specific safety management plans 	<ul style="list-style-type: none"> • Inductions are completed in a timely manner • Audits are completed in a timely manner • Reports produced in a timely manner for improvement opportunities

Projects	<ul style="list-style-type: none"> • Key Performance Indicators developed and discussed with Project Head • Project Meetings fully participated in as required • Key deadlines met as agreed • Other reasonable tasks as requested at times 	<ul style="list-style-type: none"> • Recommendations are thorough and well researched
Professional Development	<ul style="list-style-type: none"> • Undertaking professional development to meet expectations of role • Identify areas of further development opportunity and provide feedback to the Health Safety and Environmental Manager 	<ul style="list-style-type: none"> • Proactively participate in performance reviews and development of professional development plans objectives. • Participate and engage in all internal and external training opportunities • Ownership and drive of personal professional development
Health and Safety	<ul style="list-style-type: none"> • Champion Health and Safety to ensure the Policy and processes become part of daily practice • All Switched On Health and Safety policies and procedures are adhered to 	<ul style="list-style-type: none"> • Health and safety priority to ensure self and others work safely. • Demonstrates and promotes positive attitude to safety, in line with Switched On health and safety policies and procedures • Actively seek out and pursue health and safety improvements • Actively report Incidents and Accidents within required timeframes • Actively identify and manage hazards and risks in the workplace and worksites
H & S Team	<p>Under the direction of the Health Safety and Environmental Manager:</p> <ul style="list-style-type: none"> • Actively participate in the Health Safety Learning and Development team • Provide mentoring and coaching to all staff and contractors of Health and Safety best practice to achieve Switched On's objectives • Influence and drive the development of a strong safety cultural change through all workers and contractors • Contribute to the reduction in workplace harm incidence, including lost time injuries, injury duration and other potential serious events 	<ul style="list-style-type: none"> • Objectives met or exceeded • Provide knowledgeable advice, practical guidance and support to Site Managers and teams • Continual personal development in key health and safety matters

Key Internal /External Working Relationships

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 supplier to ensure a seamless delivery of organisational objectives and values

Key Competencies

- Skill/Technical Competencies
- Recognised qualification in Health and Safety or related experience (Preferred)
 - Recognised qualification in safety auditing and or proven experience (Preferred)
 - Recognised qualification or training in accident investigations (Required)
 - Recognised qualification in Adult Assessor Training (NZQA - 4098) (Preferred)
 - Working towards Tertiary qualification (Preferred)
 - 4 years previous operational Health and Safety experience in a construction or similar industry
 - Proven, excellent computer skills with knowledge of data management software as well as Excel spread sheets (Required)
 - Proven ability to influence culture change – understanding the needs of all stakeholders
 - Demonstrated understanding of current NZ Health and Safety legislation and regulations
 - Experience in, or good understanding of the building/construction trade environment
 - 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 driver's license and good driving record

-
- 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

