

# Safety Advisor

POSITION DESCRIPTION	
TITLE	Safety Advisor (Engagement & Audit)
REPORTS TO	Regional Manager
LOCATION	Christchurch, Southern team
DIRECT REPORTS	0
DATE	April 2021

## Site Safe

### Our Vision

Proud to be Safe

### Our Mission

Building Safer and Healthier Workplaces 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 6,000 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

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

## Purpose of the Position

To contribute to the improvement of health and safety in the construction and related industries through:

- Engaging with customers, potential customers and members
- On-site audit services
- Providing health and safety advice and services
- Promoting Site Safe membership and services
- Delivering Site Safe training and related assessment

The focus of this role will be on Engagement, Consulting and Audit.

## Key Responsibilities

<b>Promotion and Engagement</b>	<p>Actively work with the Regional Manager to identify opportunities for new business and support growth in the region.</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>
<b>Consulting</b>	<p>Undertake consulting services in conjunction with Site Safe products.</p> <p>Scope and develop proposals for delivery of consulting work.</p> <p>Assist in developing and implementing effective on-site safety management systems and practices.</p> <p>Develop and/or facilitate tool box talks, safety meetings,</p>

	<p>and/or workshops on a variety of topics.</p> <p>Assist with 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>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 tools.</p>
<p><b>Site Reviews (Audits)</b></p>	<p>Undertake on-site health and safety audits, using the audit tool and other tools as relevant.</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 useful reports following audits.</p> <p>Provide feedback and support to companies following their audits.</p> <p>Assist clients in closing out Safety improvement reports, dispatch reports and complete the invoicing process.</p> <p>Promote Sites Safe's auditing and consultancy services.</p>
<p><b>Training delivery</b></p>	<p>Deliver Site Safe Training courses on-site and at other venues and locations.</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> <p>Maintain 'away' training kits.</p> <p>Develop and facilitate seminars and workshops with clients.</p> <p>Take opportunities to promote Site Safe's products and</p>

	<p>services.</p> <p>Mark assignments received from learners who have attended Site Safe courses that include a post course assessment component.</p>
<b>SiteWise assessment</b>	<p>Assess SiteWise applications.</p> <p>Provide guidance on assessments to enable improved ratings.</p> <p>Lead SiteWise workshops when required.</p> <p>Liaise with the SiteWise team to assist with improving the assessment tool and process.</p> <p>Promote SiteWise.</p>
<b>Support to the wider Regional and National teams</b>	<p>Provide back-up and support to the wider team (may require travel).</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 training trends and relevant health and safety application within the construction industry.</p>
<b>Reporting</b>	<p>Provide reporting to Regional/Operations Managers on regular basis as required.</p> <p>Maintain customer interaction information in the Customer database.</p>
<b>Health, Safety and Wellbeing</b>	<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>

## **Experience, knowledge and qualifications**

### Essential:

- A Health and Safety qualification to at least level 6 or equivalent, with a sound understanding of ISO 450001 principles.
- Professional membership of NZISM, and ideally registered on the HASANZ framework.
- A strong understanding of leadership and behavioural safety, alongside an understanding of legislation and technical requirements.
- Experience in providing Health and Safety advice and expertise, ideally in a construction, or related, environment.
- Proven experience engaging with businesses, with the ability to establish and maintain relationships with customers and stakeholders and ascertain and understand business needs.
- Effective written and verbal communication skills, including presentation skills.
- Competence in Microsoft office products and other software.

### Desirable:

- Adult Education qualification, ideally at level 4