

Team Leader Health Safety and Wellbeing



The Team Leader Health Safety and Wellbeing (HSW) is responsible for managing the day-to-day operational functions of the HSW team. The Team Leader HSW is also responsible for a portfolio, building partnerships with our managers and people to deliver a broad range of HSW functions.

Reports to:	Head of People and Safety
Department:	People and Safety
Group:	People and Culture
Employment Type:	Permanent
Location:	Avalon or Wairakei
Direct reports:	3
Budget:	TBA
Career Path:	Corporate
Job Family:	People and Facilities
Career Step:	9
Date:	October 2024

Position Priorities and Responsibilities

HSW People Leadership

- Effectively manage the performance of the HSW team to deliver timely services to the organisation.
- Support the development and implementation of our HSW strategies and annual work plan.
- Communicate direction and annual business plan priorities to the HSW team, ensuring an understanding of how their work supports GNS strategic priorities and goals.
- Manage and review the performance, development, and remuneration of direct reports.
- Manage any HSW team issues or conflict to ensure prompt and effective resolution.
- Ensure there is a breadth of knowledge and application of skills across the HSW team to ensure continuity of service delivery.
- Encourage and support HSW team members to have a continuous improvement mindset to identify improvement opportunities and use their initiative to develop workable solutions.
- Work with and support the HSW Business Partners to provide high quality leadership of occupational HSW.

- Coach, mentor, and guide HSW team members to ensure excellent customer service and personal growth.
- Support a positive team and department culture and morale.

HSW Partnership

- Establish credibility as a trusted advisor, coach, and influencer to our people to contribute to a culture of continual improvement in HSW at all levels of the organisation.
- Partner with the business to provide appropriate, effective, tactical day-to-day leadership, expertise, information, advice, support, and assistance to our managers and people on all aspects of HSW.
- Oversee the effective functioning of HSW committees.
- Coach and mentor our managers and people on conducting and implementing HSW strategies, such as on-site HSW inductions, toolbox talks and developing HSW plans.
- Coach and mentor our people on understanding PCBU roles and responsibilities when working with contractors, third parties, volunteers, or any other workers.
- Provide and contribute to organisation wide wellbeing and change initiatives.
- Support managers and/or the HR team with active management and rehabilitation of our people returning to work after injury/illness/or in medical incapacity situations.
- Effectively communicate with our people, any change to existing systems arising from developments and changes in HSW legislation and practice.
- Act as a super-user of HSW platforms, tools, and technology.
- Contribute to initiatives to increase organisational HSW engagement and commitment to build an organisational culture that puts people and their safety first.

HSW Responsibilities

- Prepare and/or contribute to manager, ELT, Board, etc. HSW monitoring by preparing reports, presentations, and papers as required.
- Proactively review and input into HSW best practice including strategy, policy, and system development.
- Lead and/or contribute to reviews of policies, procedures and HSW information.
- Lead and/or contribute to projects that drive improved HSW outcomes and culture.
- Ensure policies, procedures, and forms are reviewed, maintained and are accessible to support our HSW management system and GNS strategy.
- Identify and proactively manage risk in relation to HSW practices throughout the organisation, including inter-agency operations where over-lapping duties exist.
- Coordinate and oversee the investigation, reporting, and follow up on all incidents/accidents, including appropriate communication and liaison with regulatory authorities (WorkSafe NZ) if a notifiable injury or illness occurs, and ensure any corrective actions/recommendations are implemented.
- Identify and record any new hazards in the central record of hazards, including assisting the organisation to develop and implement viable solutions.
- Work with our people to ensure all hazards and hazardous situations are investigated and appropriate corrective actions are taken, and our people in the areas of responsibility are involved in the hazard management process.
- Liaise with stakeholders to ensure appropriate HSW procedures are in place.
- Assist in developing accessible and engaging HSW material for the intranet and noticeboards.

- Undertake projects as directed by your manager as and when required.

Health Safety and Wellbeing Training

- Identify HSW training programmes and initiatives, developing tools, materials, and presentations as appropriate.
- Deliver in house training programmes, workshops, or seminars on HSW topics.

Team Work

- Work effectively as a member of the People and Safety Department and HSW team to support and lead other team members and provide coverage of functions.
- Work with and lead other team members to ensure workloads are fairly spread and manageable across the team.
- Work with and lead other team members on projects.
- Support a positive culture and morale in the team and more broadly across the organisation.

Responsibilities of all staff

- Comply with all GNS Science policies and procedures.
- Contribute to making GNS Science a healthy and safe place to work by complying with the responsibilities and accountabilities outlined in the Health and Safety Management System Framework.

The responsibilities of this position will change over time to respond to changing needs. The incumbent will need the flexibility to adapt and develop as the company and its environment evolves.

Key working relationships

Internal:

- HSW team, Head of People and Safety, People Analytics Partner, Executive Leadership Team, Property and Facilities Team, Risk and Assurance Manager, Procurement Team, managers and workers.

External:

- Preferred suppliers, preferred Medical Advisor(s), EAP provider, ACC, Insurance brokers, WorkSafe NZ, union representatives, other CRI managers with similar responsibilities.

Person specification

Skills, knowledge, and attributes

- Excellent level of HSW knowledge, including legislation, with an ability to understand diverse business requirements and tailor services to meet these needs.
- Strong understanding of operational HSW.
- Demonstrated experience in reporting and presenting HSW metrics, information, and insights.
- Demonstrated ability to interact proactively and build effective trusted relationships at all levels, both within and outside the organisation, in the resolution of HSW issues.

- A skilled communicator and excellent interpersonal skills, including investigating, negotiating and problem solving.
- Demonstrated ability to understand the wider business environment and how HSW can effectively contribute to the achievement of strategic and organisational goals.
- An understanding or interest in te ao Māori to promote partnership and understanding.

Experience

Essential:

- Applying own and supporting others in-depth knowledge of HSW systems, legislation, regulations, and processes to a workplace with a diverse and challenging environment.
- Experience working alongside leaders and workers to develop a greater focus on HSW, changing behaviours and guiding ownership in relation to their accountabilities / responsibilities.
- Experience leading a HSW team in a complex environment, or equivalent people management experience.

Qualifications

Essential:

- Tertiary qualification in HSW or equivalent qualification.
- Minimum 5 years work experience in a HSW Business Partner (or similar) position.

Desirable:

- Relevant tertiary qualification in Environmental Health and Safety.

Performance dimensions

At a high level, GNS Science recognises six **performance dimensions**: three relate to technical capability, one relates to leadership (if applicable) and two relate to the way we work. Below are the general expectations that are the minimum standards expected of all staff. There are also expectations that specifically relate to the career step associated with the role; you can find these on GNS Online.

Technical capabilities

Scope, complexity and innovation

- Enduring commitment to maintaining and developing skills and knowledge in area of expertise.
- Both the ability and desire to apply appropriate rigour, principles and practices to deliver quality work in a cost-effective manner.
- Acts in a manner that conveys high personal and professional standards.
- Open to coaching and feedback – incorporates suggestions to find better ways of doing things (to improve own and GNS Science performance).

Contribution to GNS Science / profession

- Establishes and maintains effective and collaborative working relationships – with colleagues and external individuals and groups.
- Both the ability and commitment to work in a culturally responsive and inclusive manner; respecting and valuing the diverse perspectives of individuals and groups.

- Takes an interest in early career colleagues, graduates and students – provides coaching and/or mentoring as appropriate. Supports initiatives to promote science careers.
- Prevents harm to self and others by carrying out duties safely and responsibly.

Delivery of work

- The ability and commitment to deliver pieces of work and projects on time to required quality, cost and benefit parameters.
- The application of appropriate project management rigour, principles and practices to delivering quality projects in a cost-effective manner.

Leadership

- Leads from the front to foster a strong culture of collaboration and innovation and working effectively with other teams to achieve objectives.
- Develops and manages the performance and capability of the team through effective coaching and development initiatives.
- Sustains the capability and capacity of the team through effective planning and talent management.
- Creates an inclusive working environment that values diversity and wellbeing.

Behavioural expectations

Manaakitanga – we do the right thing

Champions a positive working culture. Works and interacts with colleagues, external partners, stakeholders and customers in a way that is consistent with our values:

- We are **CONNECTED** in our purpose; with each other, with partners and stakeholders and with our communities.
- We are **INSPIRED** by our work to explore, challenge, innovate and aim higher.
- We are **EMPOWERED** to be our best – valued for our differences, encouraged to contribute and enabled to grow and develop.

Bicultural commitment

- As a Crown Research Institute, GNS Science is committed to partnering with iwi/hapū and Māori communities and agencies to achieve their science aspirations.
- We do this in a way that is culturally appropriate (**tikanga**) and honours Māori and non-Māori worldviews (**te ao**).

These expectations are intended to support and guide the development of individual staff.