

Position Description

Position	H, S & W Advisor
Department	Health, Safety & Wellbeing
Reporting to	HR Manager
Location	Marlborough
Date	May 2025

Position Purpose:

This position:

- advises, implements, and supports our people to identify opportunities for improvements, plans and/or strategies to ensure compliance and minimise risk.
- champions safety, and partners with managers, teams, and our people to support a culture that focuses on continuous improvement, best practice H&S standards and industry-leading practice.
- works in collaboration with the QA Manager and Sustainability Manager to ensure integration of systems and processes are always at the forefront.

Key Relationships:

External	Internal
<ul style="list-style-type: none">• Contractors• Suppliers• Service Providers• Intesafety (provides technical support and advice for compliance, culture, functions & audits)	<ul style="list-style-type: none">• Board Members• H&S Sub Committee• Leadership Team• Management Team• People Leaders• H&S Reps• Our People

Key Accountabilities & Tasks:

Legislative Compliance

- Implement legislative changes and practice guidelines in accordance with the Health and Safety at Work Act 2015 and other relevant legislation to ensure obligations are met by the business.
- Maintain, consult, improve, monitor, and implement relevant policies and systems.
- Monitor compliance and report on exceptions to the Leadership Team, H&S Sub Committee of the Board, and the Board.
- Proactively identify hazards and risks across the business and manage reviews ensuring appropriate recommendations or controls are implemented.

Health, Safety, and Wellbeing Culture

- Actively lead/foster a solution's focused HSW culture and build strong relationships across the business
- In conjunction with the HR Manager, develop the Health, Safety & Wellbeing plan, including advising and leading relevant business KPIs and objectives.
- Implement and drive the Health, Safety & Wellbeing plan.
- Promote, champion, and drive continual improvement to create a solid health, safety & wellbeing culture.
- Support and drive departmental Health, Safety & Wellbeing committees.
- Advise and guide the H&S Reps to ensure they are well supported, and actions are implemented within given timeframes.
- Advise the H&S Board Sub Committee to guarantee actions are implemented within given timeframes.
- Develop and deliver the monthly Board report, ensuring recommendations are clearly documented and associated actions implemented.

Key Accountabilities & Tasks:

Health, Safety & Wellbeing Functions

- Respond proactively to current issues, develop, and maintain systems, interventions, recommendations, and/or training to address these.
- Manage training and induction initiatives, while supporting managers to ensure certifications and licenses are held.
- Support managers to implement and maintain systems and records to include:
 - Document Control
 - Development and training of SOPs
 - Induction
 - Hazard and risk management
 - Chemical Management
 - Emergency Planning
 - Contractor Management.
- Monitor statistics, trend analysis and provide reports with recommendations to key stakeholders.
- Establish a proactive approach to mitigating accidents and injuries to minimise harm.
- Maintain and improve incident, accident, and near-miss reporting.
- Key role in leading investigations and reporting accidents within acceptable timeframes, ensuring technical advice is sought as and when required.
- Support managers to formalise rehabilitation and return to work programmes (work and non-work) and act as the interface between the business, relevant health providers, managers, employees, and where applicable HR.
- In conjunction with the HR Manager, contributes towards the development of, and manages the H,S&W budget

Audit Preparation & Participation

- In conjunction with the HR Manager, maintain audits of health and safety practices and procedures, including but not limited to internal audits, SEDEX, ISO etc.,
- Ensure any corrective and preventative audit outcomes are communicated clearly along with recommendations and an action plan on how they are going to be addressed and/or mitigated.
- Review & maintain company accreditations.

Health, Safety, Compliance & Standards

- Always abide to relevant legislation and the company's policies and procedures whilst acting within the capacity as an employee or whilst acting on behalf of Yealands.
- In relation to Health and Safety, environmental management, ethics, quality, and food safety responsibilities:
 - Comply with relevant legislation and related company's policies, procedures and standards are always adhered to.
 - Actively participate in related training.
 - Identify to your Manager areas where conforming to existing procedures will adversely impact adherence.
 - Report improvements or incidents through the company's reporting system and ensure investigations are completed, improvements identified and implemented to manage risk.
- Work with 'best practice' in regards to food defence and food fraud procedures.
- Actively participate in other audits as required.

Person Specifications:			
Education	<ul style="list-style-type: none"> • Relevant qualification in H&S (desirable). 		
Experience	<ul style="list-style-type: none"> • 2-3 years in an Advisor role. • Experience within the FMCG or wine sector is desirable but not essential. 		
Specific Skills & Attributes	<ul style="list-style-type: none"> • Integrity, trust, accountability, and personal credibility. • Problem solving and effective priority setting. • Computer literacy with Microsoft Office Suite. • Clear written and oral communication. • Excellent interpersonal relations and influencing skills. • Proven ability to lead/foster a solution's focused HSW culture and builds strong relationships across the business. 		
Core Competencies	<ul style="list-style-type: none"> • Ability to drive results by working autonomously and influencing key stakeholders. • Capability to make critical decisions in a crisis and handle stress. • Engaged coach that enables and encourages others at all levels in the business. • Competence to manage multiple priorities on time and on budget. 		
<p>This position description is intended to describe the general nature and level of work being performed. It is not an exhaustive list of all responsibilities, duties, or skills required, and the employee may be required to perform other duties (that they are skilled to perform) as needed.</p>			
Employee & Manager Acknowledgement:			
Employee Signature	Date	Manager Signature	Date