

Manager Health, Safety and Wellbeing

This position description is designed to give an overview of the type of work and performance required for this role and may include other duties as required.

Who we are as an organisation and what we are about

Everything we do is related towards the achievement of our **outcome** - 'safe and secure skies to help New Zealand fly'. Our success in this is simple: we will have the following **impacts**:

Being safe – fewer people die or sustain injury while participating in the aviation system.

Feeling safe – people's choice to participate in the aviation system is not limited by perception of unsafe practices.

Our **objectives** are:

Improved sector safety performance – we target areas of risk within the aviation system, and work to diminish these risks, improving the overall performance of the system.

Effective and efficient security services – we continue to effectively identify and mitigate security threats, while making sure passengers and goods can travel smoothly.

A vibrant aviation system is one that makes a strong contribution to the wellbeing of New Zealanders, through enabling quality of life, and supporting a strong economy.

Scope

Reports to:	Chief People Officer
Direct Reports:	3
Location:	National Office, Wellington

Role Overview

The Manager Health, Safety and Wellbeing will lead the small national team to advise and support the Authority managers and staff on the delivery, development, maintenance and implementation of Health, Safety and Wellbeing policies, procedures, and projects.

The role will 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.

It will develop and own the Health, Safety and Wellbeing Strategy and supporting frameworks that will contribute to the development and implementation of Health, Safety and Wellbeing initiatives across the Authority, ensuring standards and compliance programmes nationwide are developed and maintained to a high level.

Core Responsibilities

Strategy Planning and Implementation

- Review, develop, implement, and monitor an effective Health, Safety and Wellbeing Strategic Plan that is aligned to the Authority's Strategic Plan and directly addresses the challenges and context of the function

- Provide direction to support business unit ownership of health, safety and wellbeing strategic and annual operating plans ensuring risk and hazard management plans are in line with group policy in order that health, safety and wellbeing objectives are achieved, and risk is minimised across the group
- Consistently evaluate progress and effectiveness of proposed strategies and alter to improve approach and maximise potential
- Lead the business performance and growth of the Authority's health, safety and wellbeing strategy and culture
- Effectively manage health, safety and wellbeing resource to drive business value and outcome aligned to the strategy

Health, Safety and Wellbeing. Leadership and Education

- Model best practice health, safety and wellbeing leadership by ensuring specialist and strategic advice, practical guidance and support is available to the Executive Team, Managers, and the Board (when required)
- Proactively demonstrate visible commitment to health, safety and wellbeing leadership
- Champion health safety and wellbeing leadership and build strong working relationships with all key stakeholders, contractors, suppliers and employees and drive step change in the Authority's performance
- Manage relationships with Work Safe, ACC and other external stakeholders
- Ensure the Authority maintains the highest possible health, safety and wellbeing accreditation
- Ensure delivery of forums on major health, safety and wellbeing performance risks and opportunities for operational management, building capability and competence and identifying opportunities to lead to cultural improvement
- Actively lead by example and represent CAA in industry forums on health, safety and wellbeing matters, where applicable
- Actively participate in National and Business Unit related forums to ensure currency in knowledge of trends and issues
- Communicate trends and issues to health, safety and wellbeing partners and devise / alter strategy to ensure alignment

Auditing, Risk and Incident Management

- Manage a programme of health, safety and wellbeing audits, that includes scheduled and 'unscheduled' audits, across sites reviewing against the requirements of legislation, company guidelines and safety management plans
- 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

- 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
- Oversight of the investigation of serious incidents carrying out subsequent review or changes to the relevant Site Safety Management Plans
- Oversee the review of all high consequence events including the injury management, restoring control on the site, scoping the investigation, reviewing the investigation, and organising audit of improvement controls
- Review health, safety and wellbeing performance including significant incident investigations, near misses and review corrective actions
- Review all external and internal health, safety and wellbeing audit results and corrective actions
- Recommend and lead improvements in audit and incident investigation processes

Health and Safety Management System (HSMS)

- Maintain and 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 the Authority's HSMS
- Oversight of site HSMS in line with the Authority's group requirements, ensuring that business units and site management are coached and mentored in the implementation and delivery of desired results
- Provide expert advice in defining a performance gap analysis and assist site management to develop performance improvement plans to achieve a robust resilient HSMS
- 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
- Ensure relevant changes in legislation, regulations and codes of practice are understood and lead change where required

Reporting and Performance Measurement

- Ensure group wide health, safety and wellbeing reporting is developed and put in place to ensure accurate information is at hand to allow continued management and visibility of the Authority's health, safety and wellbeing performance
- Annually review, develop and monitor measurable lead and lag indicators for the Authority
- 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
- Produce and monitor an annual budget and subsequent supporting business plan

Health and Wellness

- Lead a quality external occupational health service in support of injury prevention, management and rehabilitation programmes to promote employee health and wellbeing through:
 - annual health planning
 - health and rehabilitation standards
 - pre-employment screening
 - annual surveillance medicals
 - promotion and implementation of wellness programmes
 - Ensure systems and practices are consistent with the Authority's obligations under the ACC Partnership Programme
 - Develop, implement and support a wellbeing strategy for the Authority

People Management

- Implement Human Resource policies, procedures and projects including employment processes and documentation, Health, Safety and Wellbeing and Learning and Development
- 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 timeframe
- Remuneration strategy and/or recommendations agreed and put in place to ensure best practice and performance by area, taking into account specific needs
- 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
- Identify key talent and establish development and succession plans
- Recognise and manage team's training and/or professional development needs – utilising training resources on and off the job to ensure employees' skills are maintained and enhanced

Other

- Undertake other duties as reasonably directed by the Chief People Officer from time to time, including project work.
- Build and maintain a high-performing people unit that delivers on organisational expectations and requirements through effective financial oversight and management, workforce planning and workload management, people capability development and engagement, performance management and quality oversight of the work of the unit.
- Carry out work and conduct interpersonal relationships in a way that supports the Authority's commitment to the principles of EEO and the Treaty of Waitangi.
- Adherence to the Authority Code of Conduct, including privacy and personal information rules.

- Contribute to, maintain knowledge of, and practices Health and Safety processes and initiatives.
- Ensure staff are trained in safe practices and procedures in their specific areas of work.
- Investigate and report wellbeing and safety incidents raised by staff within required timeframes.

Skills and Experience to be Successful

- A working knowledge of the New Zealand regulatory requirements and administrative frameworks and experience in dealing with regulators relating to managing health, safety and wellbeing
- Experience in developing, implementing and managing a Health and Safety Management System
- Proven capability in achieving health, safety and wellbeing performance improvement and experience leading cultural change within health, safety and wellbeing
- 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 empathy of the aviation sector
- Experience in issues management and risk mitigation
- An ability to analyse health, safety and wellbeing 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, safety and wellbeing 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
- A relevant tertiary or post graduate qualification(s) in health and safety, ideally with previous experience in a similar strategic health, safety and wellbeing role

My Decision Making Authority

- Financial and People Delegations: Level 4
- Direct reports – Advisor Health, Safety and Wellbeing (3)
- Key working relationships

Internal:

- Chief People Officer

- People Operations team
- Chief Executive and all members of the Leadership Team
- Members of the People Leadership Team and People team members
- Internal service providers (e.g. Legal Services, Finance, Communications, MIS and Facilities)
- Line Managers and the Authority employees
- Union delegates and organisers.

External:

- State Services Commission and other government agencies
- Transport Sector Government Entities
- People professionals in both the public and private sectors
- External People and management consultancies and service providers
- Public Service Association and other unions' officials.

The Attributes I Need To Be Successful

As a member of the Civil Aviation Authority I need to demonstrate:

Systems Thinking	Identifies the components of complex systems, their interactions and the implications for system performance
Problem solving	Fosters a collaborative approach to identify, understand, and fix the important problems that have a negative impact on the aviation system
Critical thinking	Arrives at balanced and evidence-based judgements on complex regulatory issues through the disciplined use of analytical and evaluative techniques

As a **Leader** at the Civil Aviation Authority I need to demonstrate the following traits and qualities:

Leadership Traits	
Resilient	<ul style="list-style-type: none"> • We are aware of our challenges and the impact of these challenges on others and actively manage them. • We demonstrate empathy and care for ourselves and for our colleagues, and contribute to an Authority culture of care that supports building our resilience
Self-aware and Agile	<ul style="list-style-type: none"> • We leverage self-awareness to improve skills, encouraging feedback on our own performance, self-assessing, and consequently adapting our approach
Honest and Courageous	<ul style="list-style-type: none"> • We are willing to have difficult conversations, call out inappropriate behaviour, and stand up and do the right thing. • We model the right behaviour and support others to do the same. • We admit to not knowing, to not being right every time, to failing, to being vulnerable, and to accept and value those traits in others
Curious	<ul style="list-style-type: none"> • We use our curiosity to drive us to build our collective capability and intelligence. • We show genuine interest, explore novel approaches and ask questions to gain deeper understanding
Leadership Qualities	

Informed Decision Maker	<ul style="list-style-type: none"> • We have full appreciation of the system(s) an issue exists in. • We understand our environment through critical appraisal of information, identifying a variety of perspectives, probing for causality and testing our thinking. • We use intelligence, reasoning and intuition to inform and provide sound advice. • We develop contingencies to deal with issues as they arise.
Strategic	<ul style="list-style-type: none"> • We create shared vision which generates enthusiasm, brings energy and a commitment to the Authority. • We look ahead, including, but extending beyond, the system(s) in question. • We consider societal, political, financial, economic, and environmental goals, and think about outcomes (not outputs), in the domestic, regional, and global context. • We naturally and readily build strategic alliances with other agencies. • We look for the big picture to provide the high level view and the long term goals. • We foresee and manage risk appropriately.
Embraces Continuous Improvement	<ul style="list-style-type: none"> • We foster innovation. • We are open to new ideas and approaches. • We initiate and embrace change and guide others through it. • We continue to learn and develop out capability, while reflecting and embedding past learnings and celebrating our success.
Influencer	<ul style="list-style-type: none"> • We lead with purpose, persuasion and inspiration. • We engage with others to influence the environment we operate in and beyond. • We communicate clearly, demonstrate leadership and impact and gravitas, establish trust and build motivation to get results.
Politically Aware	<ul style="list-style-type: none"> • We work well to inform and influence political representatives and navigate political issues. • We understand reputational and environments impacts of issues and understand legislative cycles. • We navigate political issues with tact, diplomacy, real engagement, and transparency. • We understand and influence the internal politics of the organisation for the positive.
Collaborator	<ul style="list-style-type: none"> • We take the time to develop sustainable, productive relationships to accomplish outcomes. • We are inclusive in our interactions and decision making, making the best use of the skills and experience available. • We back each other, communicate openly and honestly, follow through, and provide support to achieve true collaboration through trust. • We recognise there are differences in approach and/or opinion and help and encourage others to have constructive and challenging discussions.
Identifies, Motivates & Develops Talent	<ul style="list-style-type: none"> • We set clear expectations, support and reinforce high performance. • We share and teach out specific technical skills, coaching and mentoring our people to develop individual and collective capability. • We empower people to make sound decisions by integrating blended learning and development to build the right mind-sets and overcome resistance to change. • We encourage, recognise and reward leadership behaviours and

	<p>attributes, enabling our people to understand, value, and seek to develop their potential.</p> <ul style="list-style-type: none"> • We develop people in the way that best suits them and their personal leadership style and ambitions, making space for that to happen.
Communicator & Engager	<ul style="list-style-type: none"> • We build and sustain working relationships that contribute to making a difference for the Authority. • We read people and situations, using those observations respectfully to understand others' points of view • We are skilled in and model effective communication: knowing whom to speak with, how, when, and using what sort of information and delivery. • We communicate in an accurate, timely, responsive and consistent manner.
Enhances Team Performance	<ul style="list-style-type: none"> • We set realistic goals, objectives, and expectations for ourselves, our teams and that are aligned to the Authority vision. • We monitor and strengthen team cohesion and performance, and create success based on achievement. • We manage our own and our team's priorities effectively. • We delegate effectively and maintain appropriate oversight of work. • We recruit and develop talent, manage culture and capability in our teams and across the Authority.
Leads a Safe Culture	<ul style="list-style-type: none"> • We lead by example by ensuring our actions and the environment we work in do no cause harm to ourselves or others. • We are guided by our Health & Safety systems which are delivered through deliberate interventions to ensure we operate in a safe and secure environment and participate by communicating our suggestions and concerns. • We embrace diversity in our workforce and are inclusive in our approach to delivering outcomes. • We act to address any instances of unsafe practice or unfair behaviour.