



Tūranga Mahi / Position Description:

Fixed Term Health, Safety & Wellbeing Officer

At Rotorua Lakes Council, we are guided by Tai Kawenga, which reflects both our purpose and the values that shape how we work together.

Tai means tide or current. Kawenga refers to the values we carry within us and the principles that carry us forward in our daily work. Together, Tai Kawenga provides the foundation for our culture, decision-making, and service to our community.

Our purpose speaks to why we exist and is expressed through three ideas that reflect our vision:

Customer Focused - Community Driven - People at the Heart

How we work together is guided by our **Purpose**, why we exist, our **Promise**, what we commit to delivering every day; our **Practices**, how we behave; and our **Principles**, the values we believe in and stand by:

Stronger Together - Lead with Integrity - Challenge and Innovate - Steward our Future

These principles set the expectations for how we work with colleagues, customers, iwi, stakeholders, and the wider community.

To be successful in this role, you will embrace the belief that:

"The organisation's success is my success. My job is only done when everyone's job is done."

Rotorua Lakes Council serves approximately 78,000 residents and millions of visitors each year. We are committed to continuously improving services for our community and customers.

Rotorua sits in the heart of the Te Arawa region, where approximately 40% of the population identify as Māori. Our bicultural foundation strengthens our understanding of Te Ao Māori and enriches our diverse community. We are committed to honouring our responsibilities to mana whenua and reflecting these relationships in how we work and serve our district.

Health, safety, and wellbeing are a top priority. Safety is everyone's responsibility, and we all play a role in creating environments where people can thrive and return home safely each day.

Rotorua Lakes Council has statutory responsibility for Civil Defence and Emergency Management (CDEM). As a result, all employees may be required to undertake CDEM duties in addition to their normal position responsibilities when responding to, or recovering from, an emergency event.

As one team, we are committed to supporting Council's strategic direction, working collaboratively, embracing innovation, and making decisions that contribute to a sustainable future for our district.

Through Tai Kawenga, we recognise that every role contributes to the outcomes we achieve for our community.

The position description below describes the specific requirements of this position. The description within this position description is not an exhaustive list of responsibilities or tasks and staff are expected to contribute to the organisation through other tasks and activities assigned by their manager. In addition, you are also expected to be proactive in knowing and following Council policies and procedures.

TE ĀHUA O TE MAHI - POSITION SPECIFICATION

MAHI - POSITION:	Fixed Term Health, Safety & Wellbeing Officer
RANGATIRA - REPORTS TO:	Health, Safety & wellbeing Manager
KĀHUI - GROUP:	People & Culture
TAUNGA MAHI - LOCATION:	Civic Centre
PŪTAKE - POSITION PURPOSE:	Provide effective coordination and first level H&S advisory support for Health, Safety and Wellbeing activities ensuring compliance, supporting managers and workers, maintaining key H&S systems, and contributing to a positive safety culture.
NGĀ WHAKARITENGA - DELEGATIONS	Direct reports: • Nil
HONONGA WAIWAI – KEY RELATIONSHIPS: Rāroto - Internal	• Mayor and Elected Members • Te Tatau o te Arawa • CE's Group • Manahautū Te Arawa Partnership • Destination Development • Organisational Performance & Innovation • Infrastructure & Assets • Chief Financial Officer • People & Culture • Community Experience
HONONGA WAIWAI – KEY RELATIONSHIPS: Rāwaho - External	• Council stakeholders • Contracted service providers • Technical professionals in your field • Consultants and Contractors • Auditors • Mana whenua • Neighbouring local authorities • Mayor and Elected Counsellors • Local Government New Zealand (LGNZ) • Media and professional groups • Regional Council • Chamber of Commerce • Te Arawa Entities • Rotorua Community & Partnership • Police • Māori Wardens • Neighbourhood support

**NGĀ MAHI MATUA -
KEY
ACCOUNTABILITIES:**

Health & Safety Systems and Compliance

- Maintain H&S management systems, records, registers, and documentation.
- Conduct workplace inspections, audits, and compliance monitoring activities.
- Assist with preparation of monthly H&S reports and support internal compliance requirements.
- Coordinate drug and alcohol testing requirements, including scheduling, record management, and follow-up actions.

Health & Safety Coordination and Administration

- Coordinate and facilitate employee and contractor H&S inductions and onboarding requirements.
- Maintain training, competency, and compliance records.
- Prepare H&S Committee meeting agenda and track actions.
- Participate in H&S committee meetings and take minutes .
- Provide general administrative support to the Health, Safety and Wellbeing function.

Health & Safety Advice, Wellbeing and Workforce Support

- Provide first-level H&S advice and support to managers and employees.
- Assist with hazard identification, risk assessments, and implementation of controls.
- Coordinate return-to-work processes and facilitate injury management meetings.
- Support health, safety, and wellbeing initiatives that promote a positive safety culture.
- Develop and distribute monthly toolbox talk topics and other safety communications.
- Attend management and operational meetings to provide H&S input, discuss incidents and significant events, share lessons learned, review H&S performance, and support continuous improvement initiatives.

Continuous Improvement and Other Duties

- Identify opportunities to improve health, safety and wellbeing systems, processes and reporting.
- Contribute to the review and maintenance of health and safety procedures and resources.
- Support organisational initiatives that promote a positive health, safety and wellbeing culture.
- Assist in emergency preparedness activities, drills, and response planning.
- Undertake other reasonable duties as required to support the organisation's Health, Safety and Wellbeing objectives.

Contractor & Site Safety Support

- Assist with contractor prequalification and onboarding processes.
- Support the monitoring of contractor safety performance and documentation requirements.
- Participate in site visits across Council facilities and operational locations.
- Take responsibility for working safely and contributing to a healthy work environment by complying with health and safety

	requirements, identifying and managing risks, and actively supporting a culture of safety, wellbeing, and continuous improvement. • Support our statutory Civil Defence and Emergency Management (CDEM) obligations by maintaining readiness to undertake assigned emergency management roles, participating in required CDEM training and exercises, and carrying out response and recovery duties as directed during emergency events, in addition to normal position responsibilities. <i>NB: the key accountabilities listed above are not an exhaustive list. You may be expected to undertake additional delegated responsibilities in the course of your employment that are consistent with the purpose of your role.</i> There will also be the annual delivery of agreed KPIs.
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TE ĀHUA O TE TANGATA - PERSON SPECIFICATION

NGĀ MAHI MATUA - FORMAL QUALIFICATIONS: (Ngā matau ā-wheako rānei - Or experience recognised as equivalent)	Required • NZ Certificate in Workplace Health and Safety (Level 4) or equivalent qualification, training or relevant experience. • Minimum 2 years' experience in a health and safety, compliance or operational support role. • Full New Zealand Driver Licence. • Proficient in Microsoft Office applications and electronic management systems. Desirable • NZ Diploma in Workplace Health and Safety (Level 6). • First Aid Certificate. • Experience using health and safety management systems such as Vault or equivalent. • ICAM Investigation Training. • Experience within local government, infrastructure, civil construction or operational environments.
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NGĀ PŪKENGĀ - POSITION SPECIFIC COMPETENCIES AND ATTRIBUTES	Technical Competencies • Working knowledge of the Health and Safety at Work Act 2015 and associated regulations. • Understanding of hazard management, risk assessment and incident reporting processes. • Ability to maintain accurate records and compliance documentation. • Experience coordinating training, inductions and safety administration activities. • Competent user of health and safety software systems and reporting tools. Behavioural Competencies • Strong customer service focus with the ability to build positive working relationships. • Excellent verbal and written communication skills. • High level of organisation, planning and attention to detail. • Ability to manage multiple priorities and meet deadlines. • Proactive and solutions-focused approach. • Demonstrates sound judgement and confidentiality. • Self-motivated and able to work independently. • Collaborative team player who supports colleagues and organisational objectives. • Demonstrates integrity, accountability and professionalism. • Commitment to continuous improvement and learning. Personal Attributes • Friendly and approachable. • Resilient and adaptable. • Positive attitude with a willingness to learn. • Safety-minded with a strong commitment to wellbeing. • Takes ownership and follows through on commitments. • Comfortable engaging with people at all levels of the organisation
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