

 HAWKE'S BAY District Health Board Whakawāteapia	POSITION TITLE	Safety & Wellbeing Systems Auditor		
	DIRECTORATE	People & Culture	DEPARTMENT	Safety & wellbeing
	REPORTING TO (operationally)	Safety & wellbeing manager	REPORTING TO (professionally)	Safety & wellbeing manager
DIRECTORATE RESPONSIBILITIES & DIRECT REPORTS	This role covers the whole of the Hawke's Bay District Health Board (HBDHB) Staff reporting - Nil Direct - Nil Indirect			
PURPOSE OF THE POSITION	<ul style="list-style-type: none"> To develop and implement an annual internal audit program To monitor and verify all safety and wellbeing management systems and provide regular reports about findings to stakeholders In consultation with stakeholders, to track progress for all corrective actions relevant to staff safety, health and wellbeing. To provide feedback to those accountable for these actions, and to work with stakeholders to affect change To facilitate all external audits for relevant safety, health and wellbeing standards To work with safety and wellbeing champions to nurture a systematic approach to localised systems control To perform fit-testing of staff who wear respiratory devices as required 			
KEY DELIVERABLES	<p>Proactive maintenance of the SWMS</p> <ul style="list-style-type: none"> Be responsible for pre-audit reviews, and facilitation of the annual ACC and Telarc audit process for AS/NZS4801 and ISO45000 Coordinate the annual Safe365 safety maturity review Audit compliance with all safety & wellbeing procedures and safe systems of work Ensure that robust communication is established with stakeholders so that staff can develop trust in safety delivery as a value <p>Provision of fit-testing as part of the Respiratory Programme</p> <ul style="list-style-type: none"> To perform fit-testing of staff who wear respiratory devices as a barrier to becoming ill through exposure to airborne infection; to work with the Respiratory Programme Coordinator to ensure records are maintained Maintain fit-testing competency <p>Support on safety and wellbeing matters</p> <ul style="list-style-type: none"> Attend safety and wellbeing committee meetings and present reports to show how the HBDHB is 'delivering' safety to staff Develop and deliver training to develop staff understanding of the audit process and its benefits; target group is S&W representatives Monitor use of the S&W noticeboards and coach S&W representative to help them make best use of this communication tool <p>Team work and implementation</p> <ul style="list-style-type: none"> Drive continuous improvement in the team's service provision Understand the requirements of other S & W roles and provide support where identified Undertake all required training to ensure a broad knowledge of health and safety is acquired Provide support across the team to ensure all work required to be done is covered 			
HEALTH & SAFETY RESPONSIBILITIES	HBDHB is committed to maintaining and promoting the health & safety of all its staff, contractors, volunteers and patients. In this role, your duties are: <ul style="list-style-type: none"> Not to do anything that puts your own H&S at risk Not to do anything that puts others H&S at risk To follow all health and safety policies and procedures To follow all reasonable health and safety instructions (You have the right to cease work if you believe that you, or others, are at risk of serious harm).			
KEY WORKING RELATIONSHIPS	INTERNAL <ul style="list-style-type: none"> Managers and teams across HBDHB services All departments on all HBDHB sites Safety and wellbeing representatives Relevant committees DE Colleagues in the People & Culture team 		EXTERNAL <ul style="list-style-type: none"> WorkSafe Training providers Other DHBs Auditors 	

DELEGATION AND DECISION	Makes decisions within scope of practice and competence level Makes decisions within the policies developed by the organisation.
HOURS OF WORK	80 per fortnight
EMPLOYMENT AGREEMENT & SALARY	IEA Grade 16
DATE	June 2022
EXPENDITURE & BUDGET ACCOUNTABILITY	Does not have budgetary or capex authority
SCOPE & COMPLEXITY	Deals with a wide range of staff, across a wide range of activities, and all managers Effectively managing time and prioritising workload to ensure work is completed within the agreed time

ESSENTIAL CRITERIA

Qualifications

- NZ Diploma level health and safety qualification
- NEBOSH Certificate/Diploma health & safety qualification
- Respiratory protective equipment (RPE) fit tester - Commit2Fit Competency
- Lead auditor training

Experience

- 5 + years' experience with audit processes and execution thereof
- 3 + years' experience in health and safety field within an organisation

Business / Technical Skills

- An understanding of administration systems
- Demonstrates an understanding of continuous quality improvement
- Can organise others to meet objectives
- Can learn quickly and apply learning practically
- Can work effectively across all levels of the organisation
- Can self-direct work streams

Key Attributes

- Effective communication skills
- Positive attitude with problem solving focus
- Has the ability to train individuals and groups in systems and processes and desires to see others succeed
- Good team worker
- Able to show initiative while understanding professional boundaries
- Able to build effective relationships with external providers

Effectively Engaging with Māori

- Demonstrates knowledge and understanding of local tikanga and Māori culture sufficiently to be able to respond appropriately to Māori
- Is visible, welcoming and accessible to Māori consumers and their whānau
- Actively engages in respectful relationships with Māori consumers and whānau and the Māori community
- Actively seeks ways to work with Māori consumers and whānau to maximise Māori experience
- Actively facilitates the participation of whānau in the care and support of their whānau member

Physical requirements for role:

- General fitness as this is not a desk bound role

Vaccination status for role:

- Must have annual flu vaccination
- Must have full COVID-19 vaccinations as mandated by the Ministry of Health

DESIRABLE CRITERIA

Experience

- Previous health and safety work experience in a large complex environment would be beneficial
- Knowledge of the legislative or other external influences in health and safety affecting the health sector
- Extensive experience in health (ideally 5 - 7 years)

Business / Technical Skills

- Understanding of organisational dynamics and able to work effectively in a complex multi-professional workplace.
- Advanced procedure and policy writing skills



Our Vision and Values

Te hauora o te Matau-ā-Māui: Healthy Hawke's Bay

Excellent health services working in partnership to improve the health and wellbeing of our people and to reduce health inequities within our community.



HE KAUANUANU RESPECT

Showing *respect* for each other, our staff, patients and consumers. This means I actively seek to understand what matters to you.

ĀKINA IMPROVEMENT

Continuous *improvement* in everything we do. This means that I actively seek to improve my service.

RARANGA TE TIRA PARTNERSHIP

Working together in *partnership* across the community. This means I will work with you and your whānau on what matters to you.

TAUWHIRO CARE

Delivering high quality *care* to patients and consumers. This means I show empathy and treat you with care, compassion and dignity.