

TE WHAKAATURAKA MAHI / JOB DESCRIPTION**Position Title** *Te tūraka mahi* : Wellbeing & Safety Lead**Area** *Te Tari*: Health, Safety & Wellbeing**Reports to (title)** *Ka whakaratia e*: Director: Health, Safety & Wellbeing**SP10 placement**: F Band**Primary purpose** *Te take matua*

To provide expert advice, guidance and technical support to the Director Health, Safety and Wellbeing and to work collaboratively with leaders across Otago Polytechnic to embed best practice and operational excellence in the areas of Health, Safety and Wellbeing.

The role holds responsibility for coaching, training and mentoring less senior health and safety practitioners and may provide guidance to formal leaders in a partnering capacity to strengthen their health, safety and wellbeing leadership. The role ensures compliance with Otago Polytechnic expectations, legislation, regulations, and industry standards and will support the implementation of health, safety and wellbeing initiatives across our campuses. It may also lead the implementation of strategic initiatives whilst managing a portfolio of work alongside our Health and Safety Advisors, conduct incident investigations and be able to be delegated Laboratory Management responsibilities as and when required.

Key responsibilities/accountabilities *Ko ngā takohaka matua / ko kā kaweka matua*

Key responsibilities / accountabilities <i>Ko ngā takohaka matua / ko kā kaweka matua</i>	Outcome Kā hua
Operational Leadership	<ul style="list-style-type: none"> • Work collaboratively with members of the Health, Safety and Wellbeing Team, and the People and Culture Team to ensure the delivery of an effective framework and service across Otago Polytechnic's campuses • Actively participate and lead the delivery and implementation of service improvements, and continuous improvement activities • Exercise leadership and due diligence in Health, Safety and Wellbeing matters and the successful implementation of Health, Safety and Wellbeing strategies and operational plans • Provide expert advice and support to the Critical Incident Management Team, ensuring all members are equipped to fulfill their roles
Monitoring and Compliance	<ul style="list-style-type: none"> • Lead our people in the identification of health and safety risks (including effective controls and threats to control effectiveness) and the taking of action to mitigate those risks and escalate as appropriate • Monitor and report on health, safety and wellness performance for assigned areas of Otago Polytechnic, escalating significant incidents and advising the Director Health, Safety and Wellbeing of any possible notifications to WorkSafe requirements. • Risk management frameworks (including critical risks) are developed, embedded and regularly reviewed, and risk assessments and risk mitigation is undertaken with the customer group.

	<ul style="list-style-type: none"> Academic kaimahi (staff) are supported to ensure that their teaching practices, ākonga (learner) inductions and learning environments reflect the HSWA and best practice in health and safety.
Legal Compliance and Workplace Safety Management	<ul style="list-style-type: none"> Positively influence compliance with all relevant health and safety legislation, regulations and industry standards as well as OP policies and procedures. Health and safety audits, spot-checks, site observations and health and safety kōrero are completed, and follow up/corrective actions are taken promptly. Lead the analysis and reporting of Health, Safety and Wellbeing data and trend analysis. Lead the process to review OP health and safety policies, processes and other documentation to ensure compliance with legislation, standards, WorkSafe guidance and best practice. Fulfills the responsibilities of delegated Laboratory Manager as required insuring appropriate compliance with regulations
Investigations	<ul style="list-style-type: none"> Undertake high-level ICAM investigations and make recommendations to TKM and the Council Health and Safety Committee re corrective actions
Stakeholder Engagement	<ul style="list-style-type: none"> Promotes the functions and delivery of health, safety and wellbeing services across Otago Polytechnic as well as a partnering way of working Collaborate with others to integrate health, safety and wellbeing into team plans and activities Establish partnerships and working relationships with key internal and external stakeholders to identify opportunities for common systems and ways of working
Coaching and Mentoring	<ul style="list-style-type: none"> Actively seek out opportunities to participate in health, safety and wellbeing related professional development in collaboration with the Health, Safety and Wellbeing Director Coach, mentor and support formal leaders and Health, Safety and Wellbeing practitioners to develop their health, safety and wellbeing capabilities and practice
Contribute to Health and Safety Team	<ul style="list-style-type: none"> An active role is taken in the development of OP's health and safety operational plans, and workstreams are effectively led as required. Effective contributions are made to the development of health, safety and wellbeing reports for the TKM and Council. Continuous improvement in health and safety systems and tools is promoted and actively discussed with colleagues.
Observe principles and practices of Equal Employment Opportunity and Diversity	<ul style="list-style-type: none"> Commit to assisting all people achieve equitable health, safety and wellbeing outcomes. Demonstrate a willingness to personally take a stand for equity. Support Māori and Pacific-led responses.
Fulfill Safety and Wellbeing responsibilities, accountabilities and authorities as outlined in Otago Polytechnic Safety and Wellbeing Policies and Plans	<ul style="list-style-type: none"> Support the achievement of a healthy and safe work and learning environment New and existing hazards will be pro-actively identified and managed Incidents, accidents and occupational illnesses immediately reported Safe work methods will be adhered to including the use of Personal Protective Equipment
Fulfil our individual and collective responsibilities, accountabilities and expectations as outlined in The Education (Pastoral Care of	<ul style="list-style-type: none"> Uphold the responsibilities outlined in The Education (Pastoral Care of Tertiary and International Learners) Code of Practice, contributing to a safe, supportive environment that prioritises ākonga wellbeing and success. Participate in required training to confidently apply the Code within your role.

Tertiary and International Learners) Code of Practice 2021	<ul style="list-style-type: none"> Integrate Te Tiriti o Waitangi principles and actively support equitable outcomes to create and support opportunities for ākonga voices to be heard, enabling responsive actions that meet ākonga needs and foster their achievement. Awareness to attain OP as an inclusive environment for all cultures and languages.
Fulfill Information Management responsibilities, accountabilities and authorities as outlined in Otago Polytechnic Information Management Policy	<ul style="list-style-type: none"> Create, maintain and store full and accurate records of activities, transactions, and decisions carried out in the course of daily business. Records are to be disposed of only when legally authorised to do so, as per Disposal Authorities: DA424 and GDA 6 and 7 Otago Polytechnic records are not to be created or maintained in any personal or private cloud storage services (e.g. DropBox)
Demonstrate Otago Polytechnic's Values on a daily basis	<ul style="list-style-type: none"> Alignment to organisation behaviours is adhered to ensuring consistency in approach and delivery of outcomes Values of Manawa Ora Manawa Roa Manawa Nui are demonstrated at all time Manawa nui – We reach out and welcome in Manawa roa – We learn and achieve together Manawa ora – We strengthen and grow the whole person

Key working relationships <i>Kā honoka mahi matua</i>	
Key working relationships <i>Kā honoka mahi matua</i>	Nature and purpose of contact <i>Te āhua me te take o te honoka</i>
Director Health, Safety and Wellbeing	Formal Leader. Provide strategic and operational advice (both ways). Provide assistance and seek instruction on a wide range of matters.
Health, Safety and Wellbeing practitioners	Collegial support and advice, work distribution, peer discussions and coaching
Te Kahui Manukura (TKM) – our Executive Leadership Team, Heads of College, Heads of School and Directors	Provide strategic and operational advice. Seek feedback and input and provide information
Campus Services Team members	Collaborate to identify solutions to safety issues in the physical working environment.
People and Culture Team	Sharing information and provision of advice. Collaborate to identify and implement solutions to wellbeing issues facing OP staff. Seek support with building culture and capability in H&S across OP.
OP kaimahi (staff) and ākonga (learners)	Provide support, advice and communication on a range of health and safety matters

Decision making authority <i>Kā rakatirataka whakatauka</i>	
Decisions expected <i>Kā whakatauka tūmanako</i>	Recommendations expected <i>Kā taunaki tūmanako</i>
Resolution of health and safety issues that are of a day to day nature	Recommendations to formal leaders and/or Director Health Safety and Wellbeing for enhanced health and safety culture and compliance
Prioritisation of work load and portfolio to bring about maximum organisation benefit	Priorities determined

Other decisions taken in line with policy, or as delegated by the Director Health, Safety and Wellbeing	
Approvals in accordance with the Delegations of Authority; sign off letter of appointment and variations as required.	Decisions and Expenses approved in line with budget and delegation in a timely and accurate manner. These are as per Otago Polytechnic policies as amended from time to time

Position dimensions *Kā āhuataka tūraka*

List the relevant financial and staffing dimensions for which this position is accountable.

- **Sales/revenue:** Nil
- **Budget:** Nil
- **Number of employees reporting directly:** Nil

Selection Criteria – Education and Experience, Knowledge & Skills *Whakariteka Kōwhiritaka - kā mātauraka me kā pūkeka*

Essential:

- A relevant graduate and post-graduate qualification in Health and Safety Management
- Experience in implementing Te Tiriti o Waitangi in action
- In depth knowledge, and management compliance and implementation of the Health and Safety at Work Act 2015 (and Regulations) the Accident Compensation Corporation (ACC) Accredited Employer Programme, and the Health and Safety at Work (Hazardous Substances) Act.
- Local implementation of strategic and organisational level programmes in either multidisciplinary organisation(s), and/or in at least one of the following industries: health, construction/engineering, outdoor education, manufacturing, tertiary education
- Experience collaborating with and advising senior leaders on their legislative obligations
- Training and/or coaching of Health and Safety practitioners and/or front line managers
- Incident investigation of serious harm of significant incidents and sharing lessons learnt
- Risk management, including the identification, development and monitoring of controls
- Experience working with hazardous materials and knowledge of relevant regulations

Desirable:

- Professional membership of the NZ Institute of Safety Management

Personal Attributes *Kā Āhuatanga Whaiaro*

- Be an effective Te Tiriti o Waitangi partner by supporting the values and tikaka of mana whenua throughout your mahi and demonstrating an understanding of the significance of and obligation under Te Tiriti o Waitangi, including how to apply the principles in a meaningful way in your role.
- With the support of Otago Polytechnic, proactively take care of your own health, safety and wellbeing to ensure a safe and supportive work environment.
- Facilitative and collaborative leadership style that maximises the quality and contributions of individuals and teams to achieve our vision, purpose and goals.
- Establish and maintain positive working relationships with people at all levels within Otago Polytechnic, our community, interest groups and mana whēnua
- Demonstrate a strong drive to deliver and take responsibility.
- Highly effective communication skills, both written and verbal, including the ability to explain technical terms in common language
- Well-developed analytical and problem solving skills
- Demonstrate self-awareness of your impact on people and invests time in your own leadership practice to continuously grow and improve.
- Demonstrate the highest standards of personal, professional and institutional behavior through commitment and integrity.

