

POSITION DESCRIPTION

POSITION DETAILS

Position:	Health & Safety Business Partner
Division:	Health & Safety
Location:	Port Taranaki – New Plymouth
Reports to:	Health & Safety Manager
Date:	October 2024

PURPOSE

The role collaborates closely with senior leaders, managers, staff, contractors, port users, and customers to support effective delivery of Health, Safety, and Wellness initiatives and enhance health and safety outcomes. It includes providing functional expertise to ensure compliance with health and safety obligations. The position also requires undertaking assurance activities in health and safety, using insights to contribute to the development of initiatives aligned with the organization's strategic priorities in health and safety, as well as associated environmental and quality initiatives where appropriate.

OUR VALUES

Our values guide us on how we act with one another and how we make decisions within our business. Demonstration of these values will be key to your success:

- **Our people come first:** we take care of each other and our communities
- **Integrity guides us:** we trust each other and act with respect and honesty, even when it is challenging
- **We embrace the future:** we strive for improvement through innovation and learning
- **We collaborate to succeed:** we work as a team, helping each other succeed

KEY RESPONSIBILITIES

Health and Safety Leadership and Coaching

- Provide a visible presence in the field with a focus on independent H&S review and advice/coaching.
- Coach and engage with leaders, staff, and port users at all levels within the organisation to deliver on the organisation's strategic priorities.
- Act as the conduit to close the gap between "work as imagined" and "work as done" and coach people leaders to do the same.
- Champion worker participation through the development of the "Switch On" programme, Health & Safety Committee, and other initiatives
- Promote healthy and safe work practices.
- Build relationships with all contractors, customers, and third-party organisations operating on site.

- Engage with and promote good practice with other Health & Safety professionals within the sector, the region, and nationally to identify and implement good practice ideas within Port Taranaki.
- Maintain open communications with ELT, SLT, Health and safety committee, and PSAG to enable good safety outcomes.
- Support the Emergency & Security Lead with implementation and testing of emergency response plans.

Health & Safety Advice

- Support the organisation to meet its statutory obligations in relation to the Health and Safety at Work Act, regulations, related legislation, and amendments.
- Keep abreast of legislative and good practice and advise the executive accordingly.
- Provide functional expertise particularly in the areas of health and safety risk management, PCBU engagement, health, and safety assurance.

Assurance and Improvement

- Assist and support the Health & Safety Manager in the design of the organisation's strategic health and safety priorities.
- Undertake Health and Safety assurance activities and use insights from these to support the development and implementation of data-driven initiatives to deliver the organisation's strategic health and safety priorities.

Leading Effective Safety Action

- Provide expert H&S input into long term planning and help the business to identify opportunities for continuous improvement.
- Provide expertise, system administration, and reporting for Risk Manager (PTL's database for hazard, incident, and assurance management).
- Lead major event response and investigation function, in conjunction with relevant business representatives.
- Assist management and staff with risk reduction including overseeing the organisation's critical risk review programme.

Reporting

- Contribute to monthly reporting, annual systems reviews and generation of information for the Executive Leadership team and Board reporting.
- Develop and maintain statistical records, produce trends, review lead and lag indicators.

Workplace Wellness

- Act as internal case manager for workplace injuries liaising with ACC, OHN, onsite Physiotherapist, and other Professionals as required.
- Contribute to the development of wellness strategies that are aligned with the company's overall goals and objectives.
- Collaborate with HR to integrate wellness initiatives into existing programs.
- Conduct regular assessments to understand the specific health and wellness needs of the workforce.
- Identify and collaborate with external vendors, service providers, and experts to enhance the wellness program.

Additional Duties

- Any other duties of a similar type as required.

EXPERIENCE, QUALIFICATIONS AND SKILLS

Formal Education:

- Formally recognised qualification related to the discipline of Health and Safety.

Specialist Training and Experience:

- Sound working knowledge of Health and Safety legislation.
- Training and or related experience working with business management systems (including health, safety, and environment).
- Experience in coaching and/or facilitation.
- Experience in the Health, Safety, and Wellbeing field (3+ Years)
- Comprehensive knowledge in the area of hazard and risk identification and management.
- Knowledge and experience in the areas of critical risk management, process safety and contractor management.
- Training and experience in the use of ICAM methodology (or similar) to lead incident investigations.
- Working knowledge of the Common Permit to Work System

Specific Knowledge, Skills & Abilities:

- Awareness of new thinking in safety and culture.
- A strong customer and business partnership focus, with the ability to communicate effectively with a range of people.
- Proficient in applying safety principles and practices.
- Excellent written and verbal communication, including report writing.
- Presentation skills with the ability to articulate messages clearly, simply and concisely.
- Excellent relationship building skills across a range of stakeholders.
- Strong team player and ability to collaborate and contribute both within own team and across others.
- Strong problem-solving skills and results orientation
- High degree of competence in Microsoft Office and safety systems
- Ability to effectively handle competing priorities and tight timeframes.
- Self-motivated with a strong drive for results.