



NEW ZEALAND
RED CROSS
RIPEKA WHERE AOTEAROA

POSITION DESCRIPTION

Be part of our mission:

*To improve the lives of vulnerable people
by mobilising the power of humanity
and enhancing community resilience.*

To find out more about our kaupapa, and what we stand for, visit redcross.org.nz

Job Title: **Advisor Health, Safety and Wellbeing**

Group: **People Experience and Support**

Location: **Wellington**

Reports to: **Manager Health, Safety and Wellbeing**

Position status: **Permanent, Full-Time**

Version date: **12 May 2023**

OUR PURPOSE

New Zealand Red Cross (NZRC) has always been about good people doing good things. We're part of the world's largest humanitarian network, helping vulnerable people and those affected by disaster and conflicts. We've been working in New Zealand for more than a century and today you'll find us lending a hand in communities throughout Aotearoa New Zealand – we're here for good.

DIVERSITY AND INCLUSION

We are committed to providing an environment where all people feel welcomed, valued and seen in their identities.

THE TREATY OF WAITANGI

New Zealand Red Cross is working towards understanding our obligations under the Te Tiriti o Waitangi principles. New Zealand Red Cross engagement with Te Tiriti o Waitangi is recognised as ethical best practice in relation to the application of the Red Cross Fundamental Principles and the desire of New Zealand Red Cross people to build meaningful relationships with Māori as tāngata whenua.

WHAT WE STAND FOR

The Red Cross Fundamental Principles guide all we do, whether we're helping people in New Zealand communities or providing urgent relief in an international disaster.

ABOUT THE GROUP

People Experience and Support

The People Experience and Support Group builds and maintains the capability of all Red Cross people, nationally and locally. Its key focus is realising the potential of Red Cross people, developing future leaders, and shaping a culture which emphasises empowerment, involvement and innovation, high productivity and standards. The Group supports Red Cross people to be successful, make a meaningful, valued contribution and go home safe and well each day.

POSITION PURPOSE

This is a generalist health, safety and wellbeing (HSW) role that is part of the HSW team.

This role will provide specialist HSW support and advice to people managers, employees and members/volunteers throughout New Zealand Red Cross.

The Advisor Health, Safety and Wellbeing will partner with New Zealand Red Cross Groups to review, develop and implement HSW systems, policy, initiatives and programmes in alignment with the HSW strategy and framework.

In addition, the Advisor Health, Safety and Wellbeing will participate in or lead key HSW projects.

KEY RESPONSIBILITIES

Overview:

- Provide HSW support and advice to managers, employees and members/volunteers.
- Provide sound technical advice to support, review and implement HSW policies, standards and guidelines.
- Provide sound technical advice to support, review and implement of HSW systems, tools and information.
- Provide sound technical advice and assistance to implement HSW projects, strategies, initiatives and programmes and training activities.
- Participate in internal HSW audits and investigations as required.
- Contribute to the development and implementation of the annual HSW plan.
- Maintain up-to-date knowledge of applicable regulatory requirements, including legislation and national codes of practice.
- Identify and raise any issues that may have an impact on the organisation, its people or reputation.
- Support and champion programmes by other members of the People and Capability team.
- Provide administrative support to the HSW team where required, including responding to HSW enquiries and escalate where required, collate HSW information and analyse HSW data for reporting purposes.
- Assist in the development of HSW communications as required.
- Participate and take the lead in HSW projects; and represent HSW on NZ Red Cross projects, committee meetings and other activities as required.

- Further HSW tasks as required.

Relationship Management

- Build and maintain positive, supportive and collaborative working relationships with internal and external stakeholders to enhance HSW outcomes for NZ Red Cross.
- Manage the ongoing relationship with relevant industry suppliers.
- Actively maintain professional networks and own knowledge of HSW best practice.

HEALTH SAFETY AND WELLBEING

- Proactively ensure your actions or omissions do not adversely affect the Health, Safety and Wellbeing (HSW) of yourself or others.
- Participate in HSW induction, training, programmes and activities.
- Follow all reasonable instructions to comply with HSW legislation and regulations.
- Follow NZRC HSW policies, standards and procedures.
- Do not undertake any activities you are not adequately trained for.
- Use designated personal protective equipment (PPE) for specific work activities.
- Report hazards/risks, incidents and near misses as soon as possible after the event.

RELATIONSHIPS

Internal

NZRC staff and volunteers

External

Potential members and volunteers (groups and individuals)
suppliers and partners with NZRC

STAFF

Direct

Nil

Indirect

Nil

PERSON SPECIFICATION

Knowledge

- Knowledge of the Health and Safety at Work Act 2015 and other relevant legislation.
- Knowledge of health, safety and wellbeing systems and processes.

Qualifications and/or experience

- A minimum of 2 years' experience in a health and safety advisor, coordinator or similar role.
- Experience in contributing to the planning, design and implementation of health, safety and wellbeing systems, strategies and initiatives.
- Experience in contributing to the implementation of health, safety and wellbeing policies, procedures and guidelines.
- Experience in health, safety and wellbeing risk management.
- A health and safety qualification is desirable.
- Membership with a relevant professional body.

Skills and other attributes

- Excellent communication skills, both written and oral, providing timely information so others can do their job effectively.
- Strong working knowledge of MS Word and Excel, with high attention.
- Data review, analysis and reporting skills.
- Works well within a team, is a collaborator and a team player.
- Able to multitask, problem solve and prioritise to meet deadlines.
- The ability to build and maintain strong working relationships.
- Strong administration and organising skills.
- Shows initiative and able to operate without direction.
- Excellent self-awareness, with a proactive interest in professional development.
- Actively seeks and acts on feedback, learns from mistakes.
- Enthusiasm for, and the commitment to, the work of New Zealand Red Cross.

TRAVEL

The appointee may be required to undertake travel for this role.

DRIVER LICENCE

A current car driver licence is required for this role.

DELEGATIONS

Financial: Tier Nil

Employment: Tier Nil

NOTE

This job description is not intended as an exhaustive list of duties and responsibilities. The job is expected to evolve and change, and New Zealand Red Cross may amend this job description after consultation with the job holder.