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**ROLE DESCRIPTION****HEALTH AND SAFETY ADVISOR**

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LOCATION: Picton, Marlborough Region

REPORTS TO: Health and Safety Manager

DIRECT REPORTS: Nil

**PURPOSE:** Port Marlborough is a forward-thinking, diverse port and marina business with operations across multiple sites in Picton and the Marlborough Sounds. Environmental leadership, preventing harm, valuing the accomplishments of our people and engaging with our communities are top priorities for us.

Our operation is characterised by numerous activities occurring often in a high risk, shared-user environment involving multiple PCBUs and members of the public as facility users. In addition to business-as-usual (BAU) operations, the company has an active capital development plan with several capital projects generally underway at any one time.

The Health and Safety Advisor provides essential support to the Health and Safety Manager and is a crucial partner to business unit managers and operational staff, delivering timely and competent systems support, technical and coaching value to the wider team.

Working with multiple stakeholders, it is essential that the Health and Safety Advisor develops and maintains constructive relationships characterised by open, purposeful communication; and trust.

**KEY RELATIONSHIPS:** Health and Safety Manager, operational leaders, teams and colleagues; unions, customers, on-port/marina PCBUs, regulatory authorities, industry associates

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**KEY ACCOUNTABILITIES**

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**Leadership; Subject Matter Expert**

- Work with teams across the business to drive best health and safety practice, demonstrating competence and leading by example
- Promote an organisational safety culture that places a high level of importance on safety beliefs, values and attitudes
- Assist managers and supervisors in systems implementation and provide a highly visible on-site presence across all operations;
- Provide specialist health and safety advice and information to operational leaders, employees and key stakeholders

**Engagement and Communication**

- Develop effective relationships with all leaders, colleagues and stakeholders characterised by trust, integrity and professionalism
- Regularly and as a matter of course, engage actively with staff on site across the business, supporting work planning and on-site safety implementation and reviews in a context of workplace mentor and partner
- Actively involve operational workers in delivery of health and safety functions including risk assessments and investigation teams

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- In collaborations with business unit leaders, work with PCBUs where overlapping duties exist, placing priority on consultation, cooperation and coordination in line with Port Marlborough's obligations as Port and Marina operator
  - Participate in worker engagement forums including the Port Marlborough Health and Safety Team (company health and safety committee) and HSEQ Leadership Team
  - Deliver presentations and training across work teams and PCBU groups as required
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#### **HSMS, Systems and Reporting**

- Maintain and administer the Company's Health and Safety Management Plan, policies, procedures and activity plan
  - Facilitate and assist operational leaders with systems implementation; provide guidance and coaching and create a culture of safe work that is owned by everybody
  - Manage 'Mango' or its successor as the 'single source of truth' for recording all health and safety events, managing safety improvements, training, developing reports, interpreting trends and findings
  - Ensure key staff are trained in all aspects of Mango's capability, functionality and monitoring of data integrity
  - Ensure that reporting processes are simple, efficient and automated and that all data is captured accurately.
  - Analyse data and communicate information outcomes in a systematic manner; regularly monitor and report on safety performance through lead and lag indicators; include concise analysis and narrative, including trends, as required by the Health and Safety Manager
  - Support reporting processes and data management for environmental incident reporting through Mango or its successor
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#### **Risk Management and Investigations**

- Maintain the company's hazard/risk management system across the business, ensuring the system provides clear understanding and visibility of the risks and the controls in place to eliminate or minimise health and safety risks.
  - Review risks and controls in association with operational leaders on a regular, scheduled basis; undertake specific risk assessments as required, using best practice techniques
  - Assist operational leaders in reviewing and/or developing additional controls to ensure that risk remains within acceptable levels at all times
  - Support operational teams in assessing and managing safety risk through day to day operational work planning including support and review around SOPs, JSAs and other planning documents
  - Administer the company's permit to work system
  - Ensure management of serious safety events follows agreed escalation procedure and investigation processes; provide guidance to operational leaders when an accident or a notifiable event occurs to support compliance with PMNZ's procedures as well as legislation requirements
  - Undertake investigations to a high standard, and consistent with PMNZ's investigation technique hierarchy
  - Ensure that any agreed high priority actions arising from events are implemented (and support Managers to implement remaining actions)
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<b>Contractor Management</b>	<ul style="list-style-type: none"> <li>• Support operational teams in application of the company's contractor management systems, consistent with the HSMS</li> <li>• Administer and deliver pre-qualification and auditing of contractors</li> </ul>
<b>Wellness</b>	<ul style="list-style-type: none"> <li>• Contribute to development of wellness initiatives; administer and deliver initiatives as agreed with the Health and Safety Manager</li> <li>• Work in conjunction with operational leaders to manage return to work processes</li> <li>• Support the Health and Safety Manager in administering the Drug and Alcohol testing programme</li> </ul>
<b>Compliance and Auditing</b>	<ul style="list-style-type: none"> <li>• Deliver health, safety and wellness business unit audits as scheduled in consultation with the Health and Safety Manager; follow up and close out audit actions as required, ensuring urgent delivery against high priority action points</li> </ul>
<b>Training, Coaching and Mentoring</b>	<ul style="list-style-type: none"> <li>• Take a 'coach and mentor' approach to encouraging positive behaviours</li> <li>• Advise and assist business unit leaders in identifying relevant training requirements</li> <li>• Deliver training within the incumbent's areas of specialisation</li> </ul>
<b>Other duties</b>	<ul style="list-style-type: none"> <li>• Comply with all health and safety, environmental and quality requirements of the company</li> <li>• Participate in project teams and cross-business initiatives as required</li> <li>• Undertake any other duties that may from time-to-time be required</li> </ul>

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#### COMPETENCIES REQUIRED

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<b>Mind-set</b>	<ul style="list-style-type: none"> <li>• Has a positive outlook and enthusiastic attitude; is well-humoured</li> <li>• Resilient and flexible; remains enthusiastic despite setbacks</li> <li>• Confident, motivated to achieve goals</li> <li>• Understands and can take a strategic approach to achieving long term objectives, is considered in his/her approach</li> <li>• An affinity for systems and order; highly organised with a structured approach to work</li> </ul>
<b>Teamwork</b>	<ul style="list-style-type: none"> <li>• Takes a partnership approach to working with others; is fair-minded</li> <li>• Acts appropriately and effectively within a team</li> <li>• Supports team decisions and shares information willingly</li> <li>• Feels accountable for the performance of the team</li> </ul>
<b>Communicator</b>	<ul style="list-style-type: none"> <li>• Has a relatable, empathetic communication style</li> <li>• Communicates clearly and concisely, is courteous, open and direct</li> <li>• Listens exceptionally well, has good comprehension and is able to converse clearly on complex subjects</li> <li>• Demonstrated ability to impart information to others; comfortable delivering in a training, presentation and/or mentoring context</li> </ul>

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- Strong literacy skills; competent to author documents such as investigation reports, monthly performance reports, and risk assessments
  - IT literate; demonstrated capacity to quickly assimilate and work comfortable with a variety of systems
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**Integrity**

- Respectful of others at all times; capable of building and maintaining trust-based relationships
  - Deals honestly, fairly and consistently with colleagues and stakeholders
  - Delivers what is promised or committed
  - Behaves consistent with Port Marlborough's values
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**SKILLS, KNOWLEDGE, EXPERIENCE**

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- Related qualification(s) – tertiary, trade and/or technical safety qualification
  - Experience working in a safety specific role (coordinator or advisor) or a role with a strong safety component (eg: contracting, construction, manufacturing, engineering)
  - Knows 'what good looks like' in safety systems and practice
  - Working knowledge of the HSWA Act 2015
  - Familiar with and experienced in ICAM investigation
  - Appreciation of mental health and wellness aspects of the Health and Safety landscape
  - Clean NZ driver's licence
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