

**Position Description**

<b>Position:</b>	Group Health and Safety Manager
<b>Reports to:</b>	General Manager Human Resources
<b>Location:</b>	Christchurch
<b>Division:</b>	Corporate Services
<b>Business Unit:</b>	Group Human Resources
<b>Team:</b>	Health & Safety
<b>Job Family:</b>	Strategic and Operational Leader

<b>Customer Relationships</b>	<b>Who</b>
➤ External	WorkSafe and other regulatory authorities Partnership programme reference group ACC Work Aon Professional bodies and forums Agribusiness industry Training providers Consultants and contractors Suppliers, such as IMPAC
➤ Internal	Chief Executive and direct reports Board of Directors Regional Managers National and Business Unit Health & Safety Committee's Health and Safety team and coordinators Risk and assurance team PGW employees
➤ Direct reports	National Health and Safety Manager Health and Safety Advisor

**Position Contribution:**

The purpose of this role is to assist the Executive Team in the development and implementation of PGG Wrightson Limited's (PGW) health and safety strategy and framework. It also exists to develop and maintain standards and compliance programmes nationwide as well as providing counsel and advice to PGW and contractors.

The role would also assist the Executive in the assurance of the sustainability of the business through regularly auditing and measuring our performance to ensure we are meeting our own standards and legislative obligations in a timely manner.

Providing oversight to the business on best practice Health and Safety the role will deliver;

- A shared vision and commitment to an industry-leading health and safety culture at all levels of our business, developing and executing strategies to move towards a resilient health and safety culture

- Support across our business, improving performance towards getting all our people home safely through analysis of lead/lag indicators and the development and execution of health and safety improvement strategies
- Close and supportive relationships with business units ensuring best practice health and safety management is championed and prioritised.

<b>Key Accountabilities</b>	<b>Primary Tasks</b>
<b>Strategic Planning and Implementation</b>	<ul style="list-style-type: none"> <li>• Review, develop, implement and monitor an effective Health and Safety Strategic Plan that is aligned to the PGW Strategic Plan and directly addresses the challenges and context of the function</li> <li>• Provide direction to support business unit ownership of health and safety strategic and annual operating plans ensuring risk and hazard management plans are in line with group policy in order that health and safety objectives are achieved and risk is minimised across the Group</li> <li>• Consistently evaluate progress and effectiveness of proposed strategies and alter to improve approach and maximise potential</li> <li>• Lead the business performance and growth of PGW's health and safety strategy and culture</li> <li>• Effectively manage health and safety resource to drive business value and outcomes aligned to the strategy</li> </ul>
<b>Health and Safety Leadership and Education</b>	<ul style="list-style-type: none"> <li>• Model best practice health and safety leadership by ensuring specialist and strategic advice, practical guidance and support is available to the Executive Team, Managers and the Board (when required)</li> <li>• Proactively demonstrate visible commitment to health and safety leadership</li> <li>• Champion health and safety leadership and build strong working relationships with all key stakeholders, contractors, suppliers and employees and drive step change in PGW's performance</li> <li>• Manage relationships with WorkSafe, WorkAon, ACC and other external stakeholders</li> <li>• Ensure PGW maintains the highest possible health and safety accreditation</li> <li>• Ensure delivery of forums on major health and safety performance risks and opportunities for operational management, building capability and competence and identifying opportunities to lead cultural improvement</li> <li>• Actively lead by example and represent PGW in industry forums on health and safety matters, where applicable</li> <li>• Oversight of the Group's health and safety compliance related training programme</li> <li>• Actively participate in National and Business Unit related forums to ensure currency in knowledge of trends and issues</li> </ul>

	<ul style="list-style-type: none"> <li>• Communicate trends and issues to health and safety partners and devise / alter strategy to ensure alignment</li> </ul>
<p><b>Auditing, Risk and Incident Management</b></p>	<ul style="list-style-type: none"> <li>• Manage a programme of health and safety audits, that includes scheduled and 'unscheduled' audits, across sites reviewing against the requirements of legislation, company guidelines and safety management plans</li> <li>• Oversee the identification and mitigation of hazards and the reporting and investigation of incidents; monitor the implementation of actions arising from investigations to ensure their completion within agreed timeframes; ensure workplace safety improvement initiatives are identified and delivered, leading to improvements in safety performance</li> <li>• Ensure that emergency management plans are in place across all sites; employees are trained to the required level and understand their roles; plans are functionally tested and reviewed regularly through management of emergency exercises</li> <li>• Oversight of the investigation of serious incidents carrying out subsequent review or changes to the relevant Site Safety Management Plans.</li> <li>• Oversee the review of all high consequence events including the injury management, restoring control of the site, scoping the investigation, reviewing the investigation and organising audit of improvement controls</li> <li>• Review health and safety performance including significant incident investigations, near misses and review corrective actions</li> <li>• Review all external and internal health and safety audit results and corrective actions.</li> <li>• Recommend and lead improvements in audit and incident investigation processes</li> </ul>
<p><b>Health and Safety Management System (HSMS)</b></p>	<ul style="list-style-type: none"> <li>• Maintain an up-to-date knowledge of applicable regulatory requirements, including legislation, national and international standards and codes of practice, and ensure that these are integrated into PGW's HSMS</li> <li>• Oversight of site HSMS in line with PGW's group requirements, ensuring that business unit and site management are coached and mentored in the implementation and delivery of desired results</li> <li>• Provide expert advice in defining a performance gap analysis and assist site management to develop performance improvement plans to achieve a robust resilient HSMS</li> <li>• Manage the effective use of the Incident Reporting database and manage, monitor and analyse safety performance information - trending results; identifying and ensuring delivery of health and safety intervention programmes; reviewing risk assessments undertaken and providing feedback to line management and the Executive Team</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure relevant changes in legislation, regulations and codes of practice are understood and lead change where required</li> </ul>
<b>Reporting &amp; Performance Measurement</b>	<ul style="list-style-type: none"> <li>• Ensure group wide health and safety reporting is developed and put in place to ensure accurate information is at hand to allow continued management and visibility of PGW's health and safety performance</li> <li>• Annually review, develop and monitor measurable lead and lag indicators for PGW</li> <li>• Report on monthly Group health and safety performance and strategic plans via Executive Team and Board papers ensuring the business understands and takes ownership for their lead and lag indicators and results</li> <li>• Produce and monitor an annual budget and subsequent supporting business plan</li> </ul>
<b>Health and Wellness</b>	<ul style="list-style-type: none"> <li>• Lead a quality external occupational health service in support of injury prevention, management and rehabilitation programmes to promote employee health and wellbeing through: <ul style="list-style-type: none"> <li>○ annual health planning</li> <li>○ health and rehabilitation standards</li> <li>○ pre-employment screening</li> <li>○ annual surveillance medicals</li> <li>○ promotion and implementation of wellness programmes.</li> </ul> </li> <li>• Ensure systems and practices are consistent with PGW's obligations under the ACC Partnership Programme</li> </ul>
<b>People Management</b>	<ul style="list-style-type: none"> <li>• Implement Human Resource policies, procedures and projects including employment processes &amp; documentation, Health and Safety and Learning and Development</li> <li>• Ensure the Managing for Performance process is implemented across the team, with agreed objectives, behaviours and personal development plans. Coaching and Feedback is provided and annual performance reviews are carried out each year within the required time frame</li> <li>• Remuneration strategy and/or recommendations agreed and put in place to ensure best practice and performance by area, taking into account specific needs</li> <li>• Regularly evaluate the effectiveness of employees and provide coaching and feedback. Any performance issues arising from these evaluations will be recognised, monitored, addressed and resolved</li> <li>• Identify key talent and establish development and succession plans</li> <li>• Recognise and manage team's training and/or professional development needs - utilising training</li> </ul>

	resources on and off the job to ensure employees' skills are maintained and enhanced
<b>Other duties</b>	<ul style="list-style-type: none"> <li>Undertake other duties as reasonably directed by the GM HR from time to time, including project work</li> </ul>

<b>Qualifications, Technical Skills, Knowledge and Ability</b>	
➤	A tertiary or post graduate qualification(s) in health and safety, ideally with previous experience in a similar strategic health and safety role
➤	A working knowledge of the New Zealand regulatory requirements and administrative frameworks and experience in dealing with regulators relating to managing health and safety
➤	Experience in developing, implementing and managing a Health and Safety Management System
➤	Proven capability in achieving health and safety performance improvement and experience leading cultural change within health and safety
➤	Strategic leadership experience and competence with a proven ability to develop and implement strategic plans
➤	Sound people skills with the ability to establish and build on working relationships effectively
➤	Knowledge of and/or empathy with the rural sector
➤	Experience in issues management and risk mitigation
➤	An ability to analyse health and safety data and analyse trends
➤	Highly effective communication skills both oral and written at all levels to successfully achieve outcomes, including presenting information for a range of audiences
➤	Proven experience in leading a team of health and safety practitioners
➤	The ability to influence and persuade
➤	Positive, results-targeted and professional approach
➤	Technical knowledge relevant to the position, and a commitment to continuously updating skills
➤	Proven ability to manage challenging conversations and situations.

<b>Behavioural Competencies</b>	
Delivering Results	<p>Setting goals and driving high performance standards, in line with PGW's strategic objectives, vision and values, for individual, team, and in particular, PGW accomplishment; Translating PGW's strategic objectives into operational reality; working to meet or exceed challenging goals through high performance and continuous improvement; championing success.</p> <p><u>Key Actions</u></p> <ul style="list-style-type: none"> <li>Translates initiatives into actions</li> <li>Sets goals and performance standards</li> <li>Identifies performance gaps</li> <li>Creates accountability</li> <li>Monitors progress and rectifies problems</li> <li>Aligns systems and process</li> <li>Champions Success</li> </ul>
Customer Focus and Understanding	<p>Ensuring that the customer perspective is a driving force behind business decisions and activities; developing and implementing service practices that meet or exceed customers' and PGW's needs.</p> <p><u>Key Actions</u></p> <ul style="list-style-type: none"> <li>Seeks to understand customer</li> <li>Identifies customer service issues</li> <li>Creates customer-focused practices</li> <li>Assures customer excellence</li> </ul>

<b>Behavioural Competencies</b>	
	<ul style="list-style-type: none"> <li>Understand the competitive industry context and implement strategies to capitalise on of PGW Real Estate's competitive advantages while also implementing strategies to adopt practices to emulate market leaders</li> <li>Meets PGW's needs</li> </ul>
Commercial Acumen	<p>Demonstrates a strong understanding of PGW's vision, business strategies, operations and functions that drive profitable growth; draws from experience and utilises industry information and PGW's position to develop business strategies and make decisions; recognises when further investigation is needed before decisions are made.</p> <p><u>Key Actions</u></p> <ul style="list-style-type: none"> <li>Applies commercial understanding to maximise PGW's results</li> <li>Understands PGW</li> <li>Understands our industry sectors</li> <li>Integrates</li> <li>Targets opportunities</li> </ul>
Teamwork	<p>Initiating and managing strategic and operational relationships inside and outside PGW to advance <b>both</b> business and organisational goals (e.g. relationships with customers, peers, cross-functional partners, external suppliers, and alliance partners).</p> <p><u>Key Actions</u></p> <ul style="list-style-type: none"> <li>Identifies collaborative opportunities</li> <li>Establishes relationships</li> <li>Formulates action plans</li> <li>Supports others</li> <li>Considers impact of one's actions</li> <li>Monitors relationships and progress</li> </ul>
Effective Communication	<p>Recognising one's role in PGW's communication; clearly and succinctly conveying information and ideas to individuals and the organisation; communicating in a focused, appropriate and effective manner.</p> <p><u>Key Actions</u></p> <ul style="list-style-type: none"> <li>Takes initiative to share information</li> <li>Communicates appropriately</li> <li>Listens to and comprehends communication from others</li> <li>Delivers clear messages</li> <li>Communicates with impact</li> <li>Ensures understanding</li> <li>Follows up</li> </ul>

I have read and understood the above position description and accept all the above responsibilities incorporated herein.

\_\_\_\_\_  
Role Holder

\_\_\_\_\_  
Date

\_\_\_\_\_  
Reporting Manager

\_\_\_\_\_  
Date