

## Position Description

<b>Position title:</b>	H&S Coordinator
<b>Support Function:</b>	Corporate Services
<b>Reports to:</b>	H&S Lead
<b>Last review date:</b>	November 2019

*"In the first 1000 days we make the difference of a lifetime"*

## Plunket Strategy

The Plunket Strategy 2016-2021 is focused on making a difference for New Zealand children and whānau in their first 1000 days of life. To achieve this vision, we aim to be a cohesive and great national organisation grounded in evidence and best practice, with the needs of New Zealand families and whānau at the very centre of everything we do.

## Overview of People Services

Our functional teams at Plunket's Support Office contribute to achieving this strategy by providing customer-centric services, which help Plunket to: better understand and measure its performance; strengthen stakeholder relationships; secure and diversify revenue sources; manage and leverage its resources; collect and use information to inform decisions; and to attract, develop and retain our paid and unpaid people.

Our People Services function helps unlock our people's potential by providing great people expertise and thought leadership; inspiring and role modelling change and transformation. We do this by:

- supporting our people to be the best they can be in their work
- helping our leaders make important people-related decisions with confidence and credibility; and
- helping grow and develop Plunket People.

## Purpose of position

The purpose of the Health and Safety Coordinator is to support Plunket's commitment to providing a healthy and safe working environment for all employees, contractors, volunteers and visitors to the workplace.

This position is responsible for ensuring we maintain a healthy and safe work environment as indicated by acceptable industry practices and in compliance with legislative requirements by supporting the development, deployment and continuous improvement of the organisation's health and safety management system.

## Dimensions of the position

<b>Responsible to:</b>	<b>H&amp;S Lead</b>
<b>Responsible for:</b>	<b>Nil</b>

<b>Delegations:</b>	The position's full delegations are set out in the Schedule of Delegations and may be amended from time to time.
<b>Functional relationships:</b>	<i>To follow are the main positions that this role will coordinate with; they are not meant or intended to be exhaustive, exclusive or limiting:</i>
<b>Internal:</b>	Operating Area Health and Safety Committees; Regional Health and Safety Committees National Health and Safety Committee Executive Leadership Team, and Managers; Health and Safety Representatives; People Services team Property team Health and Safety Lead Risk and Assurance Committee
<b>External:</b>	ACC Unions Specialist health and safety service providers WorkSafe New Zealand

## Key accountabilities

(Some will be unique to the position; others will be common across the organisation and level within the organisation.)

### Business as Usual

- Assist in entering incident reports into HRIS and analysing H&S information and preparing H&S reports for the Plunket Board, Executive Leadership Team, People Leaders, and H&S Committees
- Contribute to assessing the level of compliance of the implemented health and safety management system
- Maintain oversight of regional events and incident reports and work with the Health and Safety Lead to undertake periodic root cause analyses to inform the effectiveness of control plans adopted to manage critical hazards and risks;
- Assist with preparation of specific reports or content for the Health and Safety Lead (as directed) in support of Duty-holder Reviews, Serious Harm reporting and ACC information requests;
- Participate in and work closely with Operating Area and Regional Health and Safety Committees and employee/union representatives to enable worker participation in health and safety.
- Provide secretariat support for the Chair of National H&S Committee
- Provide occupational safety and health advice, assistance and support to managers and employees that is accurate, complete and timely;
- Work with wider organisational stakeholders to provide a joined-up and integrated health and safety management system;
- Work with managers to facilitate the implementation of health and safety strategic objectives and embedding the health and safety management system.
- Participate in the annual review of the Organisational Hazard / H&S Risk Register in conjunction with key stakeholders and interested parties and Operating Area Health and Safety Committees.
- Assist managers and supervisors with hazard identification/ risk assessments and providing suggestions for possible mitigation strategies;
- Participate in incident investigations for high consequence incidents (as directed) and share lessons learned from these events;

- Help deliver health and well-being initiatives and training programmes with assistance from preferred health, safety and wellness providers;
- Assist the Health and Safety Lead to maintain current subject matter content to support the health and safety management system (includes policies, procedures, guidelines, instructions and forms);
- Provide health and safety performance information and statistics as required.
- Improve the health and safety outcomes for employees and contractors through the promotion of forums that foster engagement and participation by managers, employees and contractors in health and safety improvement initiatives;
- Maintain representation at professional body meetings (e.g. NZISM) and conferences as necessary to remain current in health and safety practices;
- Stay abreast of legislative and regulatory changes in health and safety.

#### **Leadership**

- Demonstrate organisational leadership by being a positive agent of change, actively embracing One Plunket principles and role modelling the desired culture and ways of working
- Participate as People Services representative on working groups and projects as appropriate
- Work across the People Services team, contributing to the team goals and assisting others to meet the teams goals

#### **Relationship Management**

- Able to have difficult conversations, and challenging thinking and behaviours in a respectful manner so as to get the right outcome for the organisation, while also maintaining the relationship
- Partner with other members of People Services, and the wider Corporate Services team to ensure frameworks, policies and tools are seamlessly integrated into other key organisation processes
- Build and maintain a wide range of connections, both internal and external, and looks for opportunities to facilitate connections between others
- Quickly establish credibility and working relationships to be an effective coach of managers
- Work as an active member of cross functional teams to bring their expertise and experience to organisational problems, and thus develop long term solutions that are outcomes focused
- Seek feedback about the service they provide and self-reflect on ways to improve

#### **Health & Safety**

- Manage own personal health and safety, and take appropriate action to deal with workplace hazards, accidents and incidents
- Ensure own and others' safety at all times and observe health and safety practices in all workplace activities
- Understand the responsibility individuals and their manager play in health and safety; training is up-to-date and can demonstrate actions in an emergency situation that are specific to the workplace and are designed to keep individual safe
- Comply with relevant safety legislation, policies, procedures, safe systems of work and event reporting
- Identify and reports all incidents, accidents, and near misses in accordance with policy

#### **Position description and scope of duties**

The job holder is expected to perform such other duties as can reasonably be regarded as incidental to the position description, and such other duties reasonably within their experience and capabilities as may be from time to time assigned following consultation.

Once appointed a programme of work will be developed with the appointee that will set out the specific tasks and time frames to achieve the key deliverables for this position. Progress will be monitored through Plunket's Performance and development programmes.

## Person Specification

### Knowledge, Skills and Experience (including Technical Competencies)

- A relevant tertiary qualification and/or equivalent experience in the workplace health and safety field
- Working knowledge and understanding of health and safety legislation and regulations
- Knowledge of health and safety systems and processes, and proven ability to apply this knowledge pragmatically within an organisational context taking account of operational requirements
- Planning and organising skills including experience in applying project management tools and methodologies to support effective delivery of project outcomes
- Ability to quickly establish and build strong working relationships and develop trust and credibility with managers and staff and stakeholders outside of the organisation
- Ability to coach and mentor others and to share knowledge and expertise in a way that builds overall capability in health and safety management
- Ability to exercise judgement in problem solving
- Effective communication skills including report writing
- Experience in identifying information to assess health, safety and wellness hazards and risks and making assessments based on these hazards and risks to translate these into tangible action plans
- Experience in the effective management of health and safety incidents
- Demonstrated experience in auditing and reporting activities in relation to health and safety activities performed by managers and staff – ensuring they meet required standards and inform improvement plans
- Experience in the interpretation of health, safety and wellness policies and the provision of professional advice and guidance
- Understanding of specific H&S risks associated with the primary health sector
- Ability to travel to Plunket workplaces and sites

### Competencies

#### ACE-Ability

Plunket's behavioural competency model is made up of three dimensions of personal behaviour - Connection to Plunket, Adaptability and Emotional Maturity.

#### Adaptability

##### Thinking

- Is comfortable with complexity - understands alternative worldviews
- Can see beyond face value to identify new, sustainable opportunities
- Keeps perspective and is pragmatic and solutions focused
- Able to accept and work with ambiguity and change

**Interpersonal**

- Is committed and capable of expanding professional/social networks
- Is strong enough to confront and deal with difficult people/issues
- A self-starter who can support and motivate key managers and staff

**Connection to Plunket's Direction**

- Has a high level of energy and commitment to achieving Plunket's vision
- Has a broad range of engagement
- Is committed to adapting and improving their own practice
- Is committed to growing the business and developing relationships

**Emotional Maturity**

- Is non-reactive and objective and maintains a high level of integrity
- Understands the degree of influence in their role
- Understands own limitations