

**JOB DESCRIPTION**

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| **POSITION** | Health and Safety Senior Advisor |
| **BUSINESS UNIT** | People and Culture |
| **RESPONSIBLE TO** | Executive Manager, People and Culture |

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| **Our MISSION**  To provide world-class free paramedic care for the people of Greater Wellington and Wairarapa.  **WHAT WE VALUE**  Passion – Openness – Caring – Integrity - Learning |

**JOB PURPOSE**

The purpose of this hands-on role is to develop, implement and maintain Health and Safety (H&S) management system, policy, processes and practices in line with relevant legislation and recognised standards. To coach and provide proactive advice to management and staff on all aspects of health and safety while promoting a strong H&S culture across Wellington Free Ambulance.

**JOB SCOPE**

This role sits within the People and Culture business unit and works across the whole organisation.

**CONTEXT THAT THIS ROLE OPERATES WITHIN**

**Organisational perspective**

Wellington Free Ambulance is New Zealand’s only emergency ambulance service free to patients. We provide high quality leading patient care in emergency medical and trauma situations, pre-hospital care, treat-at-home care, rescue and transport services. Established in 1927, Wellington Free Ambulance services the Greater Wellington and Wairarapa regions. Our area of operations extend from the Cook Strait to Peka Peka Road (past Waikanae) and across to Mount Bruce and cover a population of over 460,000 people. Last year we helped around 75,000 people across the region.

Our focus on delivering world-class free paramedic care means that attracting, recruiting and retaining highly skilled staff is crucial to our ability to provide high quality services.

We have around 300 staff and 80 volunteers.

**Business Unit Perspective**

The People & Culture team apply best practice to increase the short and long-term people culture of Wellington Free Ambulance. The teamwork in a fast-paced environment that requires a combination of tactical and operational work, focussed on aligning People and Culture activities with organisational strategy and goals. In order to achieve this, the People and Culture team works with the business:

* as partners to the business, offering workable solutions with identified risks and supporting outcomes aligned to the organisations goals
* ensuring managers are connected to the right person with the expertise and skill for their needs
* introducing innovation when we can

The People and Culture team is made up of Human Resources, Payroll, Clinical Education, Health and Safety, Organisational Development, Rosters and WellAware who collectively strive towards ensuring WFA is a great place to work.

### KEY ACCOUNTABILITIES

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| **Key Accountability** | **Deliverables / Outcomes**  **(Jobholder is accountable for)** | **Key Performance Indicators / Measures**  **(Jobholder is successful when)** |
| **Strategic planning and implementation** | Review and monitor the H&S strategic plan so that is aligned to WFA’s strategy. | * Ensure the strategic plan is fit-for-purpose and delivers business value through appropriate risk reduction while maximising opportunities * Lead the growth of WFA’s Health and Safety strategy and culture * **Ensure Health and Safety Policies and Procedures are up to date and fit for purpose** |
| **Leadership and Education** | Model health and safety leadership by ensure practical guidance and support is available to the Management Team and Board (as when reasonably required). | * Model best practice health and safety leadership * Maintains an up-to-date knowledge of applicable regulatory requirements, including legislation, national and international standards and codes of practice, and ensure that these are integrated into WFA’s Health and Safety systems * Effectively communicates relevant changes in legislation, regulations and codes of practice so they are understood and leads change where required * Delivers timely and useful information on major health and safety performance risks and opportunities for operational management, building capability and competence, and identify opportunities to lead cultural improvement. * Develop, coach and support all managers in carrying out H&S Inductions for their staff and contractors * Develop tools to enable managers to give effect to their health and safety leadership responsibilities * Develop and coordinate the delivery of a cohesive on-going health and safety training programme and information for all staff * Manages and leads WFA’s relationship with WorkSafe and other industry bodies |
| |  | | --- | | **Risk and Incident Management System** | | |  | | --- | | Implement, manage and continuously improve WFA’s risk and incident management system | | * Health and Safety hazard and safety risk and incident management system is consistent with WFA’s Risk and Assurance Frameworks and policy * Provide direct support for business unit ownership of health and safety by ensuring that hazard and safety risk and management are in line with policy so that objectives are achieved and risk is minimised as far as reasonably practicable by overseeing the identification and mitigation of hazards and the reporting and investigation of incidents * Oversees the investigation of notifiable incidents as per the HSW Act, carrying out subsequent review or changes to the relevant Site Safety Management Plans * Monitors and reviews the implementation of actions arising from HSW Act investigations, near misses and reviews to ensure their completion within agreed timeframes; ensures workplace safety improvement initiatives are identified and delivered, leading to improvements in safety performance |
| **Worker Participation, H&S Committee , and H&S Representatives** | Ensure active worker participation in health and safety through the H&S Committee and Representatives | * Staff are actively encouraged to promote safety by creative and innovative thinking, and aware of their individual responsibility under the HSWA * Facilitates engagement with workers, giving them a reasonable opportunity to express their views, raise any health and safety issues, and contribute to the decision-making process in the development of systems and processes. * Advising and coordinating the H&S Committee * Ensuring health and safety strategy and objectives are agreed to each year by the Committee. * Supports worker participation through H&S representatives and training |
| **Reporting and Performance Management** | Provide reports to the WFA, health and safety committee, the Executive Leadership team and managers on the effectiveness and reliability of WFA’s H&S systems, policies and processes. | * Ensure health and safety reporting (including contractor management) is in place to enable accurate information to be a hand to give visibility of H&S performance. * Regular reports are provided to the Health and Safety Committee and Managers Health and Safety meeting * Annually review, develop and monitor measurable lead and lag indicators. |
| **Health and Safety Projects** | Carry out health and safety projects as agreed with the People and Culture Executive Director | * Project plans are prepared and signed off * Appropriate buy-in from relevant stakeholders is obtained * Projects are delivered on time, to budget and to scope * Project work is accurately documented * Follow-up/success measures are in place for evaluation |
| **Contractor Management** | WFA’s overlapping duties with other PCBUs are coordinated well, all risks are effectively identified and managed, responsibilities are clear, with effective ongoing consultation | * Develop, implement and maintain and effective risk-based contractor management plan that ensures WFA’s obligations as a PCBU are met with in accordance with recommended best practice, including pre-qualification. * As required, attend contract meetings and conduct site inspections to support contract and project managers in their efforts to meet overlapping duties. * Provide general support and advice to contract managers on meeting obligations relating to contract workers and workplaces. |
| **Health and Safety** | Complies with responsibilities under the Health & Safety at Work Act 2015.  In the performance of assigned duties, maintains a safe and healthy workplace and actively participates in WFA’s Health and Safety Management system. | Health and Safety Representatives are responsible for:   * Representing the view of workers on health and safety issues in the workplace, attending health and safety meetings, and providing information to other workers on the outcomes of engagement in a timely manner. * Encouraging workers to be involved in initiatives and giving feedback on policies, operating procedures, and guidelines. * Actively fostering and demonstrating a positive health and safety culture in the workplace. * Advising managers of hazards and risks that have not been previously identified or, in their view, are not adequately controlled. * Enquiring into anything that appears to be a health and safety risk and report them to a manager including recommendations for resolution. * Representing a worker if requested in relation to a health and safety matter, ensuring confidentiality is maintained. * Working with the manager to undertake internal physical inspections, audits, and incident investigations as appropriate. * Assisting with the induction and training of other workers as required. * Promoting the interests of workers who have been harmed at work including supporting sick and injured workers in the rehabilitation process. * Actively working with the managers to find solutions using “good faith” principles.   The Principal Health and Safety Advisor is responsible for:   * Developing systems to support the implementation of the Health and Safety Strategy. * Ensure engagement with workers, giving them a reasonable opportunity to express their views, raise any health and safety issues, and contribute to the decision making process in the development of systems and processes. * Ensure the systems and processes are fit for purpose. * Developing tools to enable managers to give effect to their health and safety leadership responsibilities. |

### WORK COMPLEXITY

The results required and policy frameworks are defined but independent thought is necessary to co-ordinate conflicting demands and optimise efficiency.

### AUTHORITIES AND DELEGATIONS

Authorities and Delegations for this role will be as outlined in the Delegated Financial Authorities Policy.

**KEY RELATIONSHIPS AND AUTHORITIES**

**CAPABILITY PROFILE**

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| **Core Competency** | **Key Behaviours** |
| **Customer Focus** | * Is dedicated to meeting the expectations and requirements of internal and external customers * Gets first-hand customer information and uses it for improvements in products and services * Acts with customers in mind * Establishes and maintains effective relationships with customers and gains their trust and respect |
| **Interpersonal Savvy** | * Relates well to all kinds of people – up, down, and sideways, inside and outside the organisation * Builds appropriate rapport * Builds constructive and effective relationships * Uses diplomacy and tact * Can diffuse even high-tension situations comfortably |
| **Decision Quality** | * Makes good decisions (without considering how much time it takes) based upon a mixture of analysis, wisdom, experience, and judgment * Most of his/her decisions and suggestions turn out to be correct and accurate when judged over time * Sought out by others for advice and solutions |
| **Problem Solving** | * Uses rigorous logic and methods to solve difficult problems with effective solutions * Probes all fruitful sources for answers * Can see hidden problems * Is excellent at honest analysis * Looks beyond the obvious and doesn’t stop at first answer |
| **Organisational Agility** | * Knowledgeable about how organisations work * Knows how to get things done both through formal channels and the informal networks * Understands the origin and reasoning behind key policies, practices and procedures * Understands the cultures of organisations |
| **Standing Alone** | * Will stand up and be counted * Doesn’t shirk personal responsibility * Can be counted on when times are tough * Willing to be the only champion for an idea or position * Is comfortable working alone on a tough assignment |
| **Te Tiriti  o Waitangi and Cultural Expertise** | * Demonstrates understanding of the principles of te Tiriti o Waitangi and their contemporary application to WFA’s work * Applies tikanga in relevant work situations |
| **Cultural Competencies** | Wellington Free ambulance is committed to its responsibility to Maori and its responsibility to Pasifika. In that regard there is an expectation of continued learning and development of all staff in this area. |

Other aspects of capability not covered by the above competencies

**Knowledge and Experience:**

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| **Essential** | **Desirable** |
| * A proven track record within the NZ Health and Safety industry * In depth knowledge of health and safety legislation, codes of practice, guidelines and standards. * Experience in the development, implementation and on-going management of Health and Safety systems, policies, procedures and initiatives * Knowledge in monitoring and auditing workplaces, developing and updating registers * Experience in accident & incident investigation, analysis and reporting * A positive attitude, and effective communicator, both written and verbal who can modify and adapt to the needs of people whom you are trying to support | * Experience in working in the health sector or emergency services * Experience with ICAM * Experience using Bow Tie methodology * Experience in a unionized environment * Sound project management skills to ensure effective delivery of project outcomes |

**Professional Qualifications / Accreditations / Registrations:**

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| **Essential** | **Desirable** |
| * Tertiary health and safety qualification | Membership of the New Zealand Institute of Safety Management or other similar reputable professional body |

**Hours of Work**

The normal hours of work will be 24 hours per work between the hours of 0700 hours and 1800 hours Monday to Friday inclusive ("ordinary working week"). Hours of work may be reasonably amended by the employer if required by the needs of the business.

**Changes to Job Description**

From time to time as an organisation evolves job descriptions may need to be reviewed and may need to be changed. The manager of this position in consultation with the employee may initiate such changes as necessary. This job description may also be reviewed as part of the preparation for performance planning for the annual performance cycle.

Employees may be measured against core competencies as part of their performance development.

**ACCEPTANCE**

I have read this job description and accept it.

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_

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Position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(On behalf of Wellington Free Ambulance)