



SHAPING AN
AWESOME
HAMILTON

Health, Safety and Quality Coordinator

Infrastructure and Assets

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 **Infrastructure and Assets group**. The purpose of this group is to plan, build, operate, and maintain quality assets and infrastructure. Read on to find out more about the role.

What you will do

In this role, you will:

- Reporting to the Infrastructure & Assets Health & Safety Advisor. You will be a health and safety advocate for the Infrastructure Operations Group, ensuring that our people feel safe, valued, and supported and that we have quality controls in place to achieve this.
- Support a safety culture of 'no regrets' and assisting the Health & Safety Advisor in driving this safety and quality culture.
- Ensure risks are identified, Controlled and Monitored in a consistent and agreed manner across the Infrastructure Operations Group.
- Co-ordinate, support and audit Health and Safety systems, and quality work practices across the Infrastructure Operations Group.

Reports to	Infrastructure & Assets Health & Safety Advisor
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, 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.
- Undertake inspections of work in action to monitor conformance with permit conditions, management of risks and quality of work
- Working with Team Leaders to ensure Organisation and internal databases are maintained ensuring accurate record are available, i.e., compliance training records, safety audits, calibrated instruments, tag and testing, traffic management plans
- Contributes to special projects as required.
- Participates in Civil Defence emergency events and training if required.
- Actively participate, comply and engage in all health & 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

- 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 track record of adaptability, inclusiveness, and ambition.
- 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.
- 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 organisation.
- Ability to mentor and coach staff

time, at the request of the manager, to accommodate the operational needs of the team.

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-*