



SHAPING AN
AWESOME
HAMILTON

Health & Safety Business Partner

People, Performance and Culture

About us

Our purpose is to improve the wellbeing of Hamiltonians. To fulfil our purpose, we need to become the leading community-focused Council, so that Hamilton's full potential can be unlocked – making it the best place to live.

Our staff are at the heart of everything we do. We value *kia urutau* (adaptability), *kia ngaawari* (simplicity), *kotahitanga* (inclusiveness), *kaitiakitanga* (guardianship), and *kia manawanui* (ambition). These values drive the way we think about how we do our work to stay true to our purpose. We need people on our team who understand that this value-driven thinking and mindset is the foundation of their performance.

About the position

This position sits within the **People, Performance and Culture group**. This group is all about delivering our mission of becoming the leading, community-focused council by enabling everyone who works here to deliver their very best, every day. Read on to find out more about the role.



What you will do

In this role, you will:

- Pro-actively champion and drive health and safety centric initiatives through business partnering activities.
- Contribute to the development and implementation of strategic and operational health and safety initiatives and ensure alignment to the Council strategy.
- Deliver high quality, customer focused health and safety service which is responsive to the needs of the organisation and in line with safety best practice.
- Provide effective coaching, guidance, and advice to managers within groups supported.
- Champion and take responsibility for all aspects of health and safety and will be supported by the Health and Safety Team.

Reports to	Health and Safety Manager
Responsible for (total number of staff)	Nil
Delegation	\$
Budget	\$

Key responsibilities

Some of the **key responsibilities** for this role include:

- Development of effective and influential partnership relationships with designated Groups that gives rise to a deep understanding of the workforce, people and health and safety issues and opportunities.
- Partnering with leaders to provide specialised advanced health and safety

expertise and coaching support, being the health and safety point of contact for employees and managers for the designated groups.

- Championing and taking responsibility for one of Council’s core Safety Management System (SMS) Pillars e.g., Assurance, Risk, Engagement or Wellbeing.
- Supporting managers in implementing health and safety systems and procedures to meet specific requirements under legislation and Council policies.
- Contributing to the development and implementation of strategic and operational health and safety and initiatives aligned to the SMS.
- Driving a culture of incident, hazard and near miss reporting and supporting individuals, teams and managers in the investigation and outcomes to these events.
- Provide facilitation and support in health and safety management, team safety development and small group coaching.
- Challenging as required to ensure health and safety decisions within Groups are robust, legislatively correct, timely and have our employees’ health and safety at the centre.
- Work collaboratively with the decentralised health and safety functions within Council to foster a culture of shared knowledge, success and finding of best practice.
- Working relationships with the wider People, Safety and Wellbeing team are observed to be collaborative, communicative, and supportive.

How you will do this

Our team culture is critical to our success. It's vital everyone who joins our team is an ambassador for our values, so together we can drive the best possible outcomes for our community.

Your mindset, skills, knowledge, and experience

You actively work at being the 'best version of you' and your mindset and behaviours have a positive impact on others.

You bring to the role

- Relevant tertiary qualification such as Occupational Health and Safety or equivalent workplace experience.
- 5+ years' experience in the field of health & safety.
- Analytical ability and business acumen.
- Able to deliver oral and written communication about complex health and safety issues to internal and external audiences.
- Knowledge and experience in applying safety principles, the Health and Safety at Work Act 2015 and codes of practice and standards relevant to the role.
- A proven track record of thinking differently, acting with integrity, working together, and making it happen.
- Proven leadership skills with demonstrated ability to articulate the corporate vision and take people on a change journey.
- Self-awareness that mindset is the foundation of performance and an ability to develop self and others in this regard.

- Highly developed interpersonal and communication skills with the ability to work effectively with a diverse range of stakeholders (internal and external).
- Thorough understanding of wide range of workplace wellbeing principles and practices.
- Collaborative working style and ability to influence without authority.
- Able to deal with ambiguity.

Health, safety and wellbeing

All of our people have a responsibility for their own and others health and safety. This includes following all health and safety policies and procedures, including reporting events and hazards, and participating in health, safety and wellbeing programmes and initiatives as required.

Civil Defence

Completes Civil Defence training and participates in events as required.

Note: This position description is a broad outline of the key activities and responsibilities for this role. Key responsibilities may vary from time-to-time, at the request of the manager, to accommodate the operational needs of the team.