



Position Description

Position			
Title	Health & Safety Business Partner		
Department	Health and Safety	Location	Lyttelton or Wellington
Reports to	GM Health, Safety, Environment and risk		
Direct reports	Nil	Indirect reports	Nil
Key Relationships	Internal	<ul style="list-style-type: none"> • Senior Management • Regional management teams at branch level including frontline supervisors • LINX Health and Safety team • HR Business Partners • Training and development manager 	
	External	<ul style="list-style-type: none"> • Regulatory authorities • Industry groups • Suppliers • Insurers • Union officials at times 	

Role Purpose
<p>This role is responsible for the execution of the HSER strategy and plan within defined sites to support the delivery of strategic and operational business objectives.</p> <p>In partnership with the branch management, this role translates the HSER strategy into plans and actions specific to the unique needs of the defined sites.</p> <p>This role is responsible for supporting local management in achieving the step change in safety performance needed by the business through coaching, mentoring and advice in contribution to the improvement in a safety culture.</p> <p>This role will also be required to actively support the implementation of the C3 HSER strategy and contribute to the business plan implementation to achieve the vision of HOME Safely EVERY DAY, as well as contributing to the development and refinement of C3 systems, governance structures and reporting systems.</p> <p>The HSER Business Partner will act as a SME providing expert coaching and guidance to all people at nominated sites to ensure all safety requirements are met in a way that adds real value to line management through raising awareness, understanding and competency of leaders and employees across the business.</p>

Key accountabilities	
Accountability	Major activities / Key Performance Indicators
Safety	<p>Safety Culture, Leadership and Subject Matter Expertise</p> <ul style="list-style-type: none"> • Promote and be a role model for Safety leadership as a value of the organisation • Coach and develop operational employees in improving the safety and safety culture of their sites • Part of a functional HSE team to support the step change in safety planning, implementation and outcomes. • Support and implement improvements across areas such as LINX Safety Plans, Critical Safety Essentials, HSE training requirements, systems development • Ensure that the HSE team has a strong delivery model centred on meeting the internal needs of the business. • Build positive and productive relationships with other cross functional teams and their members. • Build strong relationships with site safety professionals, acting as a coach and mentor. <p>Safety & Environment Plan</p> <ul style="list-style-type: none"> • Actively contribute to and support the delivery of the HSE strategy and plan across the business.



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	<ul style="list-style-type: none"> Actively promote and drive the HSE Strategy and Plan within defined region. Develop and deploy Regional HSE Strategy and Plan, aligned to HSER but focused on the unique needs of the Region. Mentor and support the development, approval and implementation of site HSER plans & actions <p>Safety Systems and Policies</p> <ul style="list-style-type: none"> Ensure all sites have the required HSE policies, procedures and systems in place to meet compliance and regulatory responsibilities. Ensure that the development and implementation of the HSE systems encourages line management and employee buy in that delivers a safer workplace.
Customer	<ul style="list-style-type: none"> Be regularly visible across sites to ensure HSER plan is being implemented. Support and coach local managers and supervisors in the challenges they face around HSER. Ensure the required support (resources, information and training) are being delivered to line management across the business
Performance	<p>Safety Governance</p> <ul style="list-style-type: none"> Assist sites with management of regulatory authorities / notices as required Work with sites and Operational Managers on compliance responsibilities Complete audits and investigations in partnership with line management to improve performance through effective addressing of root causes <p>Performance Monitoring / Reporting</p> <ul style="list-style-type: none"> Ensure reporting is accurate, information is available for analysis on time and as required SME on 'Lifeguard' incident reporting system Provide support for initiatives to improve ACC return to work programme performance.
Personal Health, safety and wellbeing	<ul style="list-style-type: none"> Observe health, safety, and environment rules and procedures at all times. Cooperate with managers and to achieve a safe workplace by taking care of yourselves and others who may be affected by your work. Ensure staff only carry out tasks for which they are competent and trained, adhering to safe systems of work and using plant, equipment, and materials in the proper manner. Carry out safety observations on a regular basis. Report all accidents, incidents, near misses and unsafe conditions including defective items of plant and equipment within required timeframes. Report any unsafe acts, conditions or practices that can lead to employees, property, or product being put at risk. Practice the Take 3 "SAM" (Stop, Assess, Manage) philosophy. Cooperate with any investigations into any incident, accident, unsafe condition or unsafe act. Use the correct personal protective equipment (PPE) at all times. Actively participate in and sign off on tool box talks.
Other	<ul style="list-style-type: none"> Other tasks as may be required.

Person specification	
Licences	Driver Licence
Qualifications	Tertiary qualified ICAM lead investigator
Skills, relevant experience and competencies	<ul style="list-style-type: none"> Experience within a relevant industry (preferred but not essential) Demonstrated leadership skills across multiple work groups Demonstrated coaching, mentoring and influencing skills Analytical skills Commercial acumen Change management & project management Stakeholder management Industrial relations experience Relationship building skills



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- Safety Leadership and executing strategic plans
- Strong communication and investigative skills
- Presentation skills

Organisational Chart

