

Job Description

Position: Health and Safety Advisor	
Grade: 16	Date: February 2022
Reports to: Health and Safety Manager	

Te Tirohanga Whakamua; Our Vision:

We are an essential and valued partner in achieving economic and social prosperity for the Central North Island of Aotearoa.

Te Kaupapa; Our Mission:

As the lead partner for vocational education and training in the Central North Island, UCOL's collaborative and innovative approach is exemplary.

Ngā Whanonga Pono; Our Values:

- Relationships – Whanaungatanga
- Excellence – Kia eke panuku, eke Tangaroa
- Transformation – Te huringa tangata
- Agility – Kia kakamā

Purpose of the Position:

To champion and promote a positive Health, Safety and Wellbeing practice and culture across UCOL Campuses. Ensure that UCOL's policies and commitment to health and safety (H&S) are implemented, communicated and supported by staff, students, contractors and visitors; through the provision of education, training, resources and the application of sound procedures and systems for all aspects of health, safety and wellbeing.

Staff reporting to this role: Nil

Financial Delegation: Nil

Internal Relationships:

- Executive Team
- UCOL Board
- People and Capability Team
- Managers
- Student Success
- Health and Safety Management Committee
- Health and Safety Representatives
- Incident Control Team

- UCOL Staff

External Relationships:

- Te Pūkenga Health, Safety and Wellbeing Team
- WorkSafe NZ
- ACC
- EAP
- MBIE (Ministry of Business, Innovation and Employment)
- External Providers of Wellbeing Services
- UCOL external Contractors
- General Public

Key Achievement Areas:

Key Performance Indicator 1 – Health and Safety Delivery:

Ensure that UCOL’s health, safety and wellbeing systems, practices, policies and procedures are up to date, compliant with relevant legislation and continuously improved. This requirement covers UCOL staff and external relationships (students and other PCBU’s).

What will I be doing?	How will I know I am doing it well?
Support the Health & Safety Manager in managing UCOL’s health and safety system, looking for opportunities for continuous improvement at all times.	UCOL’s health and safety systems are relevant, up to date and compliant with legislation, policies and procedures.
Maintain health and safety programmes in accordance with legislation, WorkSafe guidelines, industry best practice and UCOL policies and procedures.	Health & Safety programmes are relevant, well designed, and appropriate for the nature of the PCBU and the Faculties that use them.
Participate in the development of H&S systems and review on any of our campuses	Be an active member in the development of systems that need to be put in place on any of our campuses
Assist the Health & Safety Manager to maintain the emergency response programme and business continuity plans.	The programmes run in accordance with their design and provide appropriate responses in the event of an emergency across all affected campuses.
Provide support and assistance in the annual internal self-audit of UCOL’s health and safety systems, policies and plans.	The annual internal self-audit plan is undertaken as stipulated.
Manage the electronic Contractor Prequalification and Induction system	Record and check pre qualifications for all contractors and renewals
Provide training and advice to managers on best practice Contractor HSW Management	Help H&S Manager with best practice for contractor management.
Participate in personal development opportunities as agreed with the Health and Safety Manager	Identify and attend development opportunities to increase knowledge and expertise.
Undertake spot audits on external contractors to ensure they comply with the approved JSA or SWMS.	Deliver assigned spot check audits on contractors on site to ensure they are compliant with the JSA or SWMS that has been approved.
Develop positive and constructive working relationships across all campus.	Increase relationship and understanding of UCOL deliveries across all campuses so you can take

	active part in the H&S development within that area.
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Key Performance Indicator 2 – Accident, Incident, Illness and Near Miss Management

Ensure UCOL is managing accidents, incidents, illnesses and near misses effectively and in a timely manner.

What will I be doing?	How will I know I am doing it well?
Lead or conduct incident investigations including Duty Holder Reviews	Timely assignment of incidents for investigation and closure
Providing training and advice for staff and managers in incident management including appropriate corrective actions	Leadership, management and staff are aware of their responsibilities relating to incident management and are trained to use the system.
Managing online Incident report and assigning them for investigation and monitoring trends across all areas.	All incidents are aligned to an investigator within the electronic system in a timely manner i.e. 24 hours
When required notifying and liaising with WorkSafe NZ on behalf of the Health and Safety Manager in the event of Notifiable Events	If allocated management of a Notifiable Event, that WorkSafe NZ is notified within the required timeframes and the investigation is commenced immediately and completed in a timely manner

Key Performance Indicator 3 – Hazard Management

Ensure that UCOL is managing all hazards and risks effectively and in a timely manner by:

What will I be doing?	How will I know I am doing it well?
Conducting initial hazard inspections	Be part of the team that evaluates the hazard/risks around new equipment/work areas or other areas that need hazard and risk assessments completed.
Carrying out internal audits to check and validate that all controls are in place for a safe working environment.	Carryout and monitor the audit findings to ensure corrective actions (CAR's) are completed in a timely manner. That supporting SOP's are update to reflect any changes to programme delivery.
Analyse trends relating to Health & Safety statistics to look for potential risks, identify hazards, and put appropriate measures in place. This includes managing online hazard records and registers for all campuses.	Monitor information in the electronic H&S system to identify trends and investigate how to address these trends if required.
Provide training for managers and other staff in hazard identification and reviews.	Have managers or any other staff competent in the use of the Health and Safety electronic reporting system.
Advising managers and staff on appropriate hazard controls	Educate staff in hazard management and increasing their knowledge of how to apply controls.
Review Standard Operating Procedures (SOPs) to ensure all hazards and risks are communicated to staff and students and that they are current.	Undertake an audit of a specific area to ensure that SOPs are updated when changes are made to equipment or areas of programme delivery.
Ensure Hazardous Substances are on the inventory by way of spot audits.	Complete an annual spot audit on areas that HSNO registration are required.

Key Performance Indicator 4- Emergency Readiness

Support UCOL Emergency Readiness by:

What will I be doing?	How will I know I am doing it well?
Assisting and advising the Incident Management team as required. This could mean in the absence of the Health and Safety Manager being the Incident Controller of an emergency event.	Be an active member of the Incident Management Team and take on assigned duties as required to meet any situation.
Overseeing the supply of first aid kits and supplies across campuses.	Ensure First Aid supplies are up to the required level and do spot checks on first aid kits to ensure supplies are being maintained.
Assist/oversee the delivery of Lockdown Drills, Earthquake Drills or other emergency drills.	Be an active member in the delivery of Lockdown, Earthquake Drills across our campuses. This includes evacuation chair drills.
Record the minutes at any emergency meeting including arranging meeting etc.	Ensure minutes reflect the meeting outcomes and are circulated in a timely manner

Key Performance Indicator 5 – Monitoring and Reporting

Ensure the effective monitoring and continuous improvement of Health and Safety Work practices at UCOL by:

What will I be doing?	How will I know I am doing it well?
Delivering and managing the Internal HSW Audit process.	A schedule of audits for the year are agreed with the H&S Manager and adjusted if priorities change.
Developing, reviewing and maintaining health, safety and wellbeing policies, procedure and other documents ensuring they are kept up to date with current legislation, regulations, codes of practice and best practice.	Review policies and procedures to ensure they reflect the current Acts, Regulations and Standards. Then posted on the H&S internal website.
Preparing Health and Safety reports for various user groups.	On a Monthly/Bi Monthly basis prepare the H&S Management Committee report and UCOL Board Report in draft and validate with H&S Manager.
Collating a range of health and safety data and monitoring trends	Review the H&S electronic management system looking for trends then putting in place a review of our procedures.
As and when required, provide advice and/or present to the UCOL Executive Leadership Team and Board.	Prepare and research material for reports or meetings with Executive Leadership group or Board where applicable in consultation with the H&S Manager.
Assist managers with the development/identification of H&S requirements within faculty programme delivery.	Attending meetings and advise on H&S matters

Key Performance Indicator 6 – Wellbeing Initiatives and Worker Participation

Support the H&S Manager in ensuring that wellbeing initiatives are delivered, communicated across campus and the staff have an opportunity to contribute or be involved.

What will I be doing?	How will I know I am doing it well?
Assist with the development and implementation of the UCOL Health and Wellbeing Programmes.	Assist and oversee the delivery of various wellbeing programmes across all campuses i.e. vaccinations programmes and Work Place Assessments (WPA)
Provide support and guidance to managers on positive Return to Work Practices.	Oversee and complete the RTW programme for any staff returning to the workplace. This includes working with ACC and other providers.
Provide advice to managers and staff on wellbeing support services.	Understand and be conversant with all of the wellbeing programmes and support ensuring they are delivered within the allocated timeframes.
Form a close working relationship with Student Success so joint wellbeing initiatives can be delivered for students on our campuses.	Form a good working relationship with Student Success so staff wellbeing programmes can be applicable merge with student wellbeing programmes.
Administer and contribute to the Health and Safety Management Committee meetings	Organise all aspects of H&S Management Committee meeting including room books, invites, minutes and presentation of incident data
Administer and contribute to the Health and Safety Representatives meetings.	Organise all aspects of H&S Representatives meetings including room books, invites, minutes presentation and additional training for group
Encourage active participation of staff and other members of the UCOL community in the delivery of Health, Safety and Wellbeing.	Attend other meetings and do presentations around the HSWA and other areas of H&S

Key Performance Indicator 7 – Training and Professional Development.

What will I be doing?	How will I know I am doing it well?
Ensuring the Health and Safety staff inductions are delivered in a timely manner and entered into the H&S system	Carry out staff inductions for new staff within 1-2 weeks of commencement.
Develop and manage H&S training requirements which support management and staff in areas like First Aid training and revalidation, Evacuation Chair training, EM trainings etc.	Oversee and manage the training of First Aiders across UCOL and their revalidation. This includes evacuation chair training and other H&S managed training.
Be part of the developing and managing of HSW training resources which support management and staff	Assist in the development of programmes that will upskill staff knowledge in the management of H&S.
Ensure the online contractors H&S inductions are kept up to date	Ensure contractors are entered in our system and that they have received the required H&S induction prior to commencement of work on site.

Participate in staff development opportunities as negotiated with the Health and Safety Manager	Identify and attend staff development opportunities to increase knowledge and expertise.
Ensure that you keep up to date with Act and Legislative requirements.	Increase your knowledge by keeping up with the Act/Regulations etc. and reflect these changes in various reporting requirements.

To be successful we need to work as a team, so the responsibilities set out in this job description are not exhaustive. As a result, after mutual agreement, we may require you to undertake other reasonable tasks as required, which are within the ability of the jobholder.

Core Competencies – compressed version

Tangata Tiriti – how we embrace culture.

- **Engagement** - establish and maintain effective professional relationships focussed on the learning and wellbeing of our ākonga and staff, demonstrate commitment to ongoing professional learning and development of personal professional practice by engaging in He Kākano Rua (UCOL's Cultural Competency Framework).
- **Enlightenment** - continue to develop understanding of Te Tiriti o Waitangi / the Treaty of Waitangi and continue to develop knowledge of Tikanga Māori and the appropriate usage and accurate pronunciation of Te Reo Māori.
- **Empowerment** – demonstrate commitment to bicultural partnership in Aotearoa New Zealand, works effectively within the bicultural context of UCOL.

Please note, the list below is a condensed version of the behaviours and practices; for descriptors of each behaviours, please refer to 'Staff Competencies' on our website or the Teams Portal.

Professional behaviours – how we behave at work.

- Dependable/compliant
- Resilience
- Flexibility
- Risk Conscious/ Zero Harm Attitude
- Self-Insight
- High Emotional Intelligence
- Shows initiative
- Ethics and integrity
- Personal responsibility

Work practice – how we achieve results.

- Achievement
- Mental Power
- Critical Thinking
- Logical Reasoning
- Numerical Reasoning
- Results focus
- Digital competence / IT literacy
 - Information
 - Communication
 - Innovative
 - Safety
 - Problem-solving

Relationships – how we work together.

- Communication
- Verbal Reasoning
- Teamwork
- Negotiation/ Conflict management
- Building relationships
- Strategic agility
- Values diversity
- Collaboration
- Keeps student focus

Technical Specialists Competencies

- **Strategic Agility** - takes a big-picture, long-term view when planning and anticipating potential impacts on the business. Weighs up options and implications, identifies strategies and plans (long and short term), and is comfortable with managed risks.
- **Implementation** - is reliable, detail-focused, proactive and meticulous. Follows through on plans to ensure they are carried out accordingly. Implement appropriate controls to ensure compliance with established processes.
- **Customer focus** – exceeds customer expectations and fulfils obligations to others. Adheres to agreed customer service practices and standards.
- **Autonomy/ Mental power** - is fully accountable for meeting allocated objectives. Establishes milestones and has a significant role in the planning and allocation of responsibilities. Is fully accountable for meeting allocated technical and/or project/ supervisory objectives.
- **Flexibility** – has a desire to learn more and is able to learn new information and skills quickly. Is able to apply learnt information to new problems. Quick to pick up technical concepts. Is prepared to adapt practices and skills to meet the changing needs of the organisation.
- **Influence** - influences organisation, customers, suppliers, partners and peers through specialist skills and experience. Understands the relationship between own role and wider customer/organisational requirements. Builds appropriate and effective business relationships. Makes decisions which impact the success of assigned projects i.e. results, deadlines and budget.
- **Complexity** - performs an extensive range and variety of complex technical and/or professional work activities. Undertakes work which requires the application of fundamental principles in a wide and often unpredictable range of contexts.
- **Business skills** - advises on the available standards, methods, tools and applications relevant to own specialist area and can make appropriate choices from alternatives. Analyses requirements, advises on scope and options for continuous operational improvement. Assesses and evaluates risk. Communicates effectively, both formally and informally. Facilitates collaboration between stakeholders who have diverse objectives. Takes initiative to keep skills up to date. Demonstrates creativity and innovation in applying solutions for the benefit of the customer/stakeholder. Analyses, designs, plans, executes and evaluates work to time, cost and quality targets. Takes account of relevant legislation. Maintain a level of currency regarding emerging technologies and how they might be applied to support business outcomes. Takes customer requirements into account when making proposals. Maintains an awareness of developments in the industry.

Qualifications and/or Skills

- EBOSH Diploma in Occupational Safety and Health, or Occupational Health & Safety Management, essential.
- A qualification in Health and Safety Auditing or Quality Management Systems Auditing would be advantageous.
- Minimum 5 years' experience in health and safety sector and in a similar role.

Personal Characteristics/Attributes

- Effective Communication skills, both written and verbal
- Effective time management skills and ability to meet deadlines
- Pro-active attitude
- Strong commitment to Health and Safety philosophies
- Ability to motivate, persuade and gain commitment from managers and staff

Other Requirements

- Must have full driver's licence
- Must be full COVID-19 Vaccinated
- Pre-employment Criminal Convictions Check
- Clean from the influences of drugs and alcohol in the workplace at all times
- A member of NZISM or NZSC – or be willing to become a member and meet membership requirements, including professional development requirements.

We aim for a “can-do!” attitude where we help one another and UCOL. For that reason, you will need to be open to reasonable changes in your duties and responsibilities and this job profile being updated from time to time, after mutual agreement, as we adapt to change and keep striving to deliver all that we can for our students.