Te Kura Matatini ki Otago / Otago Polytechnic

TE WHAKAATURAKA MAHI / JOB DESCRIPTION

Position Title ***Te tūraka mahi*** **:** Director Wellbeing, Health & Safety	**Area** ***Te Tari*****:** Wellbeing and Safety
Reports to (title) ***Ka whakaratatia e*****:** Deputy Executive Director: People and Safety	**SP10 placement:** Management

Primary purpose Te *take matua*

The Director Wellbeing, Health and Safety provides enterprise leadership and specialist expertise across Otago Polytechnic's wellbeing, health and safety portfolio. The role is the principal health and safety advisor to Otago Polytechnic, contributing to strategy development and leading a team of Wellbeing, Health and Safety practitioners to champion a values-based approach that prioritizes wellbeing, fosters a culture of care, and aligns with OP's Wellbeing and Safety Strategy to create a resilient, thriving organisation.

Working in partnership with the DED People and Safety, Director People and Culture, the Manager Employee Relations and our organisational leaders, the role provides trusted expert advice ensuring compliance with legislation such as the Health and Safety at Work Act 2015 and the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021, while aligning with relevant standards and guidelines, to uphold both regulatory requirements and organizational good practice.

As a leader of people, the Director is responsible for growing and developing the capability of their direct reports as well as ensuring our learners (ākonga) develop safe practices in relation to Wellbeing and Safety, and to embed a positive culture of wellbeing and safety.

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

In order of importance, state the major responsibilities / accountabilities of the position and what is achieved

Key responsibilities / accountabilities ***Ko ngā takohaka matua / ko kā kaweka matua***	**Outcome** **Kā hua**
Wellbeing and Safety Leadership	• A culture of Wellbeing and Safety is proactively role modelled and successfully embedded in everything we do at OP. • The strategy for Wellbeing and Safety at OP is developed in collaboration with key stakeholders, and effectively implemented across OP. • Good practice and leading research is incorporated into wellbeing and safety planning, including emerging Wellbeing and Safety concepts such as safety differently, human organizational performance and safety II. Additionally, wellbeing concepts such as Te Pae Mahutonga and Te Whare Tapa Wha. • Highly effective relationships with all key stakeholders are developed, maintained and enhanced. • Expert, best practice advice and support, underpinned by legal compliance and due diligence, is provided to leaders on all matters related to wellbeing and safety. • Continuous improvement is promoted and encouraged. • Guidance and direction is provided to team members and Formal Leaders in the operationalisation of Wellbeing and Safety.

Legal Compliance and Workplace Safety Management	• OP's Wellbeing and Safety framework, systems, processes and policies are legally compliant, good practice, and embedded. • OP's worker engagement framework, including health and safety representatives and committees, is compliant, regularly reviewed and effective. • Worker engagement, participation and representation is sought and embedded through health, safety and wellbeing processes. Ākonga and kaimahi are consulted and involved in decisions involving wellbeing and safety within their work environments. • Risk management frameworks (including critical risks) are developed, embedded and regularly reviewed. • Health and safety audits, site observations and kōrero are initiated, and follow up/corrective actions are completed to verify control measures are in place to manage risks to as low as reasonably practicable. • Critical risks are identified, reviewed and effective risk mitigations are successfully implemented.
Critical Incident and Emergency Management	• Provision of subject matter expertise, training and leadership to OP as part of the Critical Incident Management Team (CIMT), when required. • Provide a key linkage with the Health New Zealand, University of Otago and Dunedin City Council in supporting OP's preparedness for, and response to, emergencies and incidents. • Effective contribution to the review and development of OP's critical incident/emergency response framework and process.
Worker and Workplace Health Management	• Good practice occupational health and occupational hygiene programmes are effectively implemented. • OP's programme for pre, post and in employment health screening and health checks is maintained, and accurate records are kept. • Annual health initiatives are effectively implemented (e.g. annual flu vaccinations), in collaboration with the People and Culture Team. • Injury prevention and management programmes are well managed, and rehabilitation plans are developed as needed, in conjunction with the People and Culture Team.
Wellbeing and Safety Team/Function Leadership	• Proactive leadership of the Wellbeing and Safety Team that enables the engagement of team members and the achievement of Team performance goals • Health and safety representatives are trained, mentored and empowered in their roles. • Effective advocacy and representation of wellbeing and safety interests • Enhancement of the Wellbeing and Safety Team's reputation through encouraging actions and opportunities that add value to the experience of customers • A culture of ongoing improvement of wellbeing and safety practices and associated systems within OP • Identification and facilitation of opportunities to collaborate with other teams across OP (e.g. People & Culture) to enhance the experience of working at OP • Contribution made to the overall leadership of Otago Polytechnic • Provision of thought leadership on Wellbeing and Safety practice • Accountability for and reporting of the activities and performance results of the Wellbeing and Safety Directorate to Leadership Team • Ensure wellbeing and safety is a highly trusted and utilised service

Observe principles and practices of Equal Employment Opportunity and Diversity	• Fair treatment in the workplace is delivered and observed
Fulfill Safety and Wellbeing responsibilities, accountabilities and authorities as outlined in Otago Polytechnic Safety and Wellbeing Policies	• 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
Fulfill Information Management responsibilities, accountabilities and authorities as outlined in Otago Polytechnic Information Management Policy	• 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 organisation's values on a daily basis	• Alignment to organisation behaviours is adhered to ensuring consistency in approach and delivery of outcomes • Our values are consistently demonstrated.

Inherent Requirements:

Inherent requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job
- Meet the productivity and quality requirements of the position
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

Key working relationships *Kā honoka mahi matua*

Key working relationships *Kā honoka mahi matua*	**Nature and purpose of contact *Te āhua me te take o te honoka***
Director Deputy Executive Director: People and Safety	Formal Leader. Provide strategic and operation advice (both ways). Provide assistance and seek instruction on a wide range of matters.
Te Kāhui Manukura (Executive Leadership Team), Heads of College, Service Directors, Heads of School	Provide strategic and operational advice. Seek feedback and input and provide information.
Wellbeing and Safety Team members	Collegial support and advice, work distribution, peer discussions in a self-leading team environment. Mentoring through one on one and team hui.
All kaimahi and ākonga	Provide strategic and operational advice. Seek feedback and input and provide information.
External partners, including but not limited to industry, community and mana whenua	Work in partnership to understand needs and how we can meet these.

Decision making authority *Kā rakatirataka whakatauka*	
Decisions expected *Kā whakatauka tūmanako*	**Recommendations expected *Kā taunaki tūmanako***
Prioritisation of work load and portfolio to bring about maximum organization benefit	Priorities determined
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:** Approx TBA
- **Number of employees reporting directly:** 4

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

Essential:

- A recognised qualification in health and safety, preferably at the post-graduate level or evidence of equivalent knowledge and experience
- In depth knowledge of the Health and Safety at Work Act and other applicable regulations and legislation
- Significant experience in wellbeing and safety roles in either multidisciplinary organisation(s), and/or in at least one of the following industries: health, construction/engineering, outdoor education, manufacturing, tertiary education.
- Proven ability to provide trusted advice and influence senior leaders on matters of health, wellbeing and safety
- Understanding of Te Tiriti o Waitangi and its application within the tertiary sector
- Demonstrated leadership experience within wellbeing and safety, and a track record of success in enhancing a health and safety organisational culture.
- Demonstrated experience developing and implementing successful wellbeing and safety improvement strategies.

Desirable:

- Professional membership of the NZ Institute of Safety Management
- Experience selecting and implementing new health and safety systems/databases within large organisations.
- Demonstrated experience in workplaces with contractors, and ensuring contractor health and safety.

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
- Facilitative and collaborative leadership style
- High level of professional and ethical conduct
- Be a strategic leader with a future focus
- Highly effective communication skills, both written and verbal, including the ability to explain technical terms in common language
- Understand and be committed to sustainable practice
- Flexible, responsive and customer orientated manner
- Flexible, adaptable and enjoys challenge and change
- Ability to work in a complex work environment, deal with ambiguity and across functions

This position description outlines the key accountabilities/ responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.