

Health, Safety and Wellbeing Lead – Position Description

New Zealand Playcentre Aotearoa Vision/Mission:

Whānau Tupu Ngātahi - Families growing together.

Playcentre is a family organisation where:

- we empower adults and children to play, work, learn and grow together,
- we honour Te Tiriti o Waitangi and celebrate people's uniqueness,
- we value and affirm parents as the first and best educators of their children so that whānau are strengthened and communities are enriched.

Purpose of the Position

This role works with the National Team and Trustee Board to implement the health safety and wellbeing (HSW) strategic direction. Part of this work will be helping Playcentre Aotearoa widen the lens to include adult, as well as childrens' health safety, and wellbeing. This role will work proactively with the people leaders and employees, and key Centre positions to establish and maintain a program of continuous improvement in the management of HSW. The aim is to embed best practice solutions into Playcentre Aotearoa, while also ensuring compliance with relevant legislation.

Please note this position description may change from time to time as reasonably required by Playcentre Aotearoa. You may be required to undertake additional responsibilities for which you are suitably experienced and that you could reasonably be expected to perform.

Place of Work

National Office or Work from Home as agreed from time to time

Reporting to

- Human Resource Lead

Direct Reports

Key Relationships

- Senior Leadership Team
- Regional Managers and staff
- Property Team



“Whānau tupu ngātahi – families growing together”

- WorkSafe NZ
- Ministry of Education where appropriate
- external expert advisors to Playcentre Aotearoa

Delegations

- As specified in Playcentre’s Delegated Authorities Policy and Schedule

Key accountabilities	
Role Specific	<ul style="list-style-type: none"> • Lead and assist in the implementation of the approved health safety, and wellbeing strategy. • Provide specialist advice, guidance and support on health safety and wellbeing matters across the organization, ensuring best practice and compliance is achieved. • Coach, mentor and empower others to ensure health and safety obligations are understood and supported across the organization. • Lead by example to impact and enhance the safety culture within the organization. This must be demonstrated by placing a high level of importance on safety beliefs, values and attitudes. • Manage and oversee the day to day use of online the HSW system to increase engagement, reporting and to promote the consistent use of the system to capture health and safety activities. • Oversee return to work process, collaborating with Managers and ACC advisors to achieve positive outcomes for all involved • Work with the Health and Safety Representatives (HSRs) to ensure the Worker Engagement Participation and Representation (WEPR) system is working effectively. • Provide health and safety performance information and statistics as required by the organization. • Prepare reports for the Chief Executive and the Trustee Board on key health and safety metrics and the performance of the HSW system. • Work collaboratively to support organisational development of policies, procedures, strategies and initiatives to ensure alignment with HSW management system expectations. • Develop and maintain standards and compliance programs nationwide. • Assist the National Property manager and the Property team with the Registration and Qualification process of Contractors procured to work with Playcentre Aotearoa. • Build and grow, trusted relationships with staff and Centre members and act as an influencer to build a proactive and healthy HSW culture within Playcentre Aotearoa. • Champion best practice HSW management for everyone at Playcentre Aotearoa.

Role Specific	<ul style="list-style-type: none"> • Support Manager performance and develop capability through coaching, mentoring, and actively sharing knowledge and expertise. • Exercise discretion in the handling of personal information and in the sharing of information within the organization. • Develop and maintain relationships with external Health & Safety specialist advisors. • Stay abreast of any relevant legislative changes or ECE Regulations.
Bi-cultural partnership	<ul style="list-style-type: none"> • Participate in ongoing Treaty and Bicultural related training and other appropriate professional development. • Encourage and understand the importance of the dual heritage of New Zealand/Aotearoa. • Recognise the principles of Te Tiriti o Waitangi and how they relate to Playcentre.
Centre focused	<ul style="list-style-type: none"> • All Playcentre employees have the responsibility for ensuring that their role and contribution (whether directly or indirectly) in the development, co-ordination and provision of services or support, proactively helps centres to be able to undertake their work upholding and promoting Playcentre Aotearoa values and philosophy.
Health and Safety	<ul style="list-style-type: none"> • Undertake work safely complying with the Health & Safety at Work Act 2015 and any successive legislation. • Take responsibility for your own actions. • Comply with all Health & Safety information, instruction, Playcentre policies and procedures, training and supervision. • Report any health & safety hazards, risks and incidents in the workplace immediately. • Comply with all requirements of return to work and rehabilitation plans.

Key competencies	
Pou Hono: Valuing Māori	<ul style="list-style-type: none"> • Actively engage in promotion of Māori cultural values. • Recognise that others will bring/apply their cultural perspective to all discussions, decisions and actions. • Identify cultural perspectives and bias in others and challenge their views in a manner that would cause them to self-reflect.
Analytical thinking	<ul style="list-style-type: none"> • Make considered decisions and establish clear goals and priorities to achieve desired outcomes. • Approach problems analytically, from a variety of perspectives, identify immediate and long-term consequences.
Building relationships	<ul style="list-style-type: none"> • Have the ability to establish trust and confidence of stakeholders. • Be honest, respectful and open in your communication across the business.

Key competencies	
Communication with influence	<ul style="list-style-type: none"> • Earn respect through competence in the role and act with honesty and integrity. • Be solution focused. • Be available for the Playcentre community to find a common ground with and come up with viable solutions that meet their needs as well as the needs of the Centres. • Have the ability to engage and influence at all levels of the workplace, including volunteers.
Consultation & collaboration	<ul style="list-style-type: none"> • Provide reliable advice to support stakeholders (internal and external) and build trust. • Draw on own knowledge and expertise to provide relevant advice to stakeholders.
Delivering results	<ul style="list-style-type: none"> • Will be action oriented, having the energy, motivation, positivity and commitment to excellence to ensure desired outcomes are achieved. • Will be consistent in achieving priority goals. • Will be able to seize challenges, deal with any knockbacks, and keep themselves and others focused on achieving the required outcomes.

Person Specification	
Skills and Attributes	<ul style="list-style-type: none"> • Relevant tertiary qualification in a related field. • 5 years plus in a specialist Health, Safety and Wellbeing role. • Proven knowledge of legislation and being technical savvy with incident reporting systems/software. • Demonstrated experience in championing and transforming the culture of Health, Safety & Wellbeing within an organisation. • Sound knowledge of the Health and Safety at Work Act 2015. • Knowledge of auditing and quality improvement processes. • Confidence in dealing with unexpected situations and crises while maintaining a professional manner. • Enjoy working collaboratively with a 'can do' attitude. • Excellent relationship management skills - proven ability to interact effectively and confidently with a range of stakeholders. • Excellent communication skills, both oral and written. • Recognises the "big picture" in issues while also attending to detail. • Organised- excellent time management abilities, planning work around deadlines and tight timeframes with ability to multitask. • Proficient in use of Microsoft Suite and Technology. • Motivated and results orientated. • Positive attitude with proven customer focus. • Committed to Playcentre philosophy and values.