



## POSITION DESCRIPTION

**Job Title: Health and Safety Advisor**

**Department: Corporate Services**

**Location: Regionally Based**

**Reports to: Health and Safety Manager**

### PURPOSE OF POSITION

The Health and Safety Advisor is part of the Health and Safety Team and is responsible for developing, promoting and supporting Seeka's commitment to providing a safe and healthy working environment for all employees, contractors, customers and visitors. Reporting to the Health and Safety Manager they will be based regionally and involved in implementing and supporting Seeka's Safety and Health policies with a specific responsibility for Safety Always within Seeka.

More specifically the Health and Safety Advisor will be responsible for;

- Ensuring Seeka maintains a healthy and safe work environment
- Regionally based safety leadership that enables Seeka towards a shared vision and commitment to Safety Always
- Support Seeka's to improve performance in getting all our people home safely every day through analysis, reporting and advice to promote excellence and continuous improvement of the health and safety systems
- Close and supportive relationships with the managers and employees ensuring best practice health and safety management is championed and prioritised.
- Enabling the success of regional employees in safety always through the provision of coaching, training, support and information.

The Health and Safety Advisor role will be successful through engaging, coaching and supporting Seeka's people to take ownership and accountability of Health and Safety.

### FUNCTIONAL RELATIONSHIPS

Internal	External
Managers Employees Compliance Team People and Culture Team	Worksafe ACC

### RESOURCE MANAGEMENT

Financial Authorities	Staff Authorities
Nil	Direct Reports: Nil Indirect reports: Nil Responsible for coaching and training of others

## KEY RESPONSIBILITIES (*Seeka's Brand Attributes frame our performance delivery*)

<b>SAFETY ALWAYS</b> <ul style="list-style-type: none"> <li>Complete regular site inspections of health and safety hazards in the work place, provide support to implement any required make changes to improve working conditions.</li> <li>Coordinate Alcohol and other drug testing.</li> <li>Assist with development and implementation of Seeka's health and safety plan, identification of risk management and hazard identification.</li> </ul>	<b>MEASURES</b> <ul style="list-style-type: none"> <li>Health and safety operating procedures are recorded, reviewed and monitored.</li> <li>Vault data accuracy and reporting accuracy is achieved.</li> <li>Reports provided on time to the Health and Safety Manager, safety committees and Operational Managers</li> <li>Traffic Management Plans are current and adhered through regular review.</li> <li>Safety metrics demonstrate continually improvement in the safety of people in the region of responsibility</li> </ul>
<b>FOUNDED ON RELATIONSHIPS</b> <ul style="list-style-type: none"> <li>Contribute to the management of key relationships with external stakeholders, including but not limited to Worksafe and ACC.</li> <li>Support both managers and employees in injury management and ACC return to work programmes</li> <li>Proactively role model and champion Safety Always with all stakeholders.</li> </ul>	<b>MEASURES</b> <ul style="list-style-type: none"> <li>All ACC and Worksafe incidents are managed in accordance with best practice.</li> <li>ACC recommendations are actioned where appropriate, including preventative actions.</li> <li>The annual safety plan is reviewed and implemented in alignment with the direction from the Health and Safety Manager.</li> <li>The safety advisor is considered part of the regional team through inclusion</li> </ul>
<b>QUALITY OBSESSION</b> <ul style="list-style-type: none"> <li>Monitor and analyse accident and incident reporting.</li> <li>Manage or assist with incident investigation</li> <li>Ensure that Seeka's health and safety software system is fit for purpose, master data is accurate, reporting completed Seeka employees are trained, through being a system champion.</li> </ul>	<b>MEASURES</b> <ul style="list-style-type: none"> <li>Lead indicator reporting enables process improvements.</li> <li>Corrective actions are completed accurately and on time</li> <li>Reports are followed up and corrective actions are tracked.</li> </ul>
<b>INSPIRATIONAL PEOPLE</b> <ul style="list-style-type: none"> <li>Actively promote and role model Safety Always and associated behaviours to all Seeka employees.</li> <li>Provide coaching and delivery training on safety development and initiative as required to lift knowledge and capability in Safety Always in the region of responsibility. Including but not limited to the reporting of incidents including near misses.</li> <li>Support and facilitate the regular meeting and operations on health and safety, developing the capability of regionally based employees and manager to take personal ownership for safety always.</li> </ul>	<b>MEASURES</b> <ul style="list-style-type: none"> <li>Feedback and observation determines that the personal ownership of safety within the region is active and continually improving.</li> <li>Incident reporting procedures are followed and completed accurately and on time.</li> <li>Regional employees take personal ownership of their own safety and the safety of others and are actively and willingly involved in safety initiatives</li> <li>Safety leadership is demonstrated by regional employees outside and independent of the safety team.</li> </ul>

<ul style="list-style-type: none"> <li>• Coach and engage to build capacity and competence of key employees to drive continuous improvement in Seeka's safety performance.</li> <li>• Actively identify success in Safety Always and promote this within region of responsibility and share back with the wider safety team so that learning and success can be leveraged</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>
<b>INDEPENDANTLY INGENIOUS</b> <ul style="list-style-type: none"> <li>• Promote continuous improvement through the use of the health and safety systems and tools.</li> <li>• Contribute to the development of a risk management framework to align with legislation, regulations, standards and good practice requirements from industry, national and international sources.</li> <li>• Assist sites with emergency evacuation procedure development and update as required.</li> </ul>	<b>MEASURES</b> <ul style="list-style-type: none"> <li>• Analysis of health and safety related information is completed and provides information that enables decision making</li> <li>• Regular reports are prepared for use by the Health and Safety Manager, safety committees or external stakeholders.</li> <li>• Regional management and employees are well informed on health and safety matters</li> </ul>

*The above Key Responsibilities are provided as a guide only. You are expected in your role to undertake any and all reasonable and lawful instructions and / or delegated tasks given by your manager, or someone in a position authorised to give such instruction.*

## PERSON SPECIFICATION

### Essential

#### QUALIFICATIONS & EXPERIENCE

- Level 4+ Health and Safety Qualification
- 3 + years' experience in management / supervision, ideally in safety or production role
- Workplace Drug and Alcohol Testing Certified

### Desirable

- Kiwifruit industry experience or primary / manufacturing industry
- Vault : Intermediate
- Microsoft Office : Intermediate

#### SKILLS KNOWLEDGE & ATTRIBUTES

- Legislative Knowledge: Understanding of Health & Safety Legislation to an advanced level
- Leadership/Influencing others: Can articulate a common vision and provide others with a sense of direction. Able to persuade, convince, influence or impress in order to gain support or to have a specific impact on others.
- Strong verbal and interpersonal skills: Able to communicate clearly and effectively and at the appropriate level with various types of people. Able to actively engage and influence all levels of staff.
- Organised/time management/prioritisation: Able to take an organised approach to all tasks in order to prioritise them according to the demands of the business.
- Problem solving skills: Identifies the root causes and breaks the problem down into the key issues. Grasps new concepts and can see the problem in relation to the bigger picture. Generates multiple explanations and solutions.
- Self-motivated/Self-managed/Self-starter: Has an underlying propensity for continuous improvement. Is self-driven, self-motivated and enthusiastic.

*From time to time it may be necessary to consider changes in the job description in response to the changing nature of the work environment; including but not limited to technological requirements or statutory changes. Such change may be initiated as necessary by the manager of this position. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle.*

## SIGNED IN AGREEMENT

By signing this document, I have read, and agree to the requirements of the role as outlined in the position description above.

\_\_\_\_\_ Date:

**Signed in agreement by the employee**

\_\_\_\_\_ Date:

**Signed on behalf of Seeka Ltd**