

JOB DESCRIPTION

Title: H&S and HR Advisor **Department:** Cooke Howlison Admin
Location: Where required in Otago area **Reports To:** Managing Director
Date: 17 December 2024

1. Role purpose:

Provide the full range of Health and Safety and Enviromark functions, and Human Resource coordination, to meet legislative and company requirements. Promote good health, safety, and wellbeing practices, a positive company culture, environmental responsibility, and good HR practices.

2. Internal Relationships: Managing Director
Senior Management Team
Departmental Managers
Cooke Howlison Group Staff
Cooke Howlison Franchise Staff
Blackwells HR and H&S Manager

3. External Relationships: Enviromark Auditor
Toyota NZ Sustainability Team
Service providers

4. Key areas of responsibility:

Health and Safety

- Working with Managers and Staff representatives on H&S matters
- Leading continuous H&S improvements and implementation of solutions
- Running Health and Safety meetings and attending toolbox meetings
- Ensuring emergency preparedness
- Contractor H&S management
- Monitoring PPE requirements
- Hazard and risk identification and management
- Accident/incident investigations
- Ensuring regular H&S audits are completed
- Ensuring safety critical plant and equipment certifications are completed as required
- Managing Mango H&S software and other electronic H&S management systems
- Providing H&S assistance and documentation for on site and off site events as required
- Mentoring H&S staff representatives
- Co-ordinating all staff H&S training
- Keeping updated on all relevant legislation
- Facilitating new employee H&S inductions and onboarding
- Managing the health monitoring programme
- Administering drug and alcohol testing programme
- Responsible for all H&S management and board reporting
- Completing annual H&S reviews and governance advice to management and the board,
- Development, updating, and consultation of policies and procedures across the Oakwood Motor group in conjunction with Blackwells
- Providing H&S support and advice across the Oakwood Motor Group as requested

Environment

- Enviromark champion for Toyota
 - Setting objectives and targets
 - Implementing actions
 - Collecting and monitoring data
 - Evaluating project performance
 - Assessing environmental competency, training and awareness
 - Reviewing Environmental Management System procedures and documentation
 - Conducting internal audits
 - Reviewing emergency preparedness
 - Reporting to top management
- Implementing environmental initiatives from the Enviromark process across the Cooke Howlison Group where feasible and agreed on with management

Human Resources

(Supported by HR Manager Blackwells)

- Assisting managers with recruitment and onboarding including:
 - Managing job advertisements and applicants
 - Contract and offer documentation
 - Ensuring administrative documentation is complete and liaising with payroll
- Assisting managers with the exiting process including:
 - Exit interviews for staff
 - Preparing relevant documentation
- Maintaining of employment files
- Responsible for all HR management and board reporting
- Development, updating, and staff consultation of policies and procedures across the Oakwood Motor group in conjunction with Blackwells
- Supporting management with any other HR functions as required in consultation with HR Manager Blackwells.

General

- Teamwork:
 - Actively contribute to a positive team environment,
 - Maintain open and constant communication with all Cooke Howlison staff,
 - Actively build and retain proactive relationships with all departments,
 - Be a team player - Be considerate of others and respect your colleagues,
 - Actively participate in meetings,

Your general duties include those outlined in this position description and may be reviewed and updated from time to time in consultation with you. You will also be required to undertake any other duties that are within your ability to perform, if asked to do so.

All duties must be carried out in accordance with the relevant procedures or manager's instructions efficiently, accurately and to the required standard and satisfaction of the manager.

5. Person specification:

Essential Skills:

- H&S level 4 qualification or above or 2+ years' experience in H&S preferred
- Driver Licence (Class 1)
- Good communication skills

Essential attributes:

- A strong H&S and HR support focus
- Strong interpersonal skills
- Attention to detail