

KO TAKU REO

Deaf Education New Zealand

Job Description / Performance Agreement

NAME:

POSITION: Health, Safety & Wellbeing Advisor

TENURE: Permanent Part-time 0.6FTE

RESPONSIBLE TO: Health, Safety & Wellbeing Lead

DIRECT REPORTS: N/A

DIMENSIONS OF RESPONSIBILITY: Health, Safety & Wellbeing Advisor Dimensions
Professional Conduct
Professional Relationships and Values

DESCRIPTION:

The Health, Safety & Wellbeing is responsible for providing Health, Safety & Wellbeing advice and administration across the organisation. The role will also provide cover for colleagues and provide the employee the opportunity for professional growth.

SIGNED _____
Health, Safety & Wellbeing Advisor

DATE _____

SIGNED _____
Health, Safety & Wellbeing Lead

DATE _____

DIMENSIONS OF RESPONSIBILITY

Dimension One – Health and Safety Advisor

The Health, Safety & Wellbeing Advisor assists in the provision of Health, Safety & Wellbeing support, advice and associated administration, to internal stakeholders, ensuring external stakeholders have high quality positive interactions with the organisation.

Criteria	Key Tasks/Indicators
H&S Committee (interpreters are booked for 7 x 1.5-hour meetings)	<ul style="list-style-type: none"> • In conjunction with Senior Health Safety & Wellbeing Lead, coordinate H&S committee requirements. • Co-create & circulate agenda. • Educate and implement various HS&W strategies. • Take minutes, circulate. • Manage actions and ongoing meeting requirements.
Emergency Preparedness & training	<ul style="list-style-type: none"> • Collaborate with Property and Assets to create and gain approval of FENZ Evacuation schemes (5 sites) • Collate Evacuation schemes & other emergency plans information for all other sites. • Create & maintain register of Trial evacuations, emergency training and other related activity for all sites. • Create & maintain training register
Policies & procedures	<ul style="list-style-type: none"> • Review all Health, Safety & Wellbeing policies, Standard Operating Procedures • Communicate review & assurance requirements to all involved parties. • Create plain English summaries of policies, standard operating procedures in consultation with DHH & Comms staff. • Arrange translation of this to be published on Kelvan.
Christchurch/Auckland Property issues	<ul style="list-style-type: none"> • Support HR, and Property with managing any Christchurch/Auckland Metro property issues, and/or provisions where there are risks present. • Support the contractor management process with Health and Safety.

	<ul style="list-style-type: none"> • Assist with any risks that arise in relation to Kelston marae property/usage needs where required.
Health, Safety & Wellbeing advice, support and administration	<ul style="list-style-type: none"> • In conjunction with the Health, Safety & Wellbeing Lead, provide operational Health, Safety & Wellbeing support, co-ordination and/or advice to ensure the organisational needs are met and provide input into the Health, Safety & Wellbeing month end report. • Collate responses for Board & SLT reporting • Conduct incident investigations as directed by the Health, Safety & Wellbeing Lead • Actively support the organisation's hazard identification, risk assessment, and injury prevention initiatives, ensuring alignment with company policies, procedures, and relevant New Zealand health and safety legislation • Assist in gathering and analysing data related to reported incidents and hazards. Identify trends and contribute to the development and implementation of effective corrective and preventive actions. • Assist in maintaining an up-to-date and accurate hazard register to ensure ongoing risk mitigation.
HSW training and coaching	<ul style="list-style-type: none"> • Manage the documentation of staff health and safety training • Train and educate staff in the use of risk management tools, systems and processes. • Support with the development and delivery of training programmes.

Dimension Two – Professional Conduct

The Health, Safety & Wellbeing Advisor is professional, working in alignment with the strategic direction and in a manner that improves outcomes.

Criteria	Key Tasks/Indicators
Professional conduct is present throughout the organisation, creating a culture that is based on integrity and respect.	<ul style="list-style-type: none">• Builds trusting relationships through active listening, caring for others, and demonstrating personal integrity.• Conducts themselves with exemplary practice and is a role model to others.• Manages the delicate balance between supporting and challenging others.• Encourages and participates in professional conversations that help to share expertise and strategies.• Is open and responsive to professional conversations and feedback.
All departments, teams and individuals within the organisation support the strategic direction to align practice with the best interests of learners, staff and the community.	<ul style="list-style-type: none">• Supports and models behaviours in a way that articulates, supports and furthers the organisation's mission, vision and strategic direction.• Works with the HR Team to ensure tasks and deliverables align with the strategic direction of the organisation.• Works collaboratively with colleagues to embed the strategic direction into all areas of the organisation.• Assists in reviewing how personal and departmental practice aligns with the mission, vision, and strategic direction, suggesting improvements and implementing change.
Competence in relation to change management is evident throughout the organisation.	<ul style="list-style-type: none">• Adopts a philosophy that recognises the importance of ongoing innovation and change.• Assists in change implementation that is focussed on a smooth transition to lead to the adoption of new practices.• Contributes within areas of speciality to ensure that change is informed by best practice and communicated effectively.• Understands that change on a large scale invariably needs a team approach to leadership.

	<ul style="list-style-type: none"> • Shows ability to competently communicate the rationale for any change. • Monitors the impact of the change and adjusts when needed.
A proactive approach to problem solving is adopted by all, as they take steps to work through problems to create solutions.	<ul style="list-style-type: none"> • Explicitly checks own assumptions. • Relates the problem to the wider vision and values of the organisation. • Actively seeks the interpretations of others. • Anticipates obstacles and how they could be overcome. • Identifies and reports any risk to appropriate people in a timely manner.

Dimension Three – Professional Relationships And Values

The Health, Safety & Wellbeing Advisor engages in appropriate professional relationships and demonstrates commitment to professional values.

Criteria	Key Tasks/Indicators
Professional and effective relationships are established throughout the organisation.	<ul style="list-style-type: none"> • Engages in ethical, respectful, positive, and collaborative professional relationships with: <ul style="list-style-type: none"> • Ākonga • Colleagues, support staff and other professionals • Whānau and other carers of ākonga • Agencies, external stakeholders, groups, and individuals in the community • Has a team-focused ethic and contributes to the corporate life of the organisation. • Fosters a climate of trust, modelling collegiality by working in partnership with other staff. • Transparently relays relevant information to other staff in a clear and concise manner as needed. • Represents the organisation and participates as a member of internal and external committees and organisations.

<p>There is commitment to promoting the emotional, mental, and physical wellbeing of all persons within Ko Taku Reo Deaf Education New Zealand.</p>	<ul style="list-style-type: none"> • Promotes inclusivity throughout the organisation, ensuring all employees and learners feel they belong. • Takes all reasonable steps to provide and maintain an environment that is physically, socially, culturally, and emotionally safe. • Takes all reasonable and practical steps to ensure the health and safety of self and others. • Complies with any reasonable health and safety instruction, policy or procedure and ensure that all hazards, risks, and incidents are reported according to protocol. • Participates in any required emergency response or exercises to ensure that essential services can be maintained.
<p>There is respect and commitment to all heritages, languages, and cultures within Ko Taku Reo Deaf Education New Zealand.</p>	<ul style="list-style-type: none"> • Takes responsibility for growing their own confidence in culturally responsible practice. • Acknowledges and respects the languages, heritages, and cultures of all. • Demonstrates commitment to the bicultural partnership in Aotearoa and a commitment to understanding of Te Tiriti o Waitangi. • Develops understanding and use of tikanga and te reo Māori. • Has a good understanding (or is committed to developing an understanding) of Deaf Culture. • Is committed to improving the use of NZSL throughout the organisation. • Appreciates, respects, and affirms others and works effectively with all to create a positive and collaborative culture.
<p>Staff are committed to ongoing learning, engaging in both formal and informal professional learning and development in their professional practice.</p>	<ul style="list-style-type: none"> • Commits to developing personal skills in the use of NZSL. • Engages in the appraisal process for self, ensuring a regular cycle for review, ensuring documentation is complete, self-reflection is engaged, and that there is progress towards and/or achievement of performance indicators. • Identifies professional learning goals in consultation with colleagues. • Identifies and initiates learning opportunities to advance personal professional knowledge and skills.

	<ul style="list-style-type: none"> • Participates responsibly in professional learning opportunities within the learning community.
Any additional tasks and/or responsibilities are completed, as requested by the Executive Assistant.	<ul style="list-style-type: none"> • Ensures all tasks are completed efficiently and to a high standard. • Is professional in their appearance and manner, positively representing themselves and the organisation to ensure positive perceptions from the internal and external community. • Performs additional duties in an efficient manner, to the required standard and within a negotiated timeframe.

Qualifications

Tertiary qualification or certificate in Health and Safety is necessary

Professional Competencies

- Experience and expertise in HR, Health, Safety & Wellbeing Advisor, co-ordination and/or administration of Health & Safety.
- Well-developed and current working knowledge of New Zealand health and safety legislation.
- Proficient in NZSL (or a willingness to learn)
- Highly developed interpersonal, relationship and diplomacy skills.
- Demonstrated ability to work with colleagues to resolve issues and meet agreed outcomes.
- Ability to build rapport with and communicate with people from different cultures, backgrounds, and ages.
- Effectively negotiates mutual expectations and builds rapport in key relationships.
- Demonstrated ability to work with Information and Communications technologies (ICT) including the Microsoft Office 365 Suite, Google Suite and video conferencing platforms.
- Skill in organisation and time management
- Excellent interpersonal skills, and diplomacy
- Excellent communication skills
- Ability to anticipate problems and to be proactive in problem solving.
- Ability to work well under pressure.

Personal Attributes

- Demonstrates and embodies the organisation's guiding principles of 'Grow, Excel, Choose and Belong'.
- Is motivated to be part of the development of a world leading service for Deaf and Hard of Hearing learners and whānau.
- Demonstrates principles of equity and access in action
- Optimises quality and efficiency in work.
- Respects diversity
- Is self-motivated and self-directed, taking personal accountability for work.
- Understands personal strengths and limitations.
- Is innovative and creative.
- Is friendly, positive, and approachable.
- Demonstrates initiative, energy, and vitality.