

Position Description

Position Title

Health and Safety Manager

Location

Grey District Council, 105 Tainui Street

Contract Type

Permanent Full Time

Date

24/03/2025

How we make a difference (Our Values)



Be the Customer



Think excellence



Do the right thing

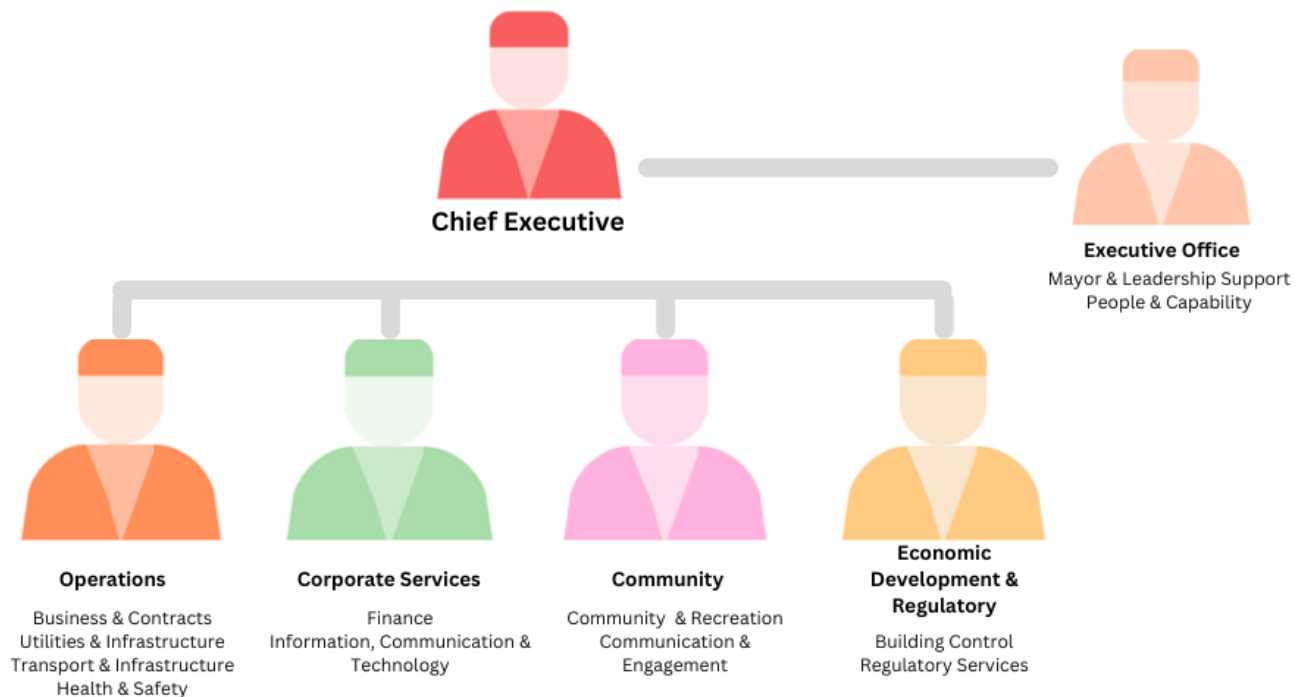


Be Integrity



Lead, together

Grey District Council Services



Position Details

Purpose of Position

The Health and Safety Manager is responsible for leading and embedding a proactive health, safety, and wellness culture across all Council functions. This role sets the strategic direction for Health and Safety (H&S), while also being actively involved in operational delivery. It provides expert guidance to the Executive Leadership Team (ELT), managers, and staff to ensure compliance with legislation and to drive continuous improvement.

This position requires a flexible individual who can move seamlessly between hands-on operational tasks and higher-level strategy, ensuring both day-to-day compliance and long-term cultural development.

Key Relationships

Responsible to

GM Operations

Responsible for

Nil

Internal

- Executive Leadership Team Members
- All Council Staff
- Mayor and Councillors

External

- Consultants
- Contractors
- External training providers
- ACC
- Worksafe NZ
- Event organisers

Limitations on Authority

This position has no staff or financial responsibilities. However, the Council may from time to time delegate to the officer specified powers and duties which must be exercised with due care and diligence.

Key Result Areas

KPI (area of responsibility)

Measure (successful when)

Health and Safety Systems

- Continue to drive the development of the Health and Safety systems, processes, and standard operating procedures.
- Lead the application of Health and Safety programs of work.

- H&S documentation is accessible, with staff made aware of updates, changes, and new implementations.
- Systems and program of work are fit for purpose and delivering on expected outcomes.
- Staff are trained to use the system correctly.

Key Result Areas

KPI (area of responsibility)	Measure (successful when)
Health & Safety Support	
<ul style="list-style-type: none"> Actively contributing to the Health and Safety Committee meetings, enabling H&S Representation across the business to be effective in their roles. Review and update all current organisation policies and procedures and ensure these meet relevant legislation requirements. Continue to update these for the approval of the ELT. Develop and implement Standard Operating Procedures (SOP's), across all areas of the organisation. Maintain a register of SOP's and once implemented, support relevant portfolio manager to ensure they update/confirm SOP's continue to be fit for purpose. Audit and approve updated SOP's organization wide. Maintain a training and competency register organisation wide and ensure portfolio managers are actively ensuring training needs. Apply the 'H&S Pre-Approval Project' (approved contractor list) resources and develop relationships with suppliers/approved contractors to ensure their continued compliance with H&S procedures and applicable legislation. Provide feedback of suitability of all submitted Site Specific Safety Plans (SSSP'S) and Health & Safety Plans, to ensure risks are managed, for the joint PCBU's. Ensure that risk assessments are undertaken across all activities, and reviewed on a regular basis. Champion reporting of near-misses, incidents, and accidents with the appropriate level of detail. 	<ul style="list-style-type: none"> Health and Safety Committee meetings are held regularly, outcomes reported on deliverables to the ELT. Staff feel their input is valued, and they are empowered to champion "Safety first approach" within their own teams. Organisation policies and procedures are updated, remain fit for purpose and include any industry/legislative changes. SOP's are in place for all activities across the organisation and staff understand their content, and records held. Once implemented, ensure portfolio managers regularly update/confirm the SOP's are updated/remains fit for purpose. A register of current staff qualifications is held, and competencies are being checked/confirmed on a regular basis. Update portfolio managers and ELT on training opportunities, relevant to their portfolios. Update ELT and wider organisation on industry learnings. Contractors are aware of and following all policies, procedures, and applicable legislation. Risk assessments are undertaken, completed and followed-up where necessary. Contractors/event organisers/others have feedback on the suitability of their submitted SSSP's and health & Safety Plans to ensure risks are mitigated/managed for the joint PCBU's. Non-compliance with the above is acted on appropriately [in partnership with the relevant manager] and in a timely manner, escalating where necessary.
Regulatory Compliance	
<ul style="list-style-type: none"> Ensure that council systems are compliant with the Health and Safety at Work Act (2015) and its amendments. Ensure that any SOPs developed for all identified work activities are reviewed regularly. Coordinate the H&S Safety audit process and ensure requirements are met. Acting on, escalating where appropriate, situations/areas of non-compliance. 	<ul style="list-style-type: none"> Council is compliant with the Health and Safety at Work Act (2015) in all its operations. Audits are thorough and completed in line with the relevant legislation. Managers are well-versed in enabling compliance, and what non-compliance looks like. Staff are confident in reporting non-compliant behaviours. Action is taken in a timely manner to cease non-compliant operations. Follow-up actions are undertaken as necessary.
Reporting and Data Collection	
<ul style="list-style-type: none"> Reporting on Health, Safety and Wellbeing initiatives to the ELT including collection and collation of H&S data to enable strategic decision making when requested. Reporting of near-misses, incidents, and accidents to the ELT. Undertake periodic reporting to the Councils Risk and Assurance Committee. Management of Councils Safe365 system, including investigation, reporting, implementation of mitigation measures and feedback to submitters. 	<ul style="list-style-type: none"> All reporting captures a level of information necessary to draw conclusions, identify risks and patterns and enable follow-up/corrective actions to be undertaken in order to mitigate further risk. Safe365 system is maintained, managed, submissions received, investigated, reported on, mitigation measures implemented and reporting completed to ELT and portfolio manager.
Training	

- Where appropriate, facilitate H&S training for various teams and individuals across the organisation.
- Presenting to groups any new ORC H&S policy and procedures to ensure engagement, understanding and co-operation.
- Create engaging training methods to ensure the embedding of a Health, Safety and Wellness culture across the organisation.

- Managers and staff are engaged in H&S training, and with guidance, can identify their own training needs.
- Health and Safety training, where facilitated by the H&S Advisor, is engaging, fit-for-purpose, and tailored to the needs of the audience.
- All staff required to have the training are receiving it. Non-attendance is followed up.
- Staff are engaged in the Health, Safety and Wellbeing of themselves and others, creating a H&S Culture within the organisation.

Other Duties/Expectations

- Contribute to the flexibility, agility and adaptability of the Operations team and the wider Organisation, by undertaking duties from time to time that may be in addition to those outlined above but which fall within your capabilities and experience.
- Work closely with event organisers to ensure submitted SSSP's and health & safety plans are appropriate to address risks, including their mitigation measures.
- You respond positively to requests for assistance in own and other areas, demonstrating adaptability and willingness.
- Where you are unsure, questions are asked to ensure policy and best practice is maintained.
- Event organisers are engaged with and have the tools to present Council with appropriate SSSP's and Health & Safety Plans, for events on Council owned or operated land.

Person Specification

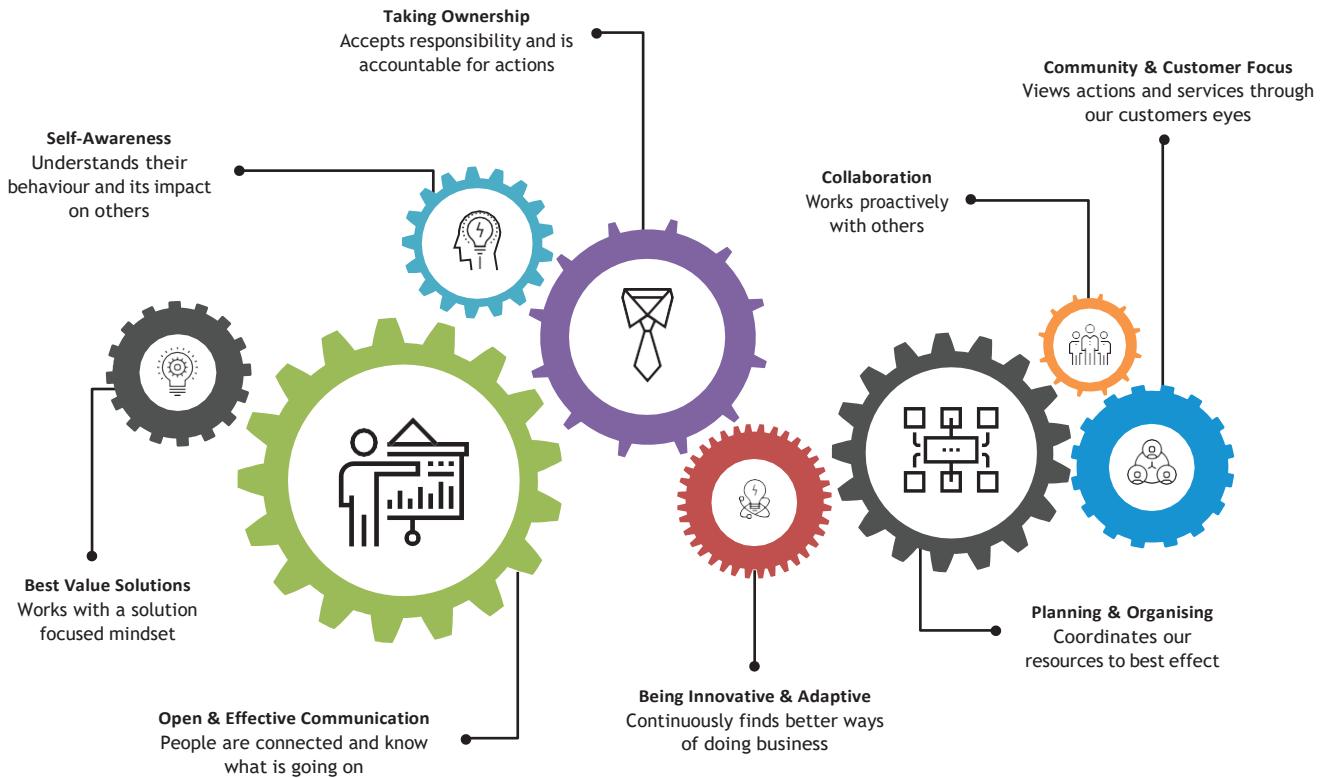
Qualifications and Experience

- Degree/Diploma in Health and safety (or working towards)
- Knowledge of the Health and Safety at Work Act 2015 and its amendments

Personal Attributes

- Experience developing, implementing and using a H&S Systems, Policies and Standard Operating Procedures
- Ability to work with all mind-sets, to enable outcomes.
- Sound understanding of Risk Management and its application
- Confident in training facilitation and presenting to groups
- Willingness to question the status quo
- Self-managed and can take the initiative.
- Flexible, adaptable and enjoys challenge and change.

Core Competencies



Key Requirements for all Council Staff

- ✓ Embrace the Council's values and continuously seek self-improvement regarding our Core Competencies.
- ✓ Take reasonable care for the health and safety of yourself and others at GDC (including visitors, volunteers, contractors, and general public). Comply with any reasonable health and safety instruction, policy or procedure and ensure that all hazards, risks and incidents in the workplace are reported.
- ✓ Manage information of all activities within the Council's corporate business and information systems according to information management policies and procedures.
- ✓ Participate in Civil Defence training programmes and exercises and assist effectively in Disaster Recovery and Business Continuity Planning.
- ✓ Perform other duties as required to support your team, group, and Council as a whole.

Position Description Approval

From time to time it may be necessary to consider changes in the Position Description in response to the changing nature of our work environment – including technological requirements or statutory changes.

**Position Description Approved
By Group Manager**

Date

**Position Description Accepted
By Position Holder**

Date