



# Rangitoto College

## Health & Safety/EOTC Manager

### OVERVIEW

Rangitoto College seeks to appoint a person responsible for the provision of strong and strategic Health and Safety (H&S) and Education Outside of the Classroom (EOTC) leadership, support and guidance to ensure statutory obligations are met, but with a view towards achieving best practice. They will be required to apply their knowledge and expertise to develop and continually improve risk assessment strategies relating activities outside of the classroom and to a diverse range of hazards across the School.

### CORE COMPETENCIES

1. Demonstrated ability to provide high level advice
2. Demonstrated ability to conceptualise, develop and implement hazard control methodologies and legal compliance strategies relating to H&S and EOTC.
3. Excellent written and oral communication skills
4. Excellent negotiation and problem solving skills
5. Outstanding interpersonal and team skills coupled with an ability to work independently and appropriately address sensitive and complex issues
6. Demonstrated ability to articulate, set and achieve targets and a proven ability to effect change

### BEHAVIOURS

1. Professional development - Engage in discovering, integrating, applying and disseminating the knowledge and professional skills necessary to be successful. Promote collegiality and actively pursue development experiences to improve personal impact.
2. Stakeholder service - Ensure that the service provided is a driving force behind decisions and activities; crafts and/or implement service practices that meet the needs of the School, including a safe and healthy environment.
3. School awareness - Display an understanding of the context in which the School operates and how the School works to successfully achieve results.
4. Personal attributes - Display integrity, professionalism, adaptability and courage, accurately perceiving and interpreting own and others' emotions and behaviours in the context of the situation to effectively manage one's own responses, reactions and relationships.
5. Interpersonal effectiveness - Communicate with clarity, using constructive interpersonal behaviours and interactions to influence others, resolves conflict and inspires cooperation and achievement.
6. Relationship building - Establish and maintain effective working relationships with stakeholders inside and outside the School using an appropriate interpersonal style.
7. Planning and organising - Establish courses of action for self/and others to ensure that work is completed efficiently, while building/contributing to successful outcomes.

8. Results delivery - Set high objectives for personal/group accomplishment; use measurement methods to monitor progress toward goals; tenaciously work to meet or exceed goals managing resources responsibly; seek continuous improvements.
9. Decision making - Identify and understand issues, problems, and opportunities; compare data from different sources to draw conclusions and use effective approaches for choosing a course of action or developing appropriate solutions; take action that is consistent with available facts, constraints, and probable consequences.

## REPORTS TO

The Principal

## FUNCTIONAL RELATIONSHIPS

Principal

Senior Leadership Team

Health and Safety Committee

Executive Committee

Heads of Department

Sports Department

Property and Grounds Team

## KEY ACCOUNTABILITIES

| ACCOUNTABILITY                     | RESULTS/STANDARDS EXPECTED                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| <b>Leadership &amp; Commitment</b> | <p>Lead the development of School H&amp;S &amp; EOTC strategies and internal policy, standards, processes, procedures and guidance via effective consultation processes.</p> <p>Have a pivotal role in the promotion, collaboration and maintenance of a healthy and safe working environment.</p> <p>Develop strategic action plans, with targets for improvement, and lead projects to ensure improvements in H&amp;S &amp; EOTC through operational support to Heads of Department.</p> <p>Provide strategic and operational support to Heads of Department in the management of health and safety, risk management and the effective implementation of the necessary control measures.</p> <p>Use delegated executive authority to take prompt action with respect to unsafe conditions or equipment, including prohibition of activity or use where appropriate.</p> |
| <b>Health &amp; Safety</b>         | <p>Ensure the smooth translation and consistency of implementation of School policy and standards for health and safety (including Lab Manager) into operational best practice, by the development of local strategies/plans and the continuous improvement of the H&amp;S management system including contractor and visitor management.</p> <p>Provide support to HOD's and staff in the identification, assessment and selection of measures to manage and control hazards and risks associated with their areas, building the health and safety management system.</p>                                                                                                                                                                                                                                                                                                |

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|                                        | <p>Develop and maintain the centralisation of all H&amp;S documentation including Regulatory Compliance (inspections, certifications, licence renewals), Hazard Registers, Near Miss and Accident reporting, Emergency Drills, and First Aid. Identify, develop and provide high quality H&amp;S training courses and seminars for staff and students as required, provide oversight of delivery (e.g. external providers), monitor and audit the recording of training, and schedule refresher training.</p> <p>Develop H&amp;S information resources and provide advice to, and respond to information requests from staff, students and visitors.</p> <p>Perform reactive incident, accident and near miss investigations, of significant hazards, to establish root cause and make recommendations for appropriate action to prevent recurrence. Review and analyse incident trends and work with HOD's to develop interventions to mitigate their impact.</p> <p>Conduct audits and regular inspections to check that safe working practices are properly implemented.</p> <p>Attend H&amp;S Committee and Executive Team meetings and reporting as required.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Education Outside the Classroom</b> | <p>Ensure EOTC meets Ministry of Education EOTC Guidelines and is aligned with the school's values and curriculum and is integrated into the school programme. Check for ongoing compliance to new and changing legislation, standards, codes of practice, good practice guidelines and similar, ensuring Rangitoto College has a strong safety culture.</p> <p>Review, evaluate, and update EOTC Safety Management Plan annually and report performance to the school board and principal.</p> <p>Review Standard Operating Procedures and Emergency Response Guidelines annually against current good practice and communicate changes to the staff. Develop an EOTC Annual Safety Improvement Plan.</p> <p>Ensure that risk assessments are undertaken across all activities and reviewed on a regular basis (and annually) to identify trends or patterns that need addressing and ensure reviews of significant EOTC activities are completed in a timely fashion.</p> <p>Ensure competency (skills, knowledge, and experience) and suitability (to work with young people) of staff involved in EOTC activities is checked and meets good practice.</p> <p>Ensure that all staff perform relevant safety tasks and complete safety processes (for example, activity planning, risk identification, incident reporting).</p> <p>Ensure all incidents and/or near misses are accurately recorded, reported, and properly investigated and emergency response systems and plans are in place and practised regularly so everyone is prepared to respond to potential emergency situations.</p> <p>Ensure roles and responsibilities of all persons involved and the procedures to be followed are clarified, understood, and accepted.</p> <p>Ensure communication devices are available, and a communications plan is in place.</p> <p>Ensure Child Protection and Privacy policies are enacted, including any required safety checking and/or police vetting.</p> <p>Ensure all external providers used for EOTC meet good practice criteria. If they are providing an adventure activity (as defined by the Health and Safety at Work</p> |

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|                                 | <p>(Adventure Activities Regulations 2016) they are a registered adventure activity provider.</p> <p>Organise staff EOTC training, induction, and associated professional learning to ensure that Staff have an appropriate understanding of the EOTC Safety Management Plan, processes, and requirements, and regularly and promptly communicate safety updates.</p> <p>Maintain EOTC training and competency register.</p> <p>Organise the delivery and tracking of First Aid professional development and verification and carry out facility and equipment checks as needed.</p> <p>Ensure any deviation from EOTC policy or procedures in the planning and/or approval process, is clearly documented as to the reasons for it, and how it is being managed and reported to the principal/school board.</p> <p>Cancel an EOTC activity if an identified risk or hazard cannot be adequately controlled.</p> |
| <b>Specialist Advice</b>        | <p>Provide expert advice on H&amp;S matters to enable, as far as possible, Departments to resolve problems with their own resources and planning.</p> <p>Provide expert advice on EOTC matters to ensure all activities are conducted safely.</p> <p>Keep up to date with new legislation and maintain a working knowledge of all H&amp;S and EOTC legislation and any developments that affect the School.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Building Hire</b>            | <p>Oversee “out of hours” hire of buildings ensuring all administration and H&amp;S requirements are met.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Quality Relationships</b>    | <p>Develop strong networks and connections with outside agencies and institutions.</p> <p>Develop strong, positive relationships with students, staff and parents.</p> <p>Promote a strong sense of community (whanaungatanga) with whānau and colleagues.</p> <p>Be approachable and responsive to staff, students and families.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Financial Responsibility</b> | <p>Follow school administration systems for financial planning, information and recordkeeping.</p> <p>Work within allocated budgets.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Other Delegations</b>        | <p>Undertake other delegations and duties as negotiated with the Principal.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

## REMUNERATION

**35 to 40 hours per week, 52 weeks.**

**Support Staff in Schools Collective Grade 6**