HEALTH, SAFETY & WELLBEING LEAD	
NAME	
TENURE	• Permanent • Start Date:
PLACE OF WORK	Kelston, Auckland Campus or Sumner, Christchurch Campus
DEPARTMENT	Corporate Services
REPORTING TO	Senior Human Resource Business Partner (SHRBP)
DIRECT REPORT(S)	NA
FUNCTIONAL RELATIONSHIPS	• Human Resource Team & Leadership • WorkSafe NZ • Ministry of Education • Managers, Team Leads, Staff • External Expert Advisors & Providers
TRAVEL	As required (minimal)
PURPOSE 0F THE ROLE	To implement, oversee, and maintain the Health, Safety & Wellbeing (HSW) strategy of Ko Taku Reo. The role shall incorporate a: • broadened lens that includes HSW specific to both children and adults respectively • best practice solutions focus that are compliant and deaf and user friendly • imperative to embed into the culture and practice of all areas of Ko Taku Reo organisation HSW excellence • people-centric approach that also prioritises the necessary structure and process for HSW ease.

KEY ACCOUNTABILITIES	
Leadership, Planning & Reporting	• Create and work from an annual HSW plan and ensure that it is in alignment with Ko Taku Reo HSW strategy • Ensure that all Worksafe NZ requirements are met across the Ko Taku Reo campuses and work in collaboration with satellite schools • Regular review of incidents, response, and reporting HSW with the view to continuous improvement • Facilitate regular HSW meetings ensuring participation across the different departments within the organisation • Review, update and consult on HSW policy
Systems & Processes	• Facilitate the HSW Information System (HSWIS) reporting and response and ensuring accurate capture of HSW activities • Daily response as appropriate to HSWIS reports • Collect, collate, and analyse, then report, and make recommendation(s) on relevant H&S metrics and HSWIS data • Oversee and manage emergency procedure and drills • Be the point-of-contact when staff and Leads need support accessing Employee Assistance Programme (EAP) • Develop and maintain (including review) HSW standards and compliance protocols and process
Networks & Relations	• Advise and support staff and management on HSW protocol and process (including EAP) • Work with HSW representatives to provide for staff engagement, participation, and representation is effective • Facilitate 'Return to Work' process, collaborating with Managers, Leads, Staff member, HR and ACC Advisors (or other medical advisors) with the view to agreed transition, appropriate work support (person and resource) and minimal disruption to service • Has and regularly engages with networks of sector experts and professionals • Consistently articulate and demonstrate a passion and commitment to HSW standards, consciousness, and practice
Training, Coaching & Mentoring	• Champion best practice HSW management across all Ko Taku Reo sites and staff • Work with Managers, Leads and Staff to promote and increase engagement, accurate reporting, and consistent use of the HSWIS • Work with the Property Team to develop process regarding ensurance of qualifications and H&S practice of Contractors procured to work at Ko Taku Reo • Coach and mentor staff and leaders on HSW protocols and procedure

	• Work with Pedagogy Professional Development Team to provide for regular staff and Lead training in relevant HSW (Fire Warden, First Aid for instance)
PERSON SPECIFICATION	
REQUIRED	• H&S or HR L.7 qualification or higher and/or 5+ years' experience working in a H&S role • Excellent communication skills • NZSL proficiency (or commitment to learn) • Current and clean Driver's Licence
DESIRABLE	• Builds and maintains positive work relationships • Commitment to ongoing professional development • Pragmatic problem solver • Detail orientated and an excellent understanding of HSW in a 'big picture' context • Welcomes constructive feedback and engages in personal reflective practice • Solution focused and forward thinker • Manages conflict with respect, diplomacy, and a view to win/win outcomes • Structured approach to planning and able to put those plans into effect • Proficient in Microsoft suite
ATTRIBUTES	• High levels of integrity and professionalism • Confident • Independent • Approachable, friendly, 'people-person' • Conciliatory • Common-sense • Analytical • Kind • Continuous Improvement attitude

SIGNED: **DATE:**

(enter name)
Health Safety & Wellbeing Lead (HSWL)

Linda Perkins
Senior Human Resource Business Partner (SnrHRBP)