

Position Description

Role Overview	
Position Title:	Health and Safety Manager
Reports To:	GM People & Culture
Location:	Christchurch
Date:	April 2021

Why Enable?

As a locally owned business, we aim to reflect the wider diverse community that we serve. At Enable, inclusion and diversity are at the centre of what we do, and one of our four core values is to ‘Show the Love’. It determines the way we think, who we employ and how we work together and with our community. We encourage our people to bring their authentic selves to work, creating a safe, inclusive and innovative environment for our people and our customers.

Enable would be nothing without the passion our people have for the work we do. We believe in empowering our team and giving them the tools, they need to ‘Smash Boundaries’ and create new outcomes that delight our customers. So, why would you want to become an Enable person? We’re working on some great initiatives for our community, but we also look after our people too.

Enable is a living wage employer and offers a benefits package including a fibre broadband allowance, wellbeing and sustainability allowance and an extra day off per year to attend volunteer days, for your birthday or just to relax! We believe our people do their best work where, when and how it suits them, so our flexible working arrangements are as flexible as they can get.

Alongside our owners, the Christchurch City Council, we are committed to being net carbon neutral in our operations by 2030. We also want to operate our business in a sustainable way so future generations can continue to thrive. Our office is rated a green star 5 and we’re investing in smarter tools and systems to reduce our waste and resource consumption.

We enjoy every moment that we spend ‘**Connecting our Community with Unlimited Opportunity**’.

Enable Fibre broadband allows people to connect like never before, and here at Enable we don’t just believe in connecting people with the world online – we believe in connecting with the people of our community. We are committed to helping make Christchurch a better place for our community to connect, live, work and do business. We strive to be customer-led, understanding the unique needs of our customers and wider community, ‘keeping it simple and fresh’, and working together to deliver experiences that delight, and build trust – after all, here at Enable we ‘own the experience’.



Purpose of this Role

At Enable, We Care for each other and that is the primary pillar we use within every health and safety activity and decision.

As the Health and Safety Manager you will work in partnership with our contract partners as well as lead, improve and facilitate Enable’s health, safety and wellbeing programme to ensure:

- achievement of an HSW cultural maturity, demonstrated through attitudes and behaviours
- compliance with the Health and Safety at Work Act 2015 and all other relating regulations, codes of practice etc,
- it is fit for purpose to achieve business objectives
- when benchmarked, it meets the requirements for being best practice
- targets are achieved or exceeded

You will play pivotal role in developing, promoting and supporting our health and safety ‘value’ We Care, and safeguarding Enable’s reputation by encouraging a health and safe working environment for all. You will participate and act as an advocate for the wellbeing program.

Key Relationships		
Within Enable:	<ul style="list-style-type: none"> → CEO → Senior Leadership Team → Board Members (when applicable) → All Enable People → Wellbeing team 	
Major External Contacts:	<ul style="list-style-type: none"> → Contract Partners → WorkSafe New Zealand → ACC → Consultants / Advisors to the Board 	
Key Dimensions of Role		
Number of Reports:	→ Nil	
Expenditure Authority:	→ Nil	
Other: (e.g. Sales Revenue / Margin Target / Volume Indicators etc.)	→ Nil	
Decision Making Authority		
Decisions Expected:	<ul style="list-style-type: none"> → Identification and communication of key health and safety issues to be addressed across the business → All incidents and serious harm incidents are thoroughly investigated as per Enable’s procedures. communicate and liaise with regulatory authorities Regional Councils and the Department of Labour in a timely and effective manner. → Identification and management of HSW training programmes where applicable → Visual performance management 	
Recommendations Expected:	→ Establishment of HSW system aligned to legalisation and company requirements	
Key Responsibilities		
Business Outcome:	Key Responsibilities:	KPI:

<p>Partnering and Collaborating with our Contract Partners</p>	<ul style="list-style-type: none"> → Provide support and advice to work in partnership with health and safety professionals of our contract partners (field force team) → Develop strong relationships with our contract partners to ensure open communication and consultation on all health, safety, and wellbeing matters whilst ensuring our legislative obligations are met → Ensure contract partners are following their own documented procedures → Frequent onsite engagement to further develop field health and safety capability → In collaboration with the Operations team, implement and manage the pre-qualification process for new contract partners → Ensure all contractors have been on-boarded as per Enable's process → Coordinate a contract partner audit and site visit schedule → Review all incident investigations provided by contract partners → Review and monitor our contract partners health, safety and wellbeing management systems and their adherence 	<ul style="list-style-type: none"> → All contractors working with Enable have the necessary credentials → HSWMS in place, meeting legislative requirements and Enable expectations
<p>Participate and advocate a health, safety and wellbeing culture, through effective Leadership</p>	<ul style="list-style-type: none"> → Promote and facilitate the implementation of a culture where health, safety and wellbeing is a value → Provide advice and support to Managers and the Board(s) on health, safety and wellbeing issues, ensuring Officers and Managers receive timely advice and support in the interpretation and understanding of the Health and Safety Legislation. → Effective leadership and implementation of health, safety and wellbeing programmes and systems e.g., risk management, incident investigation, near miss reporting, OCP etc → Supports and Attends Wellbeing Ambassadors meetings → Ensure employee engagement and participation by providing appropriate mechanisms to capture feedback, receive information, participate in activities → Acts as an advocate for the Enable health, safety and wellbeing programme and role model the required behaviours. → Train or educate Enable People in the use of, purpose of Enable health, safety and wellbeing policies, procedures and processes → Research best practice in health, safety and wellbeing management and implement across Enable where appropriate → Provide advice and guidance to Enable's Wellbeing Ambassadors → Advocate worker engagement and participation in health, safety and wellbeing programmes 	<ul style="list-style-type: none"> → Health, safety and wellbeing continues to score above 80% in AYT surveys

<p>Enable Health and Safety Management</p>	<ul style="list-style-type: none"> → Assist with the development and implementation of a health and safety plan and system that meets or exceeds all requirements of an independent audit → Provide health and safety advice, assistance and support that is accurate, complete and timely across Enable, implementing robust solutions as required → Ensure that all accidents/incidents/near misses are investigated, root causes determined, and mitigation plans introduced → Oversee statutory authority investigations when appropriate, and assists in the investigation of all notifiable accidents/ incidents as required → Review and implement updates to relevant policies, processes, procedures, strategic plans, frameworks, guidelines, standards etc, effectively communicating as required to: <ul style="list-style-type: none"> ○ ensure the health, safety and wellbeing of Enable People, contractors and visitors to Enable workplaces and sites are not put at risk ○ ensure that the Boards and Senior Managements legislative obligations are met or exceeded. This includes compliance with the Health and Safety at Work Act 2015, associated regulations/legalisation, codes of practice and development from case law → Implement a structure health and safety audit process to review and monitor compliance with Enables Health and Safety management system and relevant legislation → Collaborate with other PCBU's as required → Collaborate and contributes to any relevant forums with our contract partners → In conjunction with the GM People and Culture and COO prepare the annual health, safety and wellbeing plan and budget. 	<ul style="list-style-type: none"> → Achievement against HSW Plan
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<p>Accident and Incident Management</p>	<ul style="list-style-type: none"> → Create an environment that encourages maximum reporting of incidents and near misses → Ensure investigations are carried out for all near misses / incidents / accidents, root causes determined, and corrective actions are implemented to manage future risk. → All serious harm incidents are thoroughly investigated as per company procedures. → Timely liaison with regulatory authorities (WorkSafe) occurs for serious harm accidents. A report is issued to the CEO outlining recommended actions within seven days of the event. → Prepare near miss / incident and accident statistical reports for management monthly in time for the Board meeting. → Regularly analyse near miss / incident and accident reports received and ensure that appropriate injury prevention initiatives are put in place. → Oversee statutory authority investigations where appropriate and assist in the investigation of all notifiable accidents / incidents as required → Work with operational leaders to assist in providing technical advice when completing investigations 	<ul style="list-style-type: none"> → Investigations drive to root cause → Analysis of statistics driving actions/programmes
<p>Hazard and Risk Management</p>	<ul style="list-style-type: none"> → Coordinate with the CFO and CEO to maintain a central register of hazards and risks → Review risk controls in the field for effectiveness → Ensure that all hazards and hazardous situations are investigated, and appropriate corrective actions are taken → Research and provide information to staff and managers regarding workplace hazards 	<ul style="list-style-type: none"> → All hazards and associated risks classified and managed accordingly
<p>Reporting / Data Collation</p>	<ul style="list-style-type: none"> → Monitor and report to Officers, Senior Leaders and people leaders as required on health and safety to meet legislative requirements and minimise risk to Enable → Provide insight and drivers of non-performance suggestion and implementing opportunities for improvement → Implement and manage processes to accurately capture data in order to report and record all accidents, incidents and near misses, investigations and corrective actions etc → All reports are completed in a timely manner with a high degree of accuracy → CEO, COO and GM People and Culture are kept up to date with significant health, safety and wellbeing issues across Enable 	<ul style="list-style-type: none"> → Reports in full and on time
<p>Health, Safety and Wellbeing Education</p>	<ul style="list-style-type: none"> → Provide internal Officer health, safety and wellbeing education and training programmes → Train and mentor Officers and Senior Leadership team for them to meet their obligations to the Act and in their roles as safety leaders → Develop and ensure management of a health and safety training matrix for all positions, including Officers 	<ul style="list-style-type: none"> → Skills matrix in place and adhered to

This position description is not intended to be a complete or limiting description of the functions that may reasonably be requested to undertake.

Key Challenges for the Position	<ul style="list-style-type: none"> → Utilising neuroscience to understand culture and mindset in relation to developing a safety culture of mate ship. → Ensuring relationship with contract partners is one of collaboration and partnership vs monitoring compliance and audits. Providing leadership and coaching rather than an ownership approach to health, safety and wellbeing initiatives → Ensuring our vision of caring for each other is reinforced and demonstrated in everything that we do
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Other Relevant Information

Health, Safety and Wellbeing:	<ul style="list-style-type: none"> → Demonstrate a commitment to continually improving health, safety and wellbeing performance. → Allocate the necessary human and financial resources to achieve strategic goals.
Continuous Improvement:	<ul style="list-style-type: none"> → Seek out ways to continuously improve and own the experience by taking charge and making great happen. → Participate enthusiastically and positively in improvement initiatives.
Statutory / Compliance Responsibilities:	<ul style="list-style-type: none"> → Safeguard Enable from legal/reputation risk by complying with all relevant statutory, regulatory, contractual and legal requirements and standards. → Comply with all of Enable’s requirements and policies including the enforcement of internal controls and delegated authority rules. Know and monitor compliance and advise the CEO and General Counsel on any risk and ensure agreed mitigation plans are in place and actioned.
Leadership:	<ul style="list-style-type: none"> → Lead and motivate the Enable team to ensure optimal performance and the achievement of overall business objectives and business plan. → Create a high-performance focused culture through personal leadership, teamwork and the development of individual accountability for performance. → Foster open and positive culture where our people’s input is encouraged, and differences are resolved constructively. →
Diversity and Inclusion	<ul style="list-style-type: none"> → Foster a culture that embraces diversity, capability, inclusion and trust for Our People and community. → Each one of our Enable People bring with them a diverse set of perspectives, work and life experiences, as well as religious and cultural differences. The power of diversity can only be unleashed, and its benefits reaped when we recognise these differences and respect and value each other irrelevant of our backgrounds. → Challenge your thinking and biases with others who will have different experiences and opinions, in order to drive more robust and collaborative outcomes. → Our Enable People work in diverse teams, making for a safe, inclusive and innovative environment.

Person Specification

Formal Education	<ul style="list-style-type: none"> → Relevant tertiary qualifications in Health and Safety or equivalent in experience in a health and safety role
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<p>Specialist Training and Experience</p>	<ul style="list-style-type: none"> → Demonstrated understanding and application of NZ health and safety legislation → Experience in auditing → Experience in managing health and safety systems, policies and standards → Proven experience in obtaining behavioural participation and engagement in health, safety and wellbeing initiatives
<p>Specific Knowledge, Skills and Attributes</p>	<ul style="list-style-type: none"> → A good knowledge of effective injury management practices. → Demonstrates an ability to articulate a commitment to the values and goals of Enable through actions and communication. → Demonstrates and fosters a sense of urgency and strong commitment to achieving goals. → An ability to challenge and influence leaders and employees at all levels to actively demonstrate their commitment to workplace health, safety and wellbeing. → Use appropriate interpersonal style and techniques to gain acceptance of ideas or plans. → Analyse situations, establishes and works to deadlines and performance standards, and continually monitors progress in all key result areas → Establish courses of action for self and others to ensure that work is completed efficiently → Provide timely guidance and feedback to help others strengthen specific health and safety knowledge/skill areas needed to accomplish a task or solve a problem → Cultivate relationships and networks