

## POSITION DESCRIPTION

### GENERAL MANAGER SAFETY & WELLBEING

**Company:** HW Richardson Group  
**Location:** Invercargill  
**Responsible to:** General Manager People & Engagement

**Responsible for:** This role leads the safety and wellbeing function to ensure that all areas of safety and wellbeing risk are being effectively managed across the Group. They will champion a positive safety culture within HW Richardson Group (HWR) companies and support and influence continuous improvement in health and safety performance to ensure our staff are safe and well.

The role will report directly to the General Manager People & Engagement

**Date:** December 2019  
**Direct Reports:** One – Safety Advisor – Systems and Risk

**Purpose:** To promote support and advice on all health, safety and wellbeing activities within the Group to ensure that risks are controlled and a positive safety culture is facilitated. This role champions continuous improvement with an aim of zero harm and a healthy and “well” workforce.

### KEY RESPONSIBILITIES

**1. Health and Safety Leadership** – to develop and implement initiatives to provide support and direction to General Managers. To champion and role model leadership in this function

Demonstrated by:

- Developing and executing the HWR Health and Safety Strategy
- Providing leadership, direction and support to the General Managers of all HWR companies to promote best practice and continuous improvement in all areas of health and safety
- Ensuring all managers have clear goals and targets for achievement within their respective positions and hold them fully accountable for delivery of those objectives to ensure the company’s health and safety objectives are met
- Supporting the development of individual company health and safety strategies

- Supporting all personnel in management or supervisory positions to ensure a strong commitment to health and safety in the workplace
- Develop and maintain effective relationships within HWR and key stakeholders
- Promoting a positive and professional image of HWR at all times
- Maintaining a strong understanding of future thinking, trends and innovation

## **2. Health & Safety Culture – to develop and role model a positive safety culture within the Group.**

Demonstrated by:

- Identifying the areas of greatest risk within the business and collaborating with managers and staff to reduce the risk of harm, encouraging ownership of health and safety at all levels of the business
- Ensuring all companies within the Group apply a ‘just culture’ to health and safety compliance and that appropriate people are held accountable where necessary
- Assisting all HWR companies to implement harm prevention initiatives. These include (but are not limited to) near miss reporting, safety tours and safe behaviour observations
- Holding all managers accountable for visibly and actively promoting health and safety within the workplace
- Role modelling, championing and participating in safety initiatives
- Supporting the development and championing the SHARP safety brand for HWR
- Encouraging and enforcing standards of acceptable behaviour throughout the workforce
- Project managing the deployment of major safety initiatives and projects
- Appropriately influencing health and safety initiatives and project outcomes by providing a communications link between stakeholders

## **3. Health Safety & Environmental Systems – to implement, manage and follow the Health Safety & Environmental system within the Group.**

Demonstrated by:

- Implementing and using systems to manage the health and safety performance of HWR businesses, ensuring they are easily understood and well utilised by all staff
- Preparing annual targets and objectives in consultation with company managers
- Utilising lead and lag indicators to demonstrate safety performance
- Providing regular accurate reporting of health and safety performance to HWR management and board
- Ensuring all serious incidents are thoroughly investigated and result in appropriate actions which are widely communicated
- Ensuring effective methodologies are deployed to develop the root cause of incidents and H&S issues and problems
- Maintaining legislative compliance with Health & Safety at Work Act 2015
- Ensure Emergency Plans are in place and regular tests of the plans occur
- Managing and maintaining appropriate systems to ensure HWR maintains ACC Partnership Programme certification
- Implementing and managing the effective return to work for injured and ill staff utilising individual rehabilitation plans and management of ACC claims within requirements of legislation and creating best practice rehabilitation to Group staff
- Implementing and using systems to ensure compliance of all HWR companies with relevant environmental laws and standards
- Establishing and maintaining appropriate monitoring and reporting to verify environmental compliance
- Promoting and supporting initiatives to improve sustainability, minimise waste and reduce energy consumption

**4. Health and Safety Training** – to coordinate, source and facilitate health and safety training within the group.

Demonstrated by:

- Co-ordinating, providing or facilitating appropriate training to ensure all employees have the skills to work safely and to manage all risks to themselves and others
- Identifying gaps in the health and safety knowledge of employees and providing appropriate training
- Ensuring all staff receive regular up-skilling in health and safety knowledge
- Focusing on increasing skills and knowledge in implementing a positive safety culture

**5. Wellbeing** – to develop implement and support wellbeing initiatives and activities within the Group to encourage staff to be healthy and well.

Demonstrated by:

- Designing, promoting and implementing wellbeing activities and initiatives
- Understanding and keeping up to date with latest wellbeing research and designing programmes in line with this thinking
- Role modelling participation in wellbeing activities and initiatives
- Reporting on implementation and outcomes of wellbeing initiatives and activities

**6. Communication** – to effectively communicate and engage with HWR employees and clients.

Demonstrated by:

- Identifying effective ways to engage with all HWR employees and regularly communicating health and safety information
- Providing resources and collateral to managers for use when discussing health and safety with staff
- Providing timely and relevant feedback on health and safety issues to all affected staff
- Attending all HWR Group Management meetings as required to support and provide input for Health Safety and Wellbeing matters
- Establishing and maintaining good communication and cooperative relationships with management colleagues within the businesses and the wider Group companies and stakeholders
- Maintaining strong communication channels within Business Units and stakeholders (including clients)

**7. Other Tasks** – to complete any other assignments, projects or responsibilities delegated or assigned.

Demonstrated by:

- Ensuring all other tasks, projects, assignments or responsibilities delegated or assigned by the General Manager People & Engagement or CEO are followed up, completed accurately, professionally and in a timely manner

## AUTHORITIES

<b>Financial:</b>	Authority to approve all budgeted expenditure
<b>People:</b>	Hiring and performance management of staff within Group policies and procedures.

### Internal Relationships

Who	Nature of relationship
HWR Managing Director	Provide advice, report on safety performance and propose strategic direction in health and safety. Agree key safety objectives and new initiatives.
HWR Board of Directors	Provide relevant information in support of due diligence obligations of Board, coach safety leadership, report on safety performance and risk.
HWR General Managers	Provide advice on health and safety matters. Collaborate on safety leadership for individual operational divisions within HWR.
HWR Company and Branch Managers	Provide advice, direction and coaching in Health and Safety matters.
Direct reports	Provide leadership and support including following Performance Leadership procedures.
All HWR Staff	Role model best behaviour, encourage engagement and act on safety feedback.

### External Relationships

Who	Nature of relationship
Service Providers	Manage supply agreements for services including occupational counselling, injury claims management, health checks, drug and alcohol testing and health and safety systems.
ACC	Management and maintenance of ACC Partnership Programme.
Training Providers	Coordination of Health and Safety Training for HWR employees and consultancy/development work with new H&S initiatives.
Related Industry Safety Professionals	Networking and collaboration in development of best practice processes, benchmarking performance and coordinating joint regional safety initiatives, including Business Leaders H&S Forum.

### The way we do things

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The following values are known by all employees

- We do it the safe way
- Customers are our focus
- We work as a team
- Everyone's contribution is valued
- We make new things happen
- We take responsibility for getting things done

### Competencies

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#### 1/ Core Competencies

Competency	Definition
Analysis and Problem Solving	- Secures relevant information and identifies key issues and relationships from a base of information.

	<ul style="list-style-type: none"> <li>- Commits to an action, after developing alternative options, which takes into consideration resources, constraints and organisation values.</li> </ul>
Communication	<ul style="list-style-type: none"> <li>- Expresses ideas effectively in a variety of individual and group situations.</li> <li>- Expresses ideas clearly in documents, and adjusts language and terminology to the needs of the audience.</li> <li>- Has the ability to deal with people from all levels of the business.</li> </ul>
Interpersonal Skills	<ul style="list-style-type: none"> <li>- Ability to build relationships with a wide range of stakeholders</li> <li>- Makes a consistent effort to encourage trust and cooperation, and frequently takes a leading role in fostering a positive and productive team spirit and in discouraging gossip</li> <li>- Always has a positive outlook and pleasant manner</li> <li>- Values diversity, accepts others</li> <li>- Stimulates teamwork and good attitude in others</li> </ul>
Delegation of Authority and Responsibility	<ul style="list-style-type: none"> <li>- Allocates decision making authority and task responsibilities to appropriate subordinates, utilising subordinate's time, skills and potential effectively.</li> </ul>
Developing Others/Maximising Performance	<ul style="list-style-type: none"> <li>- Establishes performance and personal development goals, coaches towards improved performance, and provides training and evaluation of performance.</li> </ul>
Strategic/Visionary Leadership	<ul style="list-style-type: none"> <li>- Creates and achieves a desired future state (vision) through helping others see, and believe how things can be different, and reinforcing positive progress towards those goals.</li> <li>- Adopts a self-starting approach, creating new opportunities and taking action to achieve goals beyond what is required</li> </ul>
Teamwork/ Collaboration	<ul style="list-style-type: none"> <li>- Works effectively with work group to accomplish organizational goals.</li> <li>- Takes actions that respect the needs and contributions of others.</li> </ul>
Tolerance for Stress	<ul style="list-style-type: none"> <li>- Maintains stable performance under time pressure and/or opposition.</li> <li>- Relieves stress in a manner that is acceptable to self, others and the organisation.</li> </ul>

## Qualifications

- Tertiary qualified, and/or a minimum of 7 years' experience in a health and safety role in a similar or comparable industry.
- Suitable health and safety qualification is desired.

## Experience

- Health and Safety experience in a similar or comparable industry.
- Proven track record of implementing and influencing a positive safety culture
- Proven experience in "hands on" role
- Experience in managing and developing teams to achieve improved efficiency and quality of services.
- Experience working with Regulatory bodies
- Strong interpersonal skills and the ability to build relationships with a wide range of stakeholders
- Strong knowledge of H&S system and software best practices and methodologies

## PERSONAL ATTRIBUTES

- Highly self motivated and directed, with keen attention to detail
- People person with a passion for keeping people safe
- Strong analytical, conceptual and problem solving abilities
- Ability to effectively prioritise and execute tasks in a high pressure environment
- Ability to present ideas in business friendly and user friendly language
- Experience working in a team oriented, collaborative environment

**Agreed by:**

\_\_\_\_\_ (Job holder's signature)

\_\_\_\_\_ (General Manager People & Engagement's signature)

\_\_\_\_\_ Date