

Position Description



Safety & Training Advisor

Date	April 2023
Purpose of position	<p>To provide safety and training support to internal / external customers through:</p> <ul style="list-style-type: none">• Ensuring a priority focus on safe work practices, striving to achieve zero harm – keeping our people safe• Undertaking strong people leadership practices and influencing others towards a culture of accountability• Preparation and delivery of quality skill-based training modules• Undertake appropriate action to remove/manage hazards/risks that are identified within the workplace• Collaborating with internal and external stakeholders to ensure safety and regulatory compliance• Assist in the ongoing development and delivery of SOP's• Drive continuous improvement through auditing and developing improvement projects aligned with the companies priorities
Reports to	<ul style="list-style-type: none">• Head of Safety
Key Relationships	<ul style="list-style-type: none">• External Training Organisations• Port Otago Workers• Port Otago Safety Representatives• Safety Team• Management Team• Leadership Team
Qualifications	<p>Desired but not essential:</p> <ul style="list-style-type: none">• New Zealand Certificate in Workplace Health and Safety Practice (Level 4)• New Zealand Diploma in Workplace Health and Safety Management (Level 6) or equivalent• Use standards to assess candidate performance 4098
Direct Reports	<ul style="list-style-type: none">• N/A

Core Responsibilities

Health & Safety	<ul style="list-style-type: none">• Leads by example on the priority of Health & Safety ensuring others you influence do the same• Maintain an overview of all accident and incident reports• Participates in safety induction development and other relevant safety training programmes• Ensure strict adherence to safety standards, statutory and legislative requirements, safety policies and procedures
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	<ul style="list-style-type: none"> • Undertake safety inspections and auditing • Comply with all PPE requirements • Follow the “My Safety Assessment” personal task hazard process • Attendance & involvement at all Health and Safety meetings • Support safe behaviours and the drug & alcohol testing program • Undertake safe workplace VSL’s (Visible Safety leadership) • Assist with the investigation of incidents and risk including the establishment of relevant and effective safety controls • Promotes, ensures, and assists with adherence in safe systems of work for high-risk activities (JSA’s and Permit to Work)
Leadership	<ul style="list-style-type: none"> • Develop open, honest, and respectful working relationships with all team members and members of the wider management group. • Regularly attend pre-shift meetings to visually support the effectiveness of this communication process.
Operational Performance	<ul style="list-style-type: none"> • Is responsible to the Head of Safety for safety/training delivery performance • Ensure training delivery is well planned and safely executed within the time frames required by the customer • Undertake relevant procedure development • Undertake regular workplace safety audits
Delivery to Customer	<ul style="list-style-type: none"> • Ensure a high degree of responsiveness in service delivery for both internal and external customers • Ensure training costs are minimised and training levels are achieved. • Stays “ahead of the game” on training delivery and ensures that any issues are addressed in a reasonable timeframe
Contractor Management	<ul style="list-style-type: none"> • Responsible for training contractor engagement at Port Otago and ensuring they are aligned to Port Otago’s policies and procedures
Innovation & Change Management	<ul style="list-style-type: none"> • Actively search for innovations to improve Port Otago’s safety and training performance • Overcomes barriers to change • Contribute to Port Otago’s Project Management Framework
Personal Development	<ul style="list-style-type: none"> • Plan developed identifying goals, actions and timelines and recorded through the Port Otago Connect Conversation framework. • Take some responsibility for developing own personal plan in conjunction with the Head of Safety

Key Performance Measures

Health & Safety	<ul style="list-style-type: none"> • Be a safety role model for others • Port Otago workers follow safe work practices and supervisors act as role models within their team
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	<ul style="list-style-type: none"> • All incidents and accidents are reported promptly and accurately • All hazards identified are reported immediately • Strive to achieve Zero Harm – keeping our people safe • VSL's are always practiced, and observations recorded in Vault • Strong positive leadership and staff engagement at Health and Safety Working Group Meetings • Risk assessments conducted and identified risk controls are implemented
People Leadership	<ul style="list-style-type: none"> • Train Port Otago workers to ensure they are competent, confident, and safe within their roles • Completion of all training needs and performance review processes including Health and Safety Key Performance Indicators (KPI's) • Training plans, goals and appraisals completed through the Port Otago Connect Conversation framework
Process Improvement	<ul style="list-style-type: none"> • Improvement projects complete and implemented. • Ensuring actions identified from process improvement are completed and properly embedded into the culture of the safety and training team
Training	<ul style="list-style-type: none"> • Regular training courses offered and delivered to the business to support the growth and development of our Health & Safety culture and our people.