



POSITION DESCRIPTION

Nga mahi o te tari kāwanatanga | Working in the Public Service

Ko tā tō tātau rāngai tūmatanui he mahi ngātahi e tutuki ai ngā hiahia o ngā hapori i Aotearoa. Ko te whāinga o te rāngai tūmatanui he tautoko i te manapori, he tautoko i ngā kaikaunihera kua whiria ki te whakatinana i ā rātou kaupapa here, he whakaū i ngā ratonga pai rawa atu, he tautoko i ngā kaikaunihera ki te whai i tō te hapori hiahia, he āki i ngā tangata i ngā mahi hapori me te whakaū i ngā ture. He mahi nui tā mātou ki te hāpai i te Karauna i roto i ōna hononga ki te iwi Māori i raro i te Tiriti o Waitangi me te Treaty of Waitangi. Ahakoa te maha o ngā mahi rerekē, ko te katoa o ngā kaimahi rāngai tūmatawhānui ka whakakotahi mai i te hiahia ki te mahi mō te hapori me te whai i ngā mātāpono me ngā wāriau o te rāngai tūmatanui i roto i ā mātou mahi.

Our local government public service works collectively to make a meaningful difference for New Zealand communities. The purpose of all public service is to support our democracy, enable elected officials to develop and implement their policies, deliver high-quality and efficient public services, support Councillors to pursue the long-term public interest, facilitate active citizenship and act in accordance with the law. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi and te Tiriti o Waitangi. Whilst there are many diverse roles, all public servants are unified by a spirit of service to the community and guided by the core principles and values of the public service in our work.

The Position

Position:	Health, Safety and Wellbeing Advisor
Department:	Corporate Services
Team/s:	People and Culture
Responsible to (Manager):	People and Culture Manager
Responsible for (direct reports):	Nil
Job Purpose:	• Provide expert health, safety and wellbeing advice and support to Council, ensuring compliance with legislative obligations and best practice. • Lead and coordinate the development, implementation and continuous improvement of Council's health, safety, wellbeing and emergency management systems and programmes. • Act as Council's primary health and safety specialist, supporting managers, staff and contractors to effectively manage risks and promote a positive safety and wellbeing culture.
Work location:	South Wairarapa District Council Office- Martinborough
Employment type:	Permanent Part Time (20 hours per week)
Job grade:	
Budget responsibilities:	Nil
Date prepared/reviewed:	May 2026

Corporate Services Group

The Corporate Services Group works together to deliver the best outcomes for our district. Specifically, the Group is responsible for delivering high quality Finance, HR, Legal, Governance, Policy, Communications and Engagement support, Health, safety and wellbeing advice, IT and information management services, Library Services and districtwide and regional emergency management coordination.

People and Culture Team

The People and Culture team provides strategic and operational support across human resources, health and safety, wellbeing and Corporate Services administration functions. The team works collaboratively to support recruitment, employee relations, performance and development, policy and advisory services, health, safety and wellbeing programmes, legislative compliance, and workplace culture initiatives to enable a positive, safe and high-performing organisation

Key Relationships

In order to ensure quality service delivery is provided, this position must have well developed relationships. These include but are not limited to:

Internal	External
Chief Executive	Council stakeholders
Strategic Leadership Team	Other relevant technical professionals
Senior Managers	Consultants, contractors and developers
People and Culture Manager	Council's contractors and professional service providers
Corporate Services Team	Members of the general public
Other Council staff	Worksafe New Zealand
	Occupational health and wellbeing providers
	Training providers
	Other local authority health and safety networks and professionals

Our Council

Our Vision:	The best of country living with the community at the heart of everything we do
Our Mission:	To be future focused, growth orientated and exercise sound judgement
Our values	We support our Mission and Objectives through living our values. These are: • Pride • Customer-First • Manaakitanga • Collaboration

Mō te tūnga | Role Overview

Outcomes - delivery	Actions
Health, Safety and Wellbeing	• Provide guidance, advice and support to ensure Council meets its obligations under the Health and Safety at Work Act 2015. • Maintain, improve and administer Council's health, safety and wellbeing systems, policies, procedures and supporting resources. • Act as a reliable and knowledgeable point of contact for all health, safety and wellbeing matters across the organisation. • Assist managers and staff to understand and meet their health and safety responsibilities, including risk assessment, risk management and contractor safety requirements. • Promote positive health, safety and wellbeing practices and a proactive safety culture across Council.
Training and Education	• Coordinate and support health and safety inductions, training and awareness initiatives. • Lead Council's health, safety and wellbeing education and improvement programmes.

	• Support managers and teams to build capability and understanding of health and safety responsibilities and safe work practices. • Promote continuous improvement through communication, engagement and participation activities.
Compliance, Reporting and Assurance	• Manage health and safety reporting and maintain accurate records and documentation. • Support incident investigations and corrective actions, ensuring learnings are identified and implemented. • Ensure statutory reporting obligations, including notifiable events, are managed in accordance with legislative requirements. • Monitor and review health and safety performance to identify risks, trends and improvement opportunities. • Coordinate and support health and safety accreditation programmes, internal audits and assurance activities. • Prepare health, safety and wellbeing reports for relevant committees, leadership teams and groups. • Provide health, safety and wellbeing information and insights to committees, leadership teams or Council forums as required.
Process Improvement	• Contribute to continuous improvement initiatives to optimise workflows and enhance service delivery. • Develop and maintain collaborative relationships with both internal and external stakeholders to foresee and resolve issues. • Ensure that the Council is always promoted in the best possible light by providing a superior customer-first focus. • Maintain and develop a network of relevant contacts to ensure that communication channels are kept open.
Corporate Contribution	• Participate as a member of the SWDC Team, making a full contribution to team and organisational initiatives. • Behave consistently with the SWDC Vision, Mission and Values • Foster co-operation and aid communication between teams, units and groups • Look for opportunities to improve systems, processes, and work practices – both within your own position and the organisation as a whole. • Assist the organisation's Emergency Management Unit in the event of a disaster and participate in exercises. • Adhere to Health and Safety policies and standards and encourage all other staff to do the same. • Attend appropriate courses to maintain ongoing knowledge and training.
Council Image	• Take every opportunity to promote a positive image of Council and their activities. • Contribute to Corporate Services business plan. • Represent Corporate Services when appropriate at meetings. • Provide information to customers and the general public as supplied.
Relationships	• Develop and maintain collaborative relationships with both internal and external stakeholders to foresee and resolve issues. • To ensure that the Council are always promoted in the best possible light by providing a superior customer service focused frontline. • Maintain and develop a network of relevant contacts to ensure that communication channels are kept open.

Ngā āhuatanga e hiahiatia ana e Mātou | Person specification

Qualifications and Experience

- Tertiary qualification in Health & Safety or a related field, with 3–5 years' advisory experience.
- Sound knowledge of the Health & Safety at Work Act 2015, auditing methods, data analysis and reporting.
- Strong communicator who can advise, negotiate and build positive relationships across the organisation.
- Uses sound judgement, takes initiative, adapts well to change and manages competing priorities effectively.
- Collaborative, detailed-focused and able to influence others through evidence-based, practical advice.
- Demonstrate and uphold SWDC core values (Pride, Manaakitanga, Collaboration and Customer-First)
- Advanced user of Microsoft Office suite.

Personal Capabilities

- Professionalism, honesty, integrity and reliability.
- Proven communication and interpersonal skills, initiative and ability to work without supervision.
- Ability to act appropriately in sensitive situations.
- Dedication to achieving results and a willingness to accept responsibility.
- Tact and diplomacy and confidentiality.
- Commitment to team values and continuous improvement.
- Ability to make logical and clear decisions.
- Demonstrates initiative by seeking quality improvements within work processes.
- Demonstrates an ability to work well in a team.
- Agile in thinking and working, comfortable working in both a non-structured and structured way.
- Able to professionally present sometimes complex information to a range of audiences.

The Behaviours by which we work

All staff at SWDC share these responsibilities, including me.

- **Collaborate:** Draw on the knowledge of others to bring about better outcomes for the customer.
- **Grow:** Develop ourselves and maintain the highest possible standards of professionalism. Embrace feedback and build on it.
- **Being:** Act with integrity and maintain consistency. Be attentive and kind to one another and embrace different perspectives.
- **Add value:** Through our technical knowledge, deliver the best possible outcomes for our customers.
- **Plan:** Be clear on how activities link together and highlight any risks.
- **Do:** Keep people engaged in what we do and why. Hold ourselves to account for delivery as we do with others.
- **Review:** Learn from mistakes. Fail fast and move on. Seek out solutions not problems. Blame as no part in our organisation.
- **Inspire:** Empower, support, encourage, and motivate colleagues to do their best work.
- **Connected:** Build strong relationships with people and are respectful and empathetic.
- **Positivity:** Create an empowering, safe, and inclusive social environment. Foster a strong wellbeing culture.
- **Engage:** Consider when to communicate. Break things down into easily understandable chunks. Take a genuine and active interest in the organisation at large. Speak out when others behave in a manner not acceptable to the rest of us.
- **Celebrate:** Celebrate our achievements, both individually and as a collective

Amendments to Position Description

From time to time, it may be necessary to consider changes in the Job Description in response to the changing nature of our work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by the manager of the position. This Position Description will be reviewed as part of the preparation for performance planning for the annual cycle. (A review in job size and possible impact on remuneration structure of the position will only be considered where change of the position is significant (guideline: significant would typically involve a 20% change in the complexity / accountability of the role.)

My Agreement

My Name:

My Signature:

Date:
