



## ARO TŪRANGA Position Description

A wānanga provided in section 162(4)(b)(iv) of the Education Act 1989, is characterised by “teaching and research that maintains, advances and disseminates knowledge and develops intellectual independence, and assists the application of knowledge regarding āhuatanga Māori (Māori tradition) according to tikanga Māori (Māori custom)”.

<b>Tūranga</b> Position	<b>Advisor – Environment, Safety and Wellness</b>	
<b>Uepū / Wāhanga</b> Department	<b>Kiriwhanake / Te Marupainga (Environment, Safety &amp; Wellness)</b>	
<b>Takiwā / Rohe</b> District	<b>Te Puna Mātauranga</b>	
<b>Wāhi Mahi</b> Location	<b>(4) Te Ihu, Te Waenga, Te Kei and Te Puna Mātauranga</b>	
<b>Whakatau ki</b> Reports to	<b>SME Environment, Safety &amp; Wellness</b>	
<b>Māka Pūtea</b> Salary Grade	<b>AL7</b>	
<b>Māngai Pūtea</b> Financial Delegation	<b>None</b>	
<b>Wā Roanga</b> Tenure	<b>Permanent</b>	
<b>Ngā Rōpu Whaihua</b> Functional Relationships	<u>Internal</u> <ul style="list-style-type: none"> <li>• H&amp;S Representatives</li> <li>• Te Kōmiti Marupainga</li> <li>• Takiwā Leaders</li> <li>• Takiwā Kaimahi</li> <li>• Taurira</li> </ul>	<u>External</u> <ul style="list-style-type: none"> <li>• Contractors</li> <li>• Service Providers</li> <li>• Worksafe NZ</li> <li>• ACC</li> <li>• Safe Tree &amp; FISC</li> <li>• Maritime NZ</li> <li>• Water Safety NZ</li> <li>• EAP Provider</li> </ul>

### **Pūtake Tūranga - Role Purpose**

*The Business Partner- ESW will collaborate with the Takiwā Leaders to define, align and embed Te Wānanga o Aotearoa (TWOA) Te Marupainga Health and Safety Strategy and ensure the achievement of Takiwā H&S plans and goals.*

*The Business Partner- ESW also coaches and advises Takiwā Leaders, kaimahi, contractors and taurira on the implementation of the TWOA Health and Safety Management Systems (HSMS) framework.*

*Ensures that actions and decisions are carried out in alignment with Health and Safety legislative requirements and best practice, TWOA organisational policies, and in accordance with TWOA Kaupapa Māori values.*

Key Performance Indicators	Success Factors
<b>Leadership</b> <ul style="list-style-type: none"> <li>Embed a culture of participation and engagement in H&amp;S within the area of responsibility.</li> </ul>	<ul style="list-style-type: none"> <li>H&amp;S is a standard item on agenda meetings</li> <li>80% compliance with HS&amp;W procedures and policies</li> </ul>
<b>Planning</b> <ul style="list-style-type: none"> <li>Contribute to the annual business planning process</li> <li>Implement the plan within the area of responsibility</li> </ul>	<ul style="list-style-type: none"> <li>Continuous improvement initiatives are submitted to the Lead Te Marupainga with the monthly report</li> <li>Deliverables and due dates for the business plan are achieved</li> </ul>
<b>Measuring performance</b> <ul style="list-style-type: none"> <li>Monitor and report on H&amp;S activity</li> </ul>	<ul style="list-style-type: none"> <li>High-risk qualifications are identified and managed with a mitigation strategy</li> <li>Monthly reports for H&amp;S activity are fully completed and submitted by the due date</li> <li>Appear at Kōmiti Marupainga to provide contextual information</li> </ul>
<b>Critical Risk</b> <ul style="list-style-type: none"> <li>Identify and control critical risks</li> <li>Develop Control Plans</li> <li>Complete Gap Analysis</li> </ul>	<ul style="list-style-type: none"> <li>All critical risks are identified, evaluated and prioritised.</li> <li>80% compliance with policy TM04 Critical Risk Management Procedure</li> </ul>
<b>Incident Management</b> <ul style="list-style-type: none"> <li>Ensure incidents are reported by kaimahi</li> <li>Investigate incidents that occur at TWoA sites or whilst kaimahi are on TWoA business</li> <li>Provide advice to line manager on initiatives for improvement</li> </ul>	<ul style="list-style-type: none"> <li>80% compliance with policy TM05 Incident Management Procedure</li> </ul>
<b>HS&amp;W Assurance</b> <ul style="list-style-type: none"> <li>Complete assurance checks and external audits and assurance</li> <li>Report and communicate assurance activities</li> </ul>	<ul style="list-style-type: none"> <li>80% compliance with policy TM06 Assurance of Te Marupainga Procedure</li> <li>Checks and external audits are completed according to the scope</li> </ul>
<b>Injury Management</b> <ul style="list-style-type: none"> <li>Intervene in the recovery process of kaimahi to facilitate successful return to work</li> </ul>	<ul style="list-style-type: none"> <li>80% compliance with policy TM07 Injury Management Procedures</li> <li>Documentation requires are submitted to internal and external stakeholders within 1 week</li> <li>Relevant HS8 documentation is submitted to payroll on a weekly basis</li> </ul>
<b>Engagement</b> <ul style="list-style-type: none"> <li>Ensure that kaimahi are actively involved in H&amp;S activity and understand their role and roles of others in H&amp;S</li> </ul>	<ul style="list-style-type: none"> <li>80% compliance with policy TM08 Engagement, Participation and Representation</li> </ul>
<b>Hazard Management</b> <ul style="list-style-type: none"> <li>Identify and mitigate hazards at TWoA facilities</li> <li>Update the Hazard Register as hazards are identified</li> </ul>	<ul style="list-style-type: none"> <li>80% compliance with TM09 Facilities-Based Hazard Management</li> <li>All hazards are identified and rated</li> <li>Controls are implemented and reviewed for effectiveness</li> </ul>
<b>Contractor Management</b> <ul style="list-style-type: none"> <li>Assess and monitor contractors suitability</li> <li>Induct contractors on to sites</li> </ul>	<ul style="list-style-type: none"> <li>80% compliance with policy TM10 Contractor Service Provider procedure</li> <li>Health and Safety documentation is fully completed for every contractor on a site</li> <li>Annual review of contractors and their status is completed</li> </ul>

<b>Third Party Management</b> <ul style="list-style-type: none"> <li>• Ensure third parties understand TWoA's H&amp;S policies and procedures</li> <li>• Ensure third parties understand their own responsibilities whilst on TWoA property</li> </ul>	<ul style="list-style-type: none"> <li>• 80% compliance with policy TM11 Third Party Management Procedure</li> </ul>
<b>Manuhiri</b> <ul style="list-style-type: none"> <li>• Raise awareness of, and monitor TM12 policy</li> </ul>	<ul style="list-style-type: none"> <li>• 80% compliance with TM12 Manuhiri &amp; Tamariki On-site Procedure</li> </ul>
<b>Safe Work &amp; Activities</b> <ul style="list-style-type: none"> <li>• Train kaimahi on how to respond to events</li> <li>• Complete Health and Safety inductions</li> </ul>	<ul style="list-style-type: none"> <li>• 80% of kaimahi have been trained on the policy</li> <li>• 80% compliance with TM13 Safe Work and Activities Procedure</li> <li>• Kaimahi have received an induction within 2 days for commencing employment</li> <li>• All external contractors have an approved <i>Permit to Work</i></li> <li>• Off-site activities comply with the critical risk procedure</li> </ul>
<b>Training &amp; Capability</b> <ul style="list-style-type: none"> <li>• Ensure all kamahi who have specific Health and Safety responsibilities understand them and can act appropriately.</li> </ul>	<ul style="list-style-type: none"> <li>• 80% compliance with TM14 Training and Capability Procedure.</li> <li>• Kaiako understand the health and safety requirements related to the qualification that they are delivering.</li> </ul>
<b>Emergencies</b> <ul style="list-style-type: none"> <li>• Maintain training and equipment to respond to emergency situations</li> </ul>	<ul style="list-style-type: none"> <li>• 80% compliance with TM15 Emergency Preparedness Procedure</li> </ul>
<b>Drug &amp; Alcohol</b> <ul style="list-style-type: none"> <li>• Provide guidance to managers and kaimahi on the effect of alcohol and or drugs in the workplace</li> <li>• Arrange for testing as deemed appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• 80% compliance with TM16 Drug and alcohol procedure</li> </ul>
<b>Other Duties</b> <ul style="list-style-type: none"> <li>• Undertake any additional duties as required by management</li> </ul>	<ul style="list-style-type: none"> <li>• Positive engagement in activities that contribute to the overall functionality and operation of Te Wānanga o Aotearoa</li> </ul>

*The employee shall be required to exercise all their skills and knowledge in the achievement of the position objectives and to follow any current or future procedures and policies related to achieving the objectives.*

*The responsibilities and expectations outlined in this position description may alter as business needs change. In addition specific objectives and outcomes will be agreed to with the kaimahi's manager on an annual basis at performance review.*

## Person Specification:

<p><b><u>Qualifications and Experience</u></b></p>	<p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Graduate Diploma in Occupational Health &amp; Safety</li> <li>• Full NZ Drivers Licence (Clean- Class 1)</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Proven experience in operating within the Health &amp; Safety at Work Act 2015.</li> <li>• Extensive experience in implementing health, safety and wellness programmes in complex and challenging environments.</li> </ul> <p><b>Āhuatanga Māori:</b></p> <ul style="list-style-type: none"> <li>• Engages in cultural activities and has a sound understanding of āhuatanga Māori (values, culture and tikanga)</li> <li>• Able to understand and converse in te reo Māori (TARM level 4 or equivalent qualification)</li> <li>• Prepared to increase knowledge, understanding and everyday use of te reo and āhuatanga Māori and support other kaimahi in the same endeavour</li> <li>• Understands and is an advocate for using Te Wānanga o Aotearoa values in the workplace</li> </ul>
<p><b><u>Technical Skills</u></b></p> <p>Are the specialised skills and abilities required for a particular role</p>	<ul style="list-style-type: none"> <li>• Proven knowledge and management of high risk and notifiable work under HSWA e.g., <ul style="list-style-type: none"> <li>- Notifiable work(s)</li> <li>- Hot work</li> <li>- Work at height</li> <li>- Mobile crane / EWP</li> <li>- Excavation</li> <li>- Confined space</li> </ul> </li> <li>• Intermediate user knowledge of Microsoft Office Suite of applications</li> <li>• Proven knowledge of ACC legislation, procedures and processes</li> </ul>
<p><b><u>Behavioural Skills and Attributes</u></b></p> <p>Behavioural Competencies are the role specific behaviours and attitudes required by kaimahi (staff) to be successful in their roles</p>	<p><b>Relationship Management</b> Proactively develops and maintains effective internal and external relationships to facilitate the achievement of work goals.</p> <p><b>Building Trust</b> Develops, maintains and strengthens partnerships with others inside and/or outside the organisation who can provide information, assistance and support. Identifies and communicates shared interests and goals.</p> <p><b>Business Acumen</b> Understands the business; uses knowledge of the organisation and external markets to identify potential risks, threats and opportunities – demonstrates sound business sense.</p> <p><b>Expertise</b> Has the underlying knowledge and skills necessary to perform a particular type or level of work activity. Typically reflects career-long experience in the job or occupational area.</p> <p><b>Law and Government</b> Obtains, understands and applies job related legislation appropriately for individuals and the organisation.</p> <p><b>Problem Solving</b> Uses a combination of logic, analysis, experience, wisdom and advanced methods to make sound and timely decisions, and to solve problems. Solves difficult problems and creates effective solutions.</p>