

GROUP HEALTH & SAFETY MANAGER

HEALTH & SAFETY

Reports to: *Board of Directors*

Key Relationships: *Directors, Group HR Manager, Group Administration Manager, Operational Support Coordinators, Niagara Sawmilling Company Ltd Managers, McNeill Distribution Ltd Managers, Log Marketing New Zealand Ltd Manager, TNZ Growing Products Ltd Managers, R Richardson Ltd Manager, Mainland Frame & Truss Ltd Manager, external customers and suppliers*

Location: *Kennington*

VISION AND VALUES:

The KGR team provide support services including Finance and Administration, Health & Safety, and Human Resources to the organisations within the wider group.

*Our Group Values ‘**We Work as a Team, We Act with Integrity, We Strive for Excellence**’ reflect who we are and are integrated into everything we do.*

PURPOSE OF POSITION:

Develop, implement and maintain ‘best practice’ health and safety strategies, systems and standards within the KGR Group, driving continuous improvement of health and safety practices across the group.

KEY PERFORMANCE AREAS:

DUTIES AND RESPONSIBILITIES	
Health & Safety (H&S) Management	<i>Develop the H&S strategy for the respective organisations and develop the H&S plan.</i> <i>Develop and implement H&S policies and procedures and ensure these are regularly reviewed.</i> <i>Lead risk assessments and ensure controls are in place for critical risks across diverse operational environments.</i> <i>Develop, implement, monitor, and review the necessary H&S systems to ensure legal compliance.</i> <i>Provide specialist H&S advice throughout the Group.</i> <i>Ensure incident reporting, investigation and corrective actions are effectively managed and monitored throughout the Group and information from these incidents is analysed and disseminated to management and team members.</i> <i>Grow capability and ownership across all levels, with area teams actively leading their own meetings, driving actions, and embedding a culture of accountability and continuous improvement.</i>

<i>Compliance Management</i>	<i>Ensure obligations and responsibilities under relevant legislations are met.</i> <i>Ensure relevant Approved Codes of Practice (ACOP) and Best Practice Guidelines are applied within the business.</i> <i>Implement and manage risk assessment and management program.</i> <i>Ensure regular internal audits of the H&S systems are conducted, results are reported, and corrective actions are implemented.</i> <i>Maintain or improve the ACC Workplace Safety Management Programme (WSMP) audit standard for the individual companies within the Group.</i> <i>Ensure ACC requirements are well managed.</i>
<i>Executive Support</i>	<i>Provide regular reports on H&S performance; issues are flagged, and remedial actions are identified.</i> <i>Provide specialist H&S information and guidance to the Leadership Team to ensure they are able to exercise due diligence as Person Conducting a Business or Undertaking (PCBU) officers.</i>
<i>Continuous Improvement</i>	<i>Promote and drive continual improvement in H&S in order to create a positive safety culture throughout the Group.</i> <i>Look for ways to reduce duplication of efforts across the Group H&S systems.</i>
<i>People Management</i>	<i>Provides leadership to the H&S team and monitors the team performance to ensure the team is delivering on the Group H&S goals.</i> <i>Build the capacity of the H&S team and ensures there is the appropriate skills and expertise within the team to meet the Group's needs.</i>
<i>Personal Development</i>	<i>Manage own personal development.</i>

QUALIFICATIONS AND EXPERIENCE:

ESSENTIAL	GOOD TO HAVE
<i>Appropriate tertiary qualification in H&S or related discipline preferred.</i> <i>Proven practical experience of the H&S industry.</i>	<i>Leadership experience and knowledge of HR practices.</i>

BEHAVIOURS AND ATTITUDE:

- *Persuasiveness.*
- *Strong problem solving capabilities with sound decision making skills.*
- *Ability to build and maintain meaningful relationships with a diverse range of people.*
- *Remains calm under pressure.*
- *Innovative, always looking for an opportunity to improve.*
- *Proactive in approach, using initiative to self-start and achieve goals beyond what is required.*
- *Highly developed communication style with ability to adapt to target audience.*

OTHER REQUIREMENTS:

All employees of K G Richardson Limited are obligated to report any accidents, incidents, near misses, or hazards promptly to the appropriate persons. They are also expected to understand and abide by our Company Rules & Policies, Code of Conduct, and any other standard operating procedures, rules or instructions given to them by their manager or supervisor.

From time to time it may become necessary to consider making changes to this job description which will normally be initiated by the manager for the position. This may happen because of changes in nature or structure of our core business, the annual performance review, technological changes, procedural amendments or legislative / statutory requirements. Where any such change is envisaged you will be advised and consulted accordingly.

ACKNOWLEDGMENT & AGREEMENT:

EMPLOYEE	MANAGER
<i>Signature:</i>	<i>Signature:</i>
<i>Date:</i>	<i>Date:</i>