

Health and Safety Business Partner



Mackenzie
DISTRICT COUNCIL

Position Description

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Position:	Health and Safety Business Partner
Incumbent:	TBC (insert name once appointed)
Reports to:	General Manager People, Customer and Cultural Relationships
Location:	Fairlie
Department	People, Customer and Cultural Relationships
Role Family:	Technical / Expert roles

Customer Relationships:	Who:
➤ External	<ul style="list-style-type: none"> ➤ Community Members, community groups and other key stakeholders ➤ Consultants and Contractors ➤ Council counterparts locally and nationally ➤ Worksafe ➤ Iwi / Papatipu Rūnanga / Mana Whenua
➤ Internal	<ul style="list-style-type: none"> ➤ Chief Executive Officer ➤ Executive Leadership Team ➤ Mayor and Elected Members ➤ Senior Leadership Team ➤ Happy, Healthy and Safe Committee members ➤ All Business Unit Leaders within the Mackenzie District Council ➤ All other Mackenzie District Council employees

Position Contribution:

The Health and Safety Business Partner is responsible for providing health, safety and wellbeing leadership, guidance and advice to the Mackenzie District Council as well as promoting and embedding a safety culture across the organisation. The role will be key in collaborating with management and team members to ensure regulatory compliance is achieved.

The Health and Safety Business Partner will also be responsible for undertaking audits, reviewing, and developing systems and strategies and working alongside operational teams to advise on risk and best practice Health and Safety.

The Mackenzie District Council is focused on the delivery of best practise and innovation, collaboration and embracing kaitiaki principals in all that it does.

Scope:	Dimensions:
Delegated levels of authority	Refer to MDC Delegations Manual
Span of Control	Nil

Expected Outcomes:	Primary Areas of Responsibilities / Measures:
Health and Safety Advice and Support	<ul style="list-style-type: none"> • Partnering with the business at all levels, providing expert advice on Health and Safety issues and best practice. • Advising on interpretation and application of Health and Safety legislation in the context of MDC operations. • Effective leadership in the development of Health and Safety Systems and programmes of work. • Actively contributing to the MDC Health and Safety Committee meetings, coaching, and enabling H&S Representatives across the business to be effective in their roles. • Attending, where necessary, executive meetings where advice from a H&S subject matter expert is required. • Provision of H&S advice relating to the purchase of new equipment and proposed new operational methods. • Act as a role model and champion for H&S at MDC encouraging engagement with the framework from all MDC employees. • Undertake H&S inductions for all new employees.
Health and Safety Systems	<ul style="list-style-type: none"> • Continue to drive the development of MDC Health and Safety systems, processes, and standard operating procedures. • Actively contribute to the continuous review and improvement of current systems, ensuring input is sought from key stakeholders. • Make recommendations to the ELT regarding implementation of new Health and Safety systems, initiating / assisting in business case preparation where required.

	<ul style="list-style-type: none"> • Develop and maintain the centralisation of all health and safety documentation and information within the Council’s document management system (Objective).
Regulatory Compliance	<ul style="list-style-type: none"> • Ensure that MDC is compliant with the Health and Safety at Work Act (2015) and its amendments. • Ensure that any SOPs developed for all identified work activities are included in corporate policy and are reviewed regularly. • Develop and established a Health and Safety Audit system using a holistic and participative approach and involving all stakeholders. • Coordinate the H&S Safety audit process and ensure requirements are met. • Provision of sound advice pertaining to compliance, reporting and effective H&S management so that MDC maintains compliance with the applicable legislation. • Acting on, escalating where appropriate, situations / areas of noncompliance.
Reporting and Data Collection	<ul style="list-style-type: none"> • Reporting on Health, Safety and Wellbeing initiatives to the Executive and Senior Leadership Teams, to encourage “trickle-down” engagement throughout the organisation. • Monthly reporting of near-misses, incidents, and accidents to the Executive and Senior Leadership Teams. • Collection and collation of H&S data to enable strategic decision making in the H&S and Operational space. • In consultation with the Manager People and Culture, undertake periodic reporting to the Councils Audit and Risk Committee. • Champion reporting of near-misses, incidents, and accidents with the appropriate level of detail. • Undertake H&S investigations as follow up action where necessary on reports of near miss / incidents / accidents. • Manage all incident or illness and ‘return to work’ cases.
Training and Education	<ul style="list-style-type: none"> • Partner with the Executive and Senior Leadership Teams to identify H&S training needs across the organisation. • In partnership with the Manager People and Culture develop H&S Training Needs Analyses and a training framework. • Where appropriate, facilitate H&S training for various teams and individuals across the organisation. • Presenting to groups any new MDC H&S policy and procedures to ensure engagement, understanding and cooperation.


	<ul style="list-style-type: none"> • Create engaging training methods to ensure the embedding of a Health, Safety and Wellness culture across the organisation. • Coach and mentor managers in delivering operational H&S practice.
Hazard, Accident and Incident Management	<ul style="list-style-type: none"> • Ensure that risk assessments are undertaken across all activities, included in MDC Policy, and reviewed on a regular basis. • Facilitate the use of the hazard register, undertaking training where required.
Self / Professional Development	<ul style="list-style-type: none"> • Continue to develop your skills and knowledge and proactively, learn about the Mackenzie District Council and contribute district wide. • Actively solicit feedback from customers, peers and your manager about your work performance in order to develop your skills. • Build and maintain professional knowledge of best practice.
Health and Safety	<ul style="list-style-type: none"> • Ensure that all activities undertaken, including that undertaken by contractors and consultants, are undertaken in accordance with Mackenzie District Councils Health and Safety Management system and related procedures. • Understand your health and safety responsibilities as outlined in the Health and Safety Management System and related procedures. • Ensure compliance with responsibilities under the Health and Safety at Work Act (2015) and any amendments. • Ensure compliance with requirements of the Motor Vehicle Policy. • Actively participate in the hazard identification and risk management process and report all accidents, incidents and near misses in a timely manner. • Raise any health and safety related issues or areas of concern with manager or Health, Safety and Wellbeing representative as soon as possible. • Engage in any Health, Safety and Wellbeing related training and complete all applicable course work. • Ensure that any contractors engaged by the Mackenzie District Council are 'Health and Safety Approved' and that effective contract management systems are followed. • Participate in relevant corporate training sessions on Health and Safety. • Maintain, update and disseminate Health and Safety material as may be relevant to their area of work. • Support and co-operate with the Happy Healthy and Safe Committee and Health and Safety Representatives. • Carry out safety observations, inspections and audits when required.





Confidentiality and Record Keeping	<ul style="list-style-type: none"> • Ensure that all records are saved to the EDRMS. • Ensure that any confidential information that may be acquired, either directly or indirectly, is tagged and classified correctly, and is to be treated appropriately.
Mackenzie District Council Policies, Procedures, Processes and Guidelines	<ul style="list-style-type: none"> • Understand, be familiar and comply with all Council policies, procedures, processes and guidelines.
Emergency Operations Centre	<ul style="list-style-type: none"> • Be a willing and active participant in Mackenzie District Council's emergency management activities and responsibilities. • To assist or fulfill roles within the Emergency Operations Centre as and when required.

The key responsibilities described in this document should not be construed as a complete and exhaustive list as it is not the intention to limit in any way the scope or functions of this position.

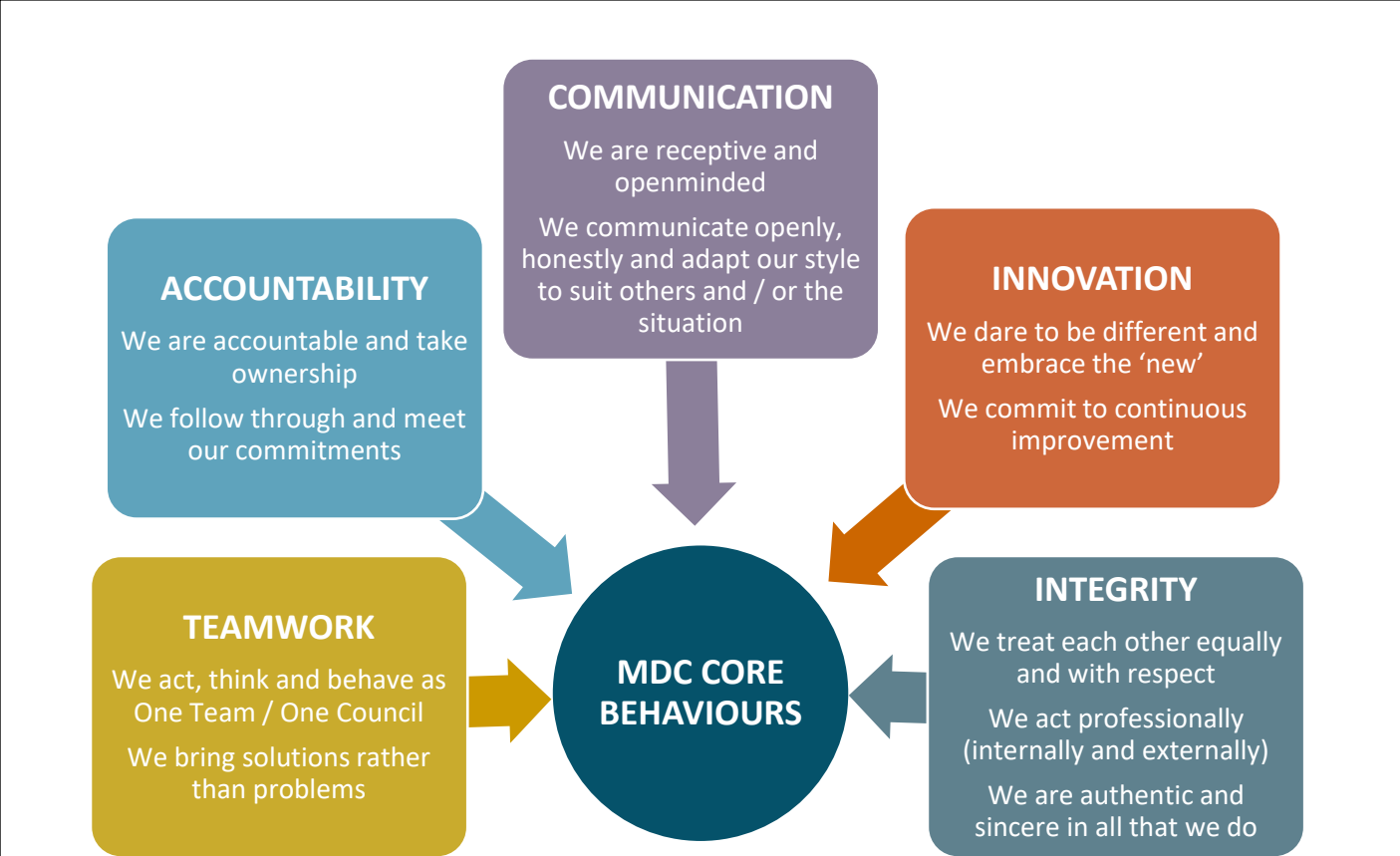
Key responsibilities may be amended from time to time following consultation. The position holder may also be required to perform duties outside of their normal responsibilities as and when required.

Qualifications, Technical Skills, Knowledge and Ability:
<ul style="list-style-type: none"> ➤ A relevant tertiary qualification in health and safety. ➤ 3+ years practical experience in a related field or similar role. ➤ Demonstrated expertise and knowledge of the Health and Safety at Work Act 2015 and other relevant legislation and regulations. ➤ Experience in the development, implementation and use of health and safety management systems. ➤ Knowledge and understanding of health and safety audit systems and processes. ➤ Able to perform under high pressure situations, including being well organised, and an ability to plan and prioritise important activities / tasks and meet timeframes. ➤ Ability to conduct training. ➤ Good understanding of effective consultation processes and demonstrated relationship management skills. ➤ Proven and demonstrated written and verbal communication skills and abilities – clarity, fluency, balance, impact, and conciseness. ➤ Decision making skills and sound professional judgement. ➤ Ability to work independently on own projects, as well as work collaboratively on large projects as part of a team.

Our Values and Why They're Important to Us:	
	<p style="text-align: center;">Integrity</p> <p>Integrity is essential in local government because it is the cornerstone to build and maintain trust and confidence in public organisations, safeguard the public interest and promote high standards of behaviour.</p>

	<p style="text-align: center;">Community Focused</p> <p>We believe in being community-focused as this is essential for ensuring that the needs and desires of the community are heard and addressed, building trust and collaboration between the community and local government, promoting economic development, and improving the quality of life for all citizens. We do this by providing better service delivery for higher community satisfaction, and increasing trust in government.</p>
	<p style="text-align: center;">Collaborative</p> <p>Collaboration is important to us at the Mackenzie District Council as it leads to increased productivity, better problem-solving, and improved employee satisfaction. We work with key stakeholders to build trust and develop relationships that lead us to solutions that will leverage the strengths of our Treaty partners and stakeholders.</p>
	<p style="text-align: center;">Responsive</p> <p>Agility is important to us because it will enable our communities to adapt to changing circumstances and respond quickly to new opportunities.</p> <ul style="list-style-type: none"> • Faster response times: Ability to respond more quickly to changes in the market, customer needs, and technology. This allows us to stay ahead of the competition and take advantage of new opportunities. • Improved innovation: Agility fosters a culture of learning and systems thinking. • Better customer satisfaction: Delivery of products and services that meet or exceed customer expectations, and higher levels of satisfaction. • Increased efficiency: Optimise processes and resources, reducing waste and increasing efficiency. • Greater resilience: Better equipped to handle unexpected challenges and disruptions, such as natural disasters, cyberattacks, or economic downturns.
	<p style="text-align: center;">Forward Looking</p> <p>Be forward looking taking a long-term view allows us to anticipate future needs, manage resources effectively, and promote sustainable development for future generations. It also helps to address complex challenges such as climate change, growth. Ensure that we consider the long-term consequences and impacts of threats and opportunities, integrated proactive solutions can be developed.</p>

Our Core Behaviours – Expected of all our Employees (Linked to our Values):



Job Family specific Behaviours:

<p>Achieving Results</p>	<p>Sets challenging goals for one self that assist with professional and personal development and growth, understands performance expectations, effectively manages own time and resources to ensure tasks and responsibilities are completed effectively, efficiently, safely and to a high standard.</p> <p><u>Core Behaviours:</u></p> <ul style="list-style-type: none"> • Sets performance standards and goals. • Prioritises • Ensures high quality output. • Delivers • Leverages resources • Celebrates successes and achievements
<p>Customer Focus</p>	<p>Understands the customers of MDC and effectively meeting their needs, builds productive customer relationships and takes responsibility for customer satisfaction.</p> <p><u>Core Behaviours:</u></p> <ul style="list-style-type: none"> • Establishes effective relationships. • Clarifies the situation. • Takes action. • Ensure customer satisfaction (win / win = public value) • Meets the needs of MDC

<p>Commercial Decision Making</p>	<p>Demonstrates a strong understanding of MDC’s strategic goals / vision / values, business strategies, operations and functions; draws from experience and utilises industry information; recognises when further investigation is needed before decisions are made.</p> <p><u>Core Behaviours:</u></p> <ul style="list-style-type: none"> • Applies commercial understanding to maximise results and MDC reputation. • Understands all aspects and functions of MDC. • Understands Local Government • Makes decisions strategically ensuring the impact is considered. • Identify opportunities for the growth of MDC / District and it’s communities
<p>Knowledge and Information sharing</p>	<p>Actively shares and contributes own knowledge, skills and expertise to develop the knowledge, skills and expertise of others.</p> <p><u>Core Behaviours:</u></p> <ul style="list-style-type: none"> • Identifies opportunities to share knowledge with others. • Ensures understanding. • Offers feedback. • Encourages application of information and knowledge shared
<p>Ongoing Learning and Development</p>	<p>Actively identifies new areas for learning needs to stay up to date and leading edge in area of expertise; regularly creates and takes advantage of learning opportunities; uses newly gained knowledge and skills on the job and learning through their application.</p> <p><u>Core Behaviours:</u></p> <ul style="list-style-type: none"> • Targets learning and development needs. • Seeks learning and / or development activities. • Maximises learning. • Applies knowledge, skills or expertise. • Openness to change and challenge
<p>Teamwork</p>	<p>Identifies opportunities and takes action to build operational and strategic relationships between own area and other areas, teams, business units, or organisations to help achieve both business goals and Council goals.</p> <p><u>Core Behaviours:</u></p> <ul style="list-style-type: none"> • Identifies collaborative opportunities. • Establishes relationships. • Formulates action plans. • Considers the impact of ones actions. • Monitors relationships and progress
<p>Effective and Successful Communication</p>	<p>Recognises one’s role in MDC’s communication; clearly and succinctly conveys information and ideas to individuals and Council, communicates in a focused, appropriate and effective manner.</p> <p><u>Core Behaviours:</u></p> <ul style="list-style-type: none"> • Takes initiative to share information. • Communicates appropriately.

	<ul style="list-style-type: none">• Listens to and comprehends communication from others.• Delivers clear messages.• Communicates in an open, honest and professional manner.• Ensures understanding.• Follows up
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I have read and understood the above position description and accept all the above responsibilities incorporated herein.

Position holder

Date

Reporting Manager

Date