



SHAPING AN
AWESOME
HAMILTON

HEALTH AND SAFETY QUALITY COORDINATOR

INFRASTRUCTURE AND ASSETS

WHY WE ARE HERE

To improve the well-being of Hamiltonians, we need to become the leading community-focused Council, so Hamilton's full potential can be unlocked – making it the best place to live.

The following values - *kia urutau/adaptability*, *kia ngaawari/simplicity*, *kotahitanga/inclusiveness*, *kaitiakitanga/guardianship*, and *kia manawanui/ambition* are what make our thinking and mindset unique to Hamilton, so we need people on our team who understand that this value-driven thinking and mindset is the foundation of their performance. Our people are at the heart of everything we do.

WHY THIS ROLE EXISTS

This position sits within the Infrastructure and Assets group. The purpose of this group is to plan, build, operate, and maintain quality assets and infrastructure.

WHAT YOU WILL DO

A health and safety advocate for the Infrastructure Operations Group, ensuring that our people feel safe, valued, and supported.

Supporting a safety culture of 'no regrets' and assisting the Health & Safety Specialist – Infrastructure Operations in driving this safety culture.

Be the facilitator of the Permit to Work portion of the Safe Work Method to ensure risks are Identified, Controlled and Monitored in a consistent and agreed manner across the Wastewater and Water Treatment Plants.

To co-ordinate, support and audit Health and Safety systems, and quality work practices across the Infrastructure Operations Group.

Reports to	
Responsible for (total number of staff)	Nil
Delegation	\$0.00
Budget	\$0.00

KEY RESPONSIBILITIES

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

- Ensure all physical and contractor work site audits and inspections, are scheduled, and completed.
- Complete desktop audits to ensure compliance against both internal and regulatory processes.
- All non-compliances from audits are reported, monitored, tracked and with agreed actions in place.
- Coaching and mentoring of Infrastructure Operations staff to ensure actions are addressed in a timely manner and escalated through to the appropriate channels when necessary.
- Coordinate the Permit to Work process with Job Organisers and other key stakeholders.
- Manage and continuously improve Safe Work Methods including the Permit to Work System in line with site requirements and to ensure a sustainable and safe level of all work on our sites.
- Coordinate the Approval of all Permit to Work submissions for the Wastewater and Water Treatment Plants alongside operational staff.
- Undertake Permit to Work audits to monitor conformance with permit conditions, pre and post Contractor reviews.

- Working with Team Leaders to ensure Organisation and internal databases are maintained ensuring accurate records are available, i.e., compliance training records, safety audits, calibrated instruments, tag and testing, traffic management plans etc.
- Contributes to special projects as required.
- Actively participate, comply, and engage in all health and safety activities, policies, and practices including Civil Defence.

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

- 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.
- Health and Safety legislation knowledge.
- Health & Safety qualifications or 5+ years' experience in a health and safety role at an industrial multi hazard site.
- A proven history of developing and implementing new process improvements.
- Intermediate Microsoft Office skills
- Ability to work independently and collaboratively to prioritise tasks and meet deadlines.
- Can work across a number of work areas and be flexible and adaptable to meet the needs of the organization.
- Ability to mentor and coach staff.

HEALTH AND SAFETY

- 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 initiatives and programmes as required.

CIVIL DEFENCE

- Completes Civil Defence training and participates in events as required.