

Position Description



Safety & Training Advisor

Date	October 2024
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 create an error tolerant workplace – 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 Standard Operating Procedure's (SOP's) • Drive continuous improvement through auditing and developing improvement projects aligned with the companies priorities
Reports to	Head of Safety
Key Relationships	<ul style="list-style-type: none"> • Port Otago Workers • Port Otago Health & 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	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 “Take 5” personal task hazard process • Attendance & involvement at all Health and Safety meetings • Support safe behaviours and the drug & alcohol testing program • Undertake safe workplace Visible Safety leadership (VSL’s) • 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 • All incidents and accidents are reported promptly and accurately
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	<ul style="list-style-type: none"> • All hazards identified are reported immediately • Lead and support creation of error tolerant workplace – 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.