

POSITION DESCRIPTION

Position	HSE Construction Advisor
Report to	Health and Safety Manager
Direct Reports	Regional H&S Coordinators (3)
Business Unit	Shared Services
Location	YTBA

POSITION SCOPE AND PURPOSE

The role of the HSE Construction Advisor is to provide support and advise in all aspects of Health, Safety and Environment to the construction business unit. To enable others to meet the legal HSE requirements. Meet specific Calder Stewart Construction goals, encourage development of 'best practice', and promote continuous improvement to achieve excellence nationally.

Position Objectives

- Assist with the development of managers and employees on 'best practice' HSE performance.
- Coach and encourage CS staff and subcontractors to follow agreed HSE processes, that are designed to protect workers, customers and the environment from potential harm.
- Develop and assist with HSE inspections and ensure inspection objectives are achieved.
- Complete assigned national HSE strategic goals.
- Ensure that HSE systems are effectively operating in the Construction business unit consistently across all regions.
- Collaborate with HS Specialist to develop, deliver and maintain HSE systems.
- Consult, cooperate and coordinate with other members of the health and safety team to ensure a national approach to health, safety and environmental initiatives is implemented.
- Maintain 'best practice' initiatives for Construction.
- Ensure that the HSE needs of the construction sites are being met by the H&S Coordinators

key responsibilities

key results

Health and Safety

Health and Safety requirements are addressed in all operations and project planning

- All work is carried out in a safe manner and in accordance with company H & S policies.
- Throughout the workday H & S practices are observed and actions taken if practices are unsafe.

Leadership

- Support the HS Co-ordinator(s) to manage on-site health and safety performance/behaviour and take action where practices are unsafe/non-compliant.

In conjunction with management, ensure HSE requirements are addressed for all construction projects.

Model 'best practice' and provide effective advice and support to the wider Calder Stewart Construction team.

Provides leadership and direction to Health & Safety coordinators.

- Effective support is provided to specific client contracts that require a high level of HSE presence on site.
- Ensure adequate communication exists between all teams and regions to ensure that consistency and 'best practice' is applied, and continuous improvements are made.
- Effective relationships and lines of communication with Health & Safety team are established.
- Direction and guidance is provided to Health and Safety Coordinators in managing and maintaining effective planning, performance of processes, policies and systems.

Planning

Participate in annual business planning activities regarding HSE.

- All assigned tasks from the HSE business plan are achieved within the specified timeframes.
- Requested HSE project work is completed within the specifications required.

Sub-contractor Management

Assist/support management with the assessment of contractors/sub-contractors HSE performance to ensure compliance.

- All contractors and subcontractors comply with the company's HSE requirements.
- All subcontractor's HSE systems are assessed and reviewed.

Hazard and Risk Management

Ensure all Business Units have an up-to-date hazard/risk register and appropriate controls are identified and applied.

- The construction hazard/risk register is reviewed with particular focus on critical risks.
- JSAs/SOPs are regularly reviewed and refreshed.
- Appropriate controls are identified, implemented and monitored.

Critical Risk & Incident Management

Work with managers to ensure that all incidents and near misses are accurately reported.

Carry out investigations following accidents or near misses identifying causes and recommend corrective actions following an investigation.

Keep and monitor a log of follow-up actions.

- All managers are aware of reporting requirements.
- Managers are effectively coached and understand the importance of incident reporting.
- The Incident Reports (in Procore) are up to date and accurate.
- Investigations are carried out in a timely manner using a thorough process that meets legal obligations and Calder Stewart requirements
- Action plans are generated and completed from legal requirements, specific accidents, trends, investigations and observations.
- Follow-up occurs to ensure agreed actions have been implemented in a timely manner.
- In conjunction with People and Capability, ensure injured employees have a rehabilitation and return to work plan in place.
 - Injured employees are able to return to work as soon as their recovery allows.

- Liaison with external parties, ACC and the employees' medical professionals is timely and effective.

HSE Inspections

Ensure HSE inspection requirements are being met by the construction teams. This includes recommending additional action required following reviews of audit findings.

- Regular inspections and audits are carried out and recorded in line with the Audit/Inspection schedule. Audit results are analysed and suggested changes to address recurring issues are addressed.
- Assist with carrying out action plans within the specified timeframe.

HSE Analytics & Analysis

Carry out annual or other periodic reviews of accident and near misses to establish causes, trends and appropriate corrective action.

- An analysis of incident causal factors is undertaken with results shared via education with whole of CS Group.

Worker Education

Ensure all managers are skilled in conducting effective HSE inductions.

Inductions/orientation

- Effective safety induction processes are implemented and maintained across all construction work sites.
- Managers have the competency and capability to induct all workers, contractors and visitors to CS sites.
- All staff are aware of the HSE requirements and site processes of the company.

HSE knowledge, capability & engagement

Conduct regular in house all staff updates on legislative changes, HSE initiatives, and industry best practice.

Ensure regular training programmes are conducted and training involving critical risks is maintained e.g. Working at heights, mobile plant, power tools).

Increase skills and capability

- Contribute to and deliver annual HSE worker education updates.
- Worker's knowledge of legislation and industry best practice is up to date.
- Workers are involved and contribute to HSE initiatives and projects.
- In conjunction with People and Capability, all staff have the skills required for their position and training plans for areas requiring improvement are in place. Workers receive HSE/vocational training appropriate to their role.
- Workers hold appropriate current certificates.

HSE Engagement

- Regular HSE meetings are carried out at regional/business unit level with accurate minutes recorded and distributed.

Advice & coaching

- Time spent on HSE advisory and mentoring activities aligns with internal customer requirements and results in high internal customer satisfaction.

Administration, Reporting & Systems

Training and guidance is provided to managers to maintain accurate HSE documentation

Administration

- Project & Site Managers can produce HSE documents such as Site-Specific Safety Plans and various reports.

- New processes required are documented and staff are trained nationally.
- Adequate training is provided nationally to our relevant site staff in producing accurate and up to date HSE documents.

Ensure all HSE information held (SharePoint, Procore, etc) is up to date.

Reporting

- Reporting data is accurate and up to date.
- Managers can generate accurate reports when required.
- There is a reduction in accidents, incidents and near misses with a corresponding increase in incident reporting.

Systems

- Assist with the identification of new systems or policies for new equipment or operations.

Relationships

Liaise with external health and safety providers as required.

- Relationships with external providers are well established and productive.

Build and maintain relationships with key internal stakeholders and team members of the HSE Team

- Highly effective relationships and lines of communication with stakeholders are established and maintained.

Undertake any other duties as may be reasonably requested by Calder Stewart management from time to time.

KEY RELATIONSHIPS

Internal

- Chief Operating Officer
- HS Manager
- Regional Managers
- Operational staff
- H&S Team

External

- WorkSafe
- ACC
- Health and safety service providers
- Customers
- General public

PERSON SPECIFICATIONS

Essential

- Knowledge of construction best practice for health and safety.
- Proven ability to successfully lead, coach and influence others.

Desirable

- Knowledge of Construction Contracts Act 2002.
- Trade qualification in construction or manufacturing.

- Proven experience at initiating and maintaining relationships with customers.
- Experience in current building best practice.
- Able to manage self and others.
- Ability to articulate instructions to employees and contractors.
- Customer relations skills.
- Clear Communicator.
- Strong planning and organisational skills.
- Experience in a “contract” based environment.
- ICAM Investigator
- Recognised Health and Safety qualification

DRAFT

Our purpose and vision

Driven by a common purpose

Our purpose

To Build a Strong Future – for our people, our customers and the communities we live and work in.



Our vision

To be New Zealand's property and build partner of choice.

Our values

Built on collaboration

We have generations of proven experience on our team and we're driven by a common set of values in 'Find a Way', 'Play Fair', 'Be Loyal' and 'Own It'.

FIND A WAY.

We are open minded and continually work together to solve day to day challenges, identifying new opportunities for the future.

PLAY FAIR.

We are committed to respecting and supporting each other, being upfront and honest in the way we work and communicate.

BE LOYAL.

We are building on the legacy, keeping our word, creating trust and support for our teams and our customers.

OWN IT.

We take ownership of our wellbeing, our work and the work of our team.