

Roles and functions of accreditation levels

* Typical role title

Practitioner	Professional	Certified Professional	Certified Fellow
<p>OHS Coordinator/Advisor * NZQA Level 4</p> <p>2,000 hours of OHS practice at Practitioner level in the last 3 years. Below is what a role at Practitioner level should involve</p>	<p>OHS Coordinator/Advisor/Manager * NZQA Level 6</p> <p>4,000 hours of OHS practice at Professional level in the last 5 years. Below is what a role at Professional level should involve.</p>	<p>OHS Manager / H&S Specialist * NZQA L6 with formal peer review, assessment & interview</p> <p>Below is what a role at Certified Professional level should involve.</p>	<p>OHS Manager / Business Partner * NZQA L6 with formal peer review, assessment & interview</p> <p>Below is what a role at Certified Fellow level should involve</p>
<p>Purpose</p> <p>To support a safe work environment by maintaining, implementing or monitoring OHS systems and processes in their local area, conducting OHS training and effectively using a range of OHS tools and processes to implement OHS programmes and drive compliance.</p> <p>To initiate, promote and implement site-level activities to improve OHS.</p> <p>To contribute to the implementation and monitoring of critical controls.</p>	<p>To contribute to development and maintenance of a safe and healthy work environment by implementing and monitoring OHS activities to continuously improve OHS. This includes managing OHS administrative processes, identifying training needs, designing and conducting training and effectively using a range of OHS tools and processes to implement OHS programs and drive compliance.</p> <p>To design, develop and implement innovative site-level activities to improve OHS.</p> <p>To drive site-level identification, implementation and monitoring of critical controls. May manage a small OHS team.</p>	<p>To support development and maintenance of a safe and healthy work environment by:</p> <ul style="list-style-type: none"> ensuring identification of key risks and critical risk controls; analysing OHS training needs; designing, delivering and evaluating OHS training; and applying the OHS evidence base to develop, implement and monitor OHS strategy and programmes, including for OHS critical control management. <p>To ensure appropriate maintenance of OHS records.</p>	<p>To apply leadership, specialist skills and knowledge of the OHS evidence base to provide strategic direction and support to managers to:</p> <ul style="list-style-type: none"> operationalise and implement corporate OHS strategy; and evaluate the outcomes with an emphasis on critical control management.
<p>Reporting</p> <p>OHS manager or coordinator in larger organisations. In Small-Medium Enterprises (SME), may report to Operations Manager/CEO with advice from contracted consultant.</p>	<p>OHS manager in larger organisations. In SME, may report to Manager/CEO with advice from contracted consultant.</p>	<p>OHS manager in larger organisations. In smaller organisations: MD/CEO, Operations Manager.</p>	<p>General Manager OHS or Operations Manager in larger organisations. In smaller organisations: MD/CEO, Operations Director.</p>

Practitioner	Professional	Certified Professional	Certified Fellow
Professional Parameters			
<p>Autonomy</p> <p>Identified responsibility in known or changing contexts and within broad but established parameters.</p> <p>Stops work if unsafe. Works under general direction with personal responsibility for own outputs within broad parameters.</p> <p>Determines when issues should be escalated to a higher level.</p>	<p>Defined responsibility in contexts that are subject to change within broad parameters.</p> <p>Stops work if unsafe.</p> <p>Works under general direction within a clear framework of accountability, exercising substantial responsibility and autonomy in area of work.</p>	<p>Works under broad direction, independently or as part of a team, on activities that may be self-initiated.</p> <p>Is accountable for meeting milestones and timelines.</p>	<p>Makes high-level independent judgments; plans judgements with guidance.</p>
<p>Influence and leadership</p> <p>Interacts with and influences operational, supervisory and line and middle management and consultative groups across a designated area.</p> <p>Focuses on compliance monitoring. May make decisions with a potential to influence others' work.</p> <p>Supports change management processes in local area. Builds relationships as a basis for influence, mentors supervisors and workers with a focus on empowerment of others rather than control.</p>	<p>Influences work across a designated area/site, including projects and team activities; may have some responsibility for resource allocation and engagement with external agencies.</p> <p>Initiates and supports change in area of responsibility.</p> <p>Establishes communication channels and develops and maintains relationships to influence and mentor line managers in local area.</p>	<p>Builds internal and external relationships to create influence.</p> <p>Mentors line managers and site OHS personnel to achieve OHS objectives.</p>	<p>Develops relationships with senior management, OHS Professionals and Practitioners to create/influence OHS-related policy, objectives and strategy and to act as a change agent to support improvement in OHS.</p> <p>Liaises with industry leaders and OHS regulatory agencies.</p>

Practitioner	Professional	Certified Professional	Certified Fellow
<p>Complexity</p> <p>Performs a range of varied work that is largely routine, but sometimes complex, usually as defined in written procedures, in a structured and specified range of environments.</p>	<p>Performs a range of complex advisory and technical activities in a variety of contexts.</p>	<p>Performs an extensive range and variety of complex technical and professional activities requiring application of fundamental principles in a wide and often unpredictable range of contexts.</p>	<p>Creatively performs a range of highly complex OHS activities and leads on formulation, implementation and evaluation of OHS strategy, often working with diverse cultures and changing business environments.</p>
<p>Business and organisational skills</p> <p>Demonstrates an understanding of the operational activities and demands in his or her area of work as well as implications of OHS strategies and activities for operational functions and areas of the organisation.</p> <p>Manages own activities to meet work/project deadlines and work/project timelines.</p>	<p>Demonstrates an understanding of how OHS interacts/integrates with the broader operational environment within the organisation/site.</p> <p>May manage a site-level team of OHS personnel in larger organisations. Has personal planning and organisational skills to meet work/project deadlines.</p>	<p>Understands the relationship between OHS and operations as well the wider organisational requirements.</p> <p>Manages own activities to meet work/project timelines.</p>	<p>Understands the wider organisational and business environment and the impact on management of OHS as well as the interdependency of OHS and operations.</p> <p>Personal planning and organisational skills to meet work/project deadlines. Engages to support availability of required resources.</p> <p>May manage an OHS group.</p>
Knowledge & Skills			
<p>Knowledge</p> <p>Demonstrates broad factual, technical and theoretical OHS knowledge with depth in some areas.</p>	<p>Demonstrates comprehensive and integrated OHS technical knowledge underpinned by a theoretical understanding with depth in some areas.</p>	<p>Demonstrates familiarity with and understanding of a broad range of OHS concepts with depth of technical knowledge in some hazard areas.</p>	<p>Demonstrates understanding of advanced theoretical OHS concepts and technical knowledge within a systematic and coherent OHS body of knowledge.</p> <p>Recognised as an expert within and outside the organisation.</p>

Practitioner	Professional	Certified Professional	Certified Fellow
<p>Analysis and evaluation</p> <p>Applies cognitive and communication skills to identify, analyse, synthesize and act on information from a range of workplace sources as per procedures. Takes advice and input from others as part of collecting and analysing information.</p>	<p>Applies cognitive and communication skills to identify, analyse, synthesize and act on information from a range of workplace and external sources. Considers the views and input of others as part of collecting and analysing information as a basis for decision making.</p>	<p>Applies cognitive and technical skills to access, review, critically evaluate and consolidate information from a range of external and internal sources to inform OHS practice.</p>	<p>Applies cognitive and technical skills to access, analyse and evaluate information to think critically, generate and evaluate complex ideas and inform OHS strategy and practice.</p>
<p>Problem solving</p> <p>Applies cognitive and technical skills to analyse, plan and evaluate approaches to sometimes unpredicted problems within a framework of existing systems and processes and in known and specified environments.</p>	<p>Applies cognitive and technical skills to develop creative solutions to non-routine and sometimes complex problems in a defined but wide range of environments.</p>	<p>Applies critical thinking, information gathering, communication skills and judgment to identify and analyse routine and sometimes complex OHS problems to generate practical evidence-informed solutions while taking into account legislation and industry standards.</p> <p>Applies cognitive, technical and communication skills to justify proposed solutions from an OHS perspective.</p>	<p>Applies critical thinking, information gathering, problem solving and communication skills and judgment to identify and analyse complex OHS problems to generate innovative, practical evidence-informed solutions while taking into account legislation and industry standards and the organisational environment.</p> <p>Applies cognitive, technical and communication skills to justify and prioritise proposed solutions while taking into account OHS principles as well as organisational, legal, industry and other relevant factors.</p> <p>Applies problem-solving techniques to develop an integrated strategy for OHS and related management issues.</p>

Practitioner	Professional	Certified Professional	Certified Fellow
<p>Communication</p> <p>Applies communication and training skills to transfer OHS knowledge and skills to others.</p> <p>Prepares reports on OHS performance and trends using appropriate writing style, grammar and data displays.</p>	<p>Applies communication and training skills to transfer sometimes specialist knowledge and skills to others in a persuasive manner to achieve desired outcomes.</p> <p>Develops reports for site and regional/commodity managers on OHS performance with recommendations for site-level action to improve OHS.</p>	<p>Selects and appropriately applies a broad range of written, oral and non-verbal communication skills and formats to explain technical information and concepts to a range of workplace audiences.</p> <p>Uses technology effectively to prepare reports for a range of workplace audiences.</p>	<p>Interprets and tailors information to communicate knowledge and ideas to workplace, professional and regulatory audiences using appropriate communication strategies and formats.</p> <p>Prepares reports for a range of audiences using appropriate data displays.</p>
<p>Soft skills</p> <p>Works well in a team and engages with other frontline colleagues in informal and formal environments.</p> <p>May apply communication, engagement and skills to promote and support change.</p> <p>Applies mentoring skills to develop capability of site operational personnel.</p>	<p>Applies communication, engagement and leadership skills to initiate and support change.</p> <p>Applies mentoring skills to develop capability of site operational and OHS personnel.</p>	<p>Uses communication, engagement and mentoring skills to develop OHS capability of site operations and OHS personnel.</p>	<p>Uses communication and engagement skills, including negotiation and conflict management skills, to initiate, promote and support change.</p> <p>Uses mentoring skills to develop OHS capability of site operational and OHS personnel.</p>