

Health, Safety and Wellness Coordinator

Purpose | Te arotahi mātua

The Health, Safety and Wellness Coordinator is responsible for working collaboratively and cohesively within the People and Wellness team to assist in ensuring a best practise culture of health, safety and wellness is implemented. This coordination role will provide administrative and general health, safety and wellbeing support.

Role dimensions | Te ahū mahi

Responsible to: Health, Safety and Wellness Adviser
Responsible for: Nil
Primary location: Stratford but may be required to travel throughout the region

Organisational context | Te horopaki whakahaere



Role specific areas of responsibility | Whakaritea ngā wāhanga kawenga

The key responsibility areas are provided as a guide only. Performance measures for this job will need further discussion between the job holder and People Leader/Manager as part of the performance development process.

Health and safety

- Support the Health, Safety and Wellness Adviser with all administration and coordination required for our health, safety and wellness work.
- Provide administrative support to the implementation of health and safety strategy and policy development.
- Complete all administration required within our health and safety system (Vault/Damstra).
- Support the coordination of Occupational Health Nurse services.
- Complete the weekly speed reporting in E-road and follow up on any incidents.
- In conjunction with the Health, Safety and Wellness Adviser, provide all staff with best practice and pragmatic health and safety advice ensuring risk is managed and mitigated.
- Support the contractor engagement, pre-qualification and assist with audits/assessment of contractor activity
- Support Officers and Managers to write and update their Risk Assessments, Job Safety Analysis Sheets and Standard Operating Procedures.
- Support incident investigations as required, including the implementation of corrective actions and sharing lessons learnt as appropriate.
- Assist in conducting health and safety audits.
- Actively promote health, safety awareness throughout the Council.
- Support the onboarding of new employees
- Support the management and allocation of all Personal Protective Equipment (PPE).
- Manage the allocation, training and review of InReach/Personal Locator Beacons (PLBs)
- Any other general administrative tasks and support work as required.

Wellness

- Actively promote wellness awareness throughout the Council.
- Assist with the organisation and implementation of wellbeing initiatives..

Training

- Plan, coordinate and organise all health and safety training, including accommodation and travel.
- Support the Health, Safety and Wellness Adviser to identify skill and knowledge gaps, evaluating and recommending programmes and priorities for training.
- Conduct post training evaluation assessments to establish the effectiveness of approved training programmes
- Develop internal training programmes, using a number of different learning styles including e-learning modules.



Organisational areas of responsibility | Ngā wāhanga whakahaere

- **Be a team player** – Contribute to the greater team and organisational goals by completing projects and tasks in an efficient and effective manner, including any additional activities as directed by your People Leader.
- **Be flexible and adaptable** – Flexible work arrangements meet the needs of our customers, the Council and the individual and may include the need to work outside normal office hours from time-to-time.
- **Look after yourself and others** – Work within the Council’s health and safety systems, policies and procedures at all times to limit risk and keep yourself and those around you safe.
- **Work with integrity** – Maintain high professional and ethical standards that align with relevant legislation, Council policies and our values.
- **Develop yourself and others** – Proactively seek out opportunities for your own professional development and work alongside others to develop them, including actively taking part in Our TRC.
- **Be culturally aware** – Show appreciation and understanding of Māori culture and values and put these into practice in your work.
- **Be an agent for change** – Always be on the lookout for ways to do things better, faster or smarter and be an active participant in the continuous improvement culture.
- **Be digitally savvy** – Understand and be competent in the use of digital technologies relevant to your role, including processing and storage of Council information in line with relevant policies.
- **Emergency planning and response** – Where required, participate in emergency management training exercises and support Council during an emergency management response, having due regard to the safety of you and your family.
- **Live our values** - Be aware of and demonstrate our values in ways that support inclusivity in every aspect of our work.

Delegations of authority | Te tuku mana

Delegations for all roles are set out in the **Taranaki Regional Council Delegations Manual** as appropriate.

Personal specifications | Ngā whakaritenga whaiaro

- Qualifications**
- A Level 4 Qualification in Health and Safety or a field that is relevant to the specialisation of this role is required.
 - Have, or be prepared to study towards, a Level 6 qualification in Health and Safety.
- Experience**
- At least two years' experience in Health and Safety or Human Resources.
 - Have technical and practical proficiency and competency relevant to this role's specialisation.
 - Experience with building and maintaining effective relationships and gaining the cooperation of a wide range of internal and external stakeholders.
 - Administration and coordination experience.
 - Experience in dealing with confidential information
- Skills**
- TRC has a skills pathway framework enabling people to plan their development and grow their skills. The core skills required for this position are aligned with **He Pukenga Ara Skills Pathway**, and a summary table is included in Appendix 1.
 - Excellent conflict resolution skills.
 - Ability to create pragmatic workable solutions.
 - Ability to relate to a diverse workforce.
 - Pragmatism in solutions management.
- Knowledge**
- Working knowledge of the Health and Safety at Work Act 2015.
 - Working knowledge of risk management practices.
- Personal attributes**
- Self-motivated
 - Adaptable
 - Strong initiative
 - A can-do attitude
 - Self-awareness
 - Accurate and energetic approach to business success
 - A problem solver and innovative with solutions
 - Learns from their mistakes



Functional relationships | Te whanaungatanga mahi

Build, maintain and role model meaningful effective and sustainable relationships with;

- Internal**
 - All Taranaki Regional Council staff
 - Councillors
 - Staff Association
- External**
 - Contractors
 - EAP provider
 - Worksafe
 - ACC
 - Physiotherapist, and other medical professionals
 - Training providers

Changes to job description | Ngā huringa ki ngā whakaahuatanga mahi

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment. Such changes, including technological requirements or statutory changes, may be initiated by the manager of this job with due consultation with the position holder. This job description should be reviewed as part of the preparation for performance planning for the annual performance cycle.



Our key messages | Ko ā mātou kōrero mātua

Taranaki Regional Council works with the Taranaki community:



Improving lifestyles
Supporting livelihoods
Taking Taranaki forward

Our mission | Tō tātou mīhana

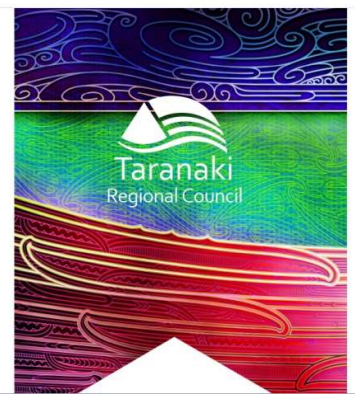
To work for a thriving and prosperous Taranaki by:

- Promoting the sustainable use, development and protections of our natural and physical resources.
- Safeguarding Taranaki's people and resources from natural and other hazards.
- Promoting and providing for significant services, amenities and infrastructure.
- Representing Taranaki's interests and contributions to the regional, national and international community.

We will do this by leading with responsibility, working cooperatively, encouraging community participation, and taking into account the Treaty of Waitangi.

Our values | Tō tātou whanonga pono

- **Integrity** | We do what it is right, rather than what is easy.
- **Teamwork** | We are one TRC team, working together with courage and purpose.
- **Care & Respect** | We demonstrate care and respect for ourselves and others; we treat everyone with dignity.
- **Agility** | We strive for excellence, embracing change as an opportunity for innovation.



Our health and safety | Tō tātou Hauora me te haumaru

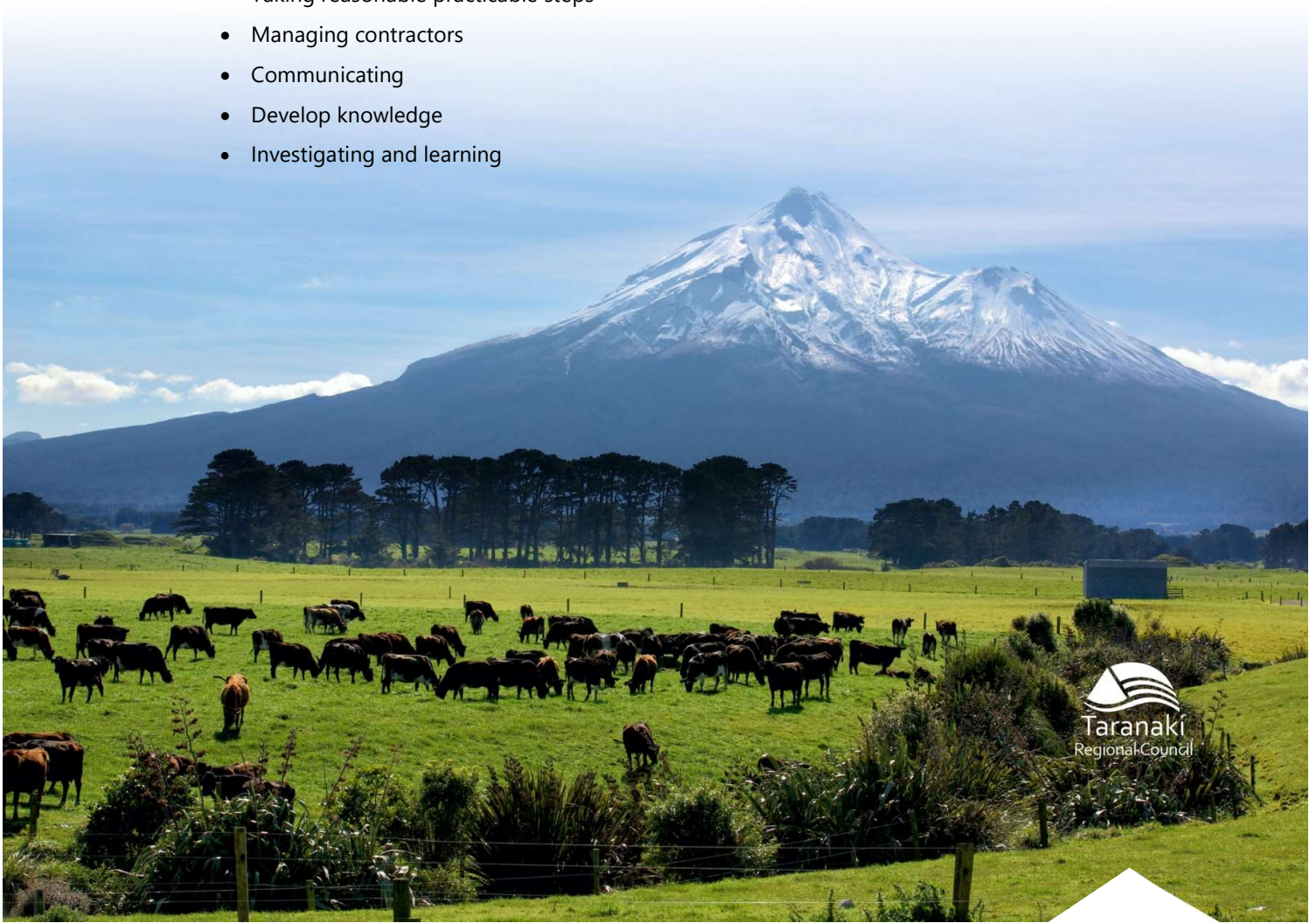
The Taranaki Regional Council is committed to a process of continuous improvement in order to achieve excellence in the management of health and safety at all of our workplaces. We recognise the positive impact that the values and benefits of enhanced health and safety bring to the organisation, our employees and our communities.

There are two key points to health and safety:

- 1 The safety of our people and the communities in which we operate always comes first.
- 2 We are all empowered and expected to challenge any unsafe situation at work.

We will achieve these by:

- Building a positive culture
- Aiming for zero harm
- Taking reasonable practicable steps
- Managing contractors
- Communicating
- Develop knowledge
- Investigating and learning



He Pūkenga Ara Skills Pathway

Skill Area	Capabilities
Service Delivery	<ul style="list-style-type: none"> • Service Standards • Customer Service • Judgement and Decisions
Organisational Impact	<ul style="list-style-type: none"> • Aligns Work • Collaborates • Assesses Impact and Value • Promotes Change
Self-Awareness	<ul style="list-style-type: none"> • Knows Self • Develops Self and Others • Builds Trust
Communicates Effectively	<ul style="list-style-type: none"> • Clear Messages • Adapts Style • Tact and Diplomacy
Digital Technology	<ul style="list-style-type: none"> • Systems Knowledge • Works Efficiently • Data Management
Wellness and Risk	<ul style="list-style-type: none"> • Policies and Procedures • Manages Risks • Proactive Wellbeing • Site Safety
Cultural Awareness	<ul style="list-style-type: none"> • Reo • Tikanga • Whakawhanaungatanga • Local context • Mātauranga Māori • Regulatory Environment