

# Health, Safety & Wellbeing Partner

## Horopaki | Context

Kaunihera Taiao ki Waitaha | Canterbury Regional Council, also known as Environment Canterbury, is the Regional Council for the largest region in Aotearoa/New Zealand, covering an area of 44,500 square kilometres, with a population of approximately 700,000.

As a regional council, we are responsible for managing natural resources including air, soil, water and land. We work in partnership with mana whenua Ngāi Tahu to protect the health of our environment to ensure a sustainable and prosperous future for our region.

The region's evolving environmental and political context means we will continue to be agile and adaptive, as we respond to regulatory and environmental changes.

Our mahi (work) is organised around the delivery of our three core services:

- Environmental Regulation and Protection
- Community Preparedness and Response to Hazards
- Public Transport

We are guided by our strategic drivers (pou):

- Putting the community and our customers at the heart of everything we do
- Growing our relationship with mana whenua into a true partnership
- Maturing our governance model and understanding of our political environment
- Removing pain for our people (and customers) by improving our systems and processes.

Our mahi is also underpinned by our values:

- Kaitiakitanga (stewardship)
- Pononga (integrity)
- Manaakitanga (people first)
- Whanaungatanga (collaboration)
- Māiatanga (can do).

## Aronga | Purpose

The purpose of this role is:

- To provide support to the General Manager, Health, Safety and Wellbeing (HSW), the Executive Leadership Team and wider Environment Canterbury to champion and support the effective health, safety and wellbeing system and culture across the Council.
- To partner with the business to contribute to the health, safety & wellbeing direction, work plans, policy, training and advice.

## Ngā Haepapa | Accountabilities

- Champion the health safety and wellbeing culture and behaviour change initiatives and continuous improvement across the organisation including supporting the safety capability of people leaders and teams across Environment Canterbury.
- Contribute to, the reviews of the Health and Safety Wellbeing Management Plan, wellbeing strategies and collaborate with the Health, Safety and Wellbeing team to amend these as required.
- Contribute to updates related to policy procedures and the critical risk programme
- Support information sharing and impart knowledge with the wider HSW team, people leaders and teams as required
- Provide advice/input into the identification and management of risks that are known or identified as emerging risks.
- Collaborate on the review of policies, Standard Operating Procedure's / Job Safety Analysis templates
- Complete reviews with the focus of continuous improvement for the document control programme for HSW.
- Integrate risk management throughout all operational activities and embed as business as usual.
- Ensure that risk, incident, assurance and reporting are completed in an accurate and timely manner (to support a strong organisational reporting culture).
- Contribute to the proactive monitoring, site visits and risk assessments and supporting the implementation of recommendations alongside the teams, recognising that they are the experts in their fields.
- Provide advice, support and apply technical knowledge with regards to Health, Safety and Wellbeing matters to internal and external stakeholders.
- Support continuous improvement and build the safety capability of people leaders and teams across Environment Canterbury.
- Participate in the development of organisational health safety and wellbeing training
- Deliver HSW related training
- Support proactive assurance and reporting at site level.
- Support incident reporting and investigations as required.
- Champion the Health Safety and Wellbeing Representatives across the organisation and ensure they are kept informed.
- Make recommendations of various activities and initiatives for the HSWR's to participate in, so that they can be successful in their roles.

## Toitū Te Tiriti | Treaty Partner Excellence

- Deliver outcomes that underpin and give effect to achieving Ngāi Tahu cultural and environmental aspirations, including but not limited to, mahinga kai and revitalisation programmes.
- Connect with our Ngāi Tahu partner to ensure understanding of Ngāi Tahu aspirations and priorities so that there is genuine input and contribution, which can be considered in mahi programme development and prioritisation.
- Demonstrate openness and courageousness in approaching issues and in co-design of processes and systems, supporting thought leadership that can give effect to the progression of the partnership.
- Contribute toward our effective, strong and valued relationship with all Papatipu Rūnanga within Waitaha/Canterbury and Te Rūnanga o Ngāi Tahu, to demonstrate our commitment to recognise and provide for the kaitiaki/responsibility Ngāi Tahu has for the natural environment. This will include sharing of knowledge and information, creating opportunities for increased participation in decision-making processes, effective engagement and development of existing working relationships.
- Support the organisation's cultural capability journey, leading by example and identifying clear priorities, expectations, and development opportunities for individual capability; planning and aligning work to support organisational cultural capability across all aspects of delivery.

## Hauora me te Marutau | Health Safety and Wellbeing

The health, safety and wellbeing of our kaimahi and community is a priority for the Council, and we proactively implement robust health and safety practices. To meet our legal obligations you must:

- Understand the health and safety and risk obligations that rest with this position, and care for your own health, safety and wellbeing and that of others you may interact with.
- Ensure awareness of, and compliance with, legislative and operational standards, policies and guidelines, including the Council's code of conduct.
- Maintain an enquiring mind, undertake your own due diligence, and apply your knowledge of best practice to ensure a detailed understanding of any risks associated with this position.
- Ensure that relevant certifications are maintained, if applicable.

## Hononga ā-Mahi | Working Relationships

### Kai rō Kaunihera | Within the organisation

- Accountable to the General Manager Health, Safety and Wellbeing to deliver on agreed outcomes.

- Collaboratively work and share information with the wider Health, Safety and Wellbeing team.
- Work closely with colleagues in wider People and Safety team, especially with People and Capability Business Partners, People and Capability Advisors and payroll team members on matters relating to health, safety and wellbeing.
- Working in synergy with risk and assurance team to ensure consistency and adaptability of processes across the organisation in risk management, assurance, and physical security.
- Maintain close relationships throughout the organisation to progress the HSW strategy

## Kai waho i te Kaunihera | Outside the organisation

- Contribute toward our effective, strong and valued relationship with all Papatipu Rūnanga within Waitaha /Canterbury and Te Rūnanga o Ngāi Tahu.
- Demonstrate Council's commitment to recognise and provide for the kaitiaki responsibility Ngāi Tahu has for the natural environment. This will include sharing of knowledge and information, creating opportunities for increased participation in decision making processes, effective engagement and development of existing working relationships.

## Ngā Herenga Motuhake | Special Conditions

As a regional council, we have a specific requirement to provide a civil defence function for Waitaha. Kaimahi are required to be available to assist, support or be associated, as reasonably required, with any Civil Defence emergency or any exercise organised in relation to this function.

Additionally, all kaimahi are expected to assist, support and respond, as reasonably required, to any event where the Business Continuity Plan is activated.

## Māngai Whakahaere | Delegations and Authorities

Where specified, this role has delegated authority to make decisions in accordance with Council-approved delegations, and authority for decision making in accordance with policies and guidelines for financial, people management and media-related activities.

Additional specific delegations may be given by the Chief Executive to the Chief People Officer on people and safety matters from time to time.

# Ngā Āheitanga | Capabilities

## Tohu Mātauranga | Qualifications

- A relevant Occupational Health and Safety tertiary qualification or equivalent experience is required.
- A current full class 1 driver's licence with a clean driving record.

## Mātau ā-wheako | Experience

- A minimum of 5 years' experience in a similar role, in a high-risk environment
- Strategic and future thinking, positive, enquiring mindset, ability to work autonomously and deliver quality time framed results
- Sound knowledge of health safety and wellbeing management systems
- Ability and experience in policy development and health and safety documentation
- A practical and pragmatic approach to health safety & wellbeing implementation
- Detailed understanding of legislation and proactive risk management
- Proven ability to influence, mentor and educate across all levels of a complex organisation
- Proven experience in implementing change
- Substantial experience in risk assessment, job safety analysis process and implementation
- Proven experience in influencing and raising the capability of HSR's and teams
- Substantial experience in contractor management including a sound knowledge of overlapping duties
- Exceptional communication skills, both verbal and written
- Strong and confident ability to build relationships across all levels
- Demonstrable experience of driving safety culture within a complex environment
- Experience of internal auditing and ICAM Investigation skills
- Physical security knowledge is advantageous

## Ngā Pūkenga Matatau | Core Competencies

Specific behaviours at the Team Member level sit beneath each of the following organisational competencies.

Customer Focus	Ensuring that the customer perspective is a driving force behind decisions and activities. Initiating and maintaining relationships inside and outside the organisation.
Business Acumen	Using an understanding of the organisation's position to contribute to effective strategies and tactics by using economic, financial and industry information. Thinking from the ratepayers' perspective.
Achieving Outcomes	Translating strategic priorities into operational reality; aligning communication, accountabilities, resources, internal processes and ongoing measurement systems to ensure that strategic priorities yield measurable and sustainable results.
Leading Change	Identifying and driving organisational and cultural changes needed to adapt strategically to changing demands, technology, and internal initiatives; using new approaches to improve results by transforming organisational culture, systems, or services.

Common Purpose	Working towards a compelling view of the future by engaging with the organisation's vision; understanding and aligning to the common purpose.
Building Capability	Attracting, developing, engaging, and retaining talented individuals allowing the organisation to meet current and future organisational challenges. Sharing authority, responsibilities and decision making to enable individuals to stretch their capabilities and accomplish strategic priorities.

The above statements are intended to describe the general nature and level of work being performed; they are not an exhaustive list of all responsibilities, duties and skills required of the position and incumbent. From time to time the incumbent will be required to accept and carry out other duties.

Band / Grade	Position Code	Last Updated
15	EXECPSW.017	Oct 2025

I agree to undertake the responsibilities detailed in this job description:

Ingoa | Name:

Waitohu | Signature:

Rā | Date Signed: