

Health, Safety & Well-being Lead – Role Profile

Kaupapa Purpose

The Health, Safety and Well-being (HSW) Lead will be a champion and enabler for hauora best practice in all our people processes. This strategic intent will require an expert in both HSW standards and frameworks as well as organisational culture development, recognising human behaviour as key to identifying our greatest improvements in HSW policy and practice, and ultimately our safety culture. Importantly, this position will have responsibility for developing a coordinated HSW policy, procedure and reporting framework for Te Pūkenga and throughout the network. This will include completing a robust assessment of the HSW systems, risks and procedures to identify the collective opportunities for improvement.

Waiaro Be

- A strategic champion and coach for best practice safety, recognising hauora as central to our People and Culture (inclusive of HSW) strategy and programme of work
- A confident, values-based leader with a good sense of humour and care and consideration for their and others resilience and well-being
- Highly collaborative and welcoming of diversity of thought and contributions from others, especially to provide for equitable opportunities
- Highly self-motivated and results-focused, with a pragmatic and positive attitude. You will happily work autonomously, confident of your ability to deliver high quality work in an ambiguous and rapidly changing environment with tight deadlines
- Externally focus ensuring oneself is up to date with relevant economic, technological, social, political and environmental issues and opportunities
- Engaged and dedicated to the opportunities of the vocational education reform, together with the commitments sought in the Charter for Te Pūkenga, including Te Pae Tawhiti (Tiriti Excellence Framework)
- Solutions focused with the ability to balance compliance with a pragmatic approach to problem solving
- An effective communicator with the ability to deconstruct and communicate complex problems into practical segments while simultaneously retaining the ability to stand-back and present the 'bigger picture'

Ngā Mahi Do

- Ensure Te Pūkenga implements and adheres to HSW standards and compliance programmes, giving confidence to leadership and Council that Te Pūkenga is meeting both its legal obligations as well as its commitment to the hauora of all kaimahi and learners.
- Deliver an independent assessment of subsidiaries current HSW practice against benchmark standards (such as WorkSafe Safe Plus Assessment) and develop an agreed Improvement Programme to support progress towards best practice HSW for our network.
- Identify what matters are relevant for the Te Pūkenga Council to monitor, advise and even resource for, as required of a governing body.
- Engage with the Network HSW forum encouraging inclusion, collaboration and contribution of our network experts to the Improvement Programme and initiatives. This includes system and capability opportunities.
- Develop a HSW strategy that incorporates the Improvement Programme, Te Pae Tawhiti (Te Tiriti Excellence Framework) initiatives and frameworks, hauora/ wellbeing models, and culture development initiatives that integrate best practice safety cultural leadership
- Identify key reporting frameworks including appropriate leading and lag indicators in the activation of best practice HSW aligned to our safety culture strategy
- Develop and implement governance and organisational policies and procedures

Pūkenga Have

- Proven experience as a leading health, safety and well-being champion
- Strong relationship management skills with other senior leaders and external partners, such as union representatives.
- A passion for learning and development together with a continuous improvement mindset
- An understanding of Te Tiriti o Waitangi principles and Tikanga Māori
- Excellent written and verbal communication skills; able to confidently prepare governance papers and reporting
- Solid organisational skills including attention to detail and multi-tasking skills
- A positive, can-do, “roll-up the sleeves” attitude.