

Safety Advisor

POSITION DESCRIPTION	
TITLE	Safety Advisor – Consulting and Engagement
REPORTS TO	Northern Operations Manager
LOCATION	Auckland
DIRECT REPORTS	0
BUDGET RESPONSIBILITY	0
DATE REVIEWED	January 2021

Purpose of the Position

To contribute to the improvement of health and safety in the construction and related industries primarily through providing health and safety consulting services and training.

Site Safe

Our Vision

Construction - Proud to be Safe

Our Mission

Building a Safer Construction Industry Together

Who We Are

Established as a not-for-profit society in 1999, Site Safe's goal is to help reduce harm in the New Zealand construction industry. A membership-based organisation with over 5,000 members, we provide leadership, advocacy, and a range of services to support the industry to be safe. We help develop future health and safety leaders, provide education and resources, and give advice to businesses on solutions that make a real difference and ensure everyone goes home safe at the end of each day.

Our Values

	Safety	Safety and health are at the forefront of what we do and who we are.
	Attitude	We are respectful and honest. We believe with passion and work with integrity.
	Fairness	Our willingness to listen and learn enables continuous improvement towards excellence. We have inquiring minds and are open to change for the best outcomes.
	Engagement	Our sense of team and trusting relationships enables robust debate and best practice development.

Purpose of the Position

To provide Health and Safety expertise and consulting services to follow through on identified leads and opportunities. This will include understanding customer needs and opportunities from a technical Health and Safety perspective, tailoring solutions, and defining the delivery requirements to be delivered by the role or, when appropriate, assigned to another Safety Advisor.

Key Responsibilities

Health & Safety Consulting	<p>Work alongside the customer to develop potential solutions and roadmaps for businesses, ensuring delivery and support of solutions.</p> <p>Scope, develop and present proposals, understanding customer business needs.</p> <p>Provide reports and recommendations on potential health and safety solutions to the customer.</p> <p>Review customer health and safety systems and identify gap analysis.</p> <p>Work with customers / members to develop and implement effective on-site safety management systems and practices.</p> <p>Assist with the implementation of incident/accident reporting systems and carry out investigations if requested.</p> <p>Assist members/customers to conduct task analysis/safety work method statements and other related safety documentation.</p> <p>Develop and / or facilitate presentations, toolbox and safety meetings and workshops on a variety of topics.</p> <p>Promote Site Safe consulting services and actively pursue opportunities, including SiteWise promotion and assistance.</p> <p>Respond to customer enquiries via phone and email.</p> <p>Maintain reporting and invoicing in the relevant internal tools.</p>
Audit	<p>Undertake on-site health and safety audits, using the audit tool and other tools as relevant.</p> <p>Undertake peer reviews of other auditor's Site Review reports.</p> <p>Facilitate site inspections with appropriate personnel and report back in a timely way.</p>

	<p>Identify areas of critical risk and, where appropriate, offer workable solutions.</p> <p>Provide information to assist with the benchmarking of companies' audit results.</p> <p>Write comprehensive and informative reports following audits.</p> <p>Provide feedback and support to companies following their audits.</p> <p>Encourage and assist clients to put in place the Site Safe audit protocol for Site Safety Cards.</p> <p>Assist clients in closing out Safety improvement reports, dispatch reports and complete the invoicing process.</p> <p>Identify opportunities to improve the Audit Tool and processes and feedback accordingly.</p> <p>Promote Sites Safe's auditing and consultancy services.</p>
<p>Promotion and Engagement</p>	<p>Visit/contact assigned Site Safe member companies on a regular basis to develop the relationship.</p> <p>Promote Site Safe services and membership.</p> <p>Build and sustain key relationships with industry companies/sectors.</p> <p>Develop and/or facilitate presentations, seminars and workshops with stakeholders and trainees.</p> <p>Arrange and facilitate client meetings to identify needs and recommend service options.</p> <p>Mentor Site Safe Scholarship winners.</p> <p>Facilitate Safety Liaison Group meetings.</p> <p>Participate or lead industry events.</p> <p>Take opportunities to promote Site Safe's products and services.</p>
<p>Training delivery</p>	<p>Deliver Site Safe Leadership Site Safety courses face to face and online via webinar.</p> <p>Undertake preparation work prior to course delivery.</p> <p>Complete enrolment documentation and reporting on trainees.</p> <p>Assignment marking where required.</p>

	Develop and facilitate seminars and workshops with clients.
Support to the wider Regional and National teams	<p>Provide back-up and support to the wider team</p> <p>Provide input and feedback on the development of new training courses, material, and products.</p> <p>Participate in peer review/observation processes and provide useful and constructive feedback to other team members.</p> <p>Maintain up-to-date knowledge of Health and Safety trends and relevant health and safety application within the construction industry and other industry sectors.</p>
Reporting	<p>Provide reporting to Regional/Operations Managers on regular basis as required.</p> <p>Maintain customer interaction information in the Customer database.</p>
Health and Safety	<p>Ensure personal and team responsibility in the application of Site Safe health and safety policies and procedures.</p> <p>Identify and report on potential improvements to health and safety within the workplace.</p> <p>Complete any required organisational health and safety related training or education.</p>

Key Relationships

Internal	External
Safety Advisors	Members
Regional Managers	Trainees
Customer Strategy and Support	Employers
Development and Delivery team	The wider construction and related industries
	Regulatory bodies (e.g. Worksafe)
	Customers

Experience, knowledge, and qualifications

Essential:

- Health and Safety qualification (to at least level 6 or equivalent)
- A strong understanding of leadership and behavioural safety, alongside an understanding of legislation and technical requirements
- Proven experience in a consulting environment
- Sound business understanding
- Effective written and verbal communication skills, including presentation skills
- An understanding of the construction industry and/or other similar industries
- Proven ability to establish and maintain relationships with customers and stakeholders
- Competence in Microsoft office products and other software.

Desirable:

- Registration with NZISM at Graduate level and/or registered on the HASANZ framework
- Lead Auditor qualification
- Adult Education qualification, ideally at level 4