



**TŌ MĀTAU MOEMOEĀ:** Our Vision is to use the past, present, and future technology, and ingenuity of Aotearoa to educate and inspire the innovators of tomorrow.

- KIA WHAKATŌMURI TE HAERE WHAKAMUA -

**Position:** Safety and Wellbeing Advisor

**Reports to:** People and Culture Manager

## PURPOSE OF THE ROLE

Reporting to the People and Culture Manager, the Safety and Wellbeing Advisor supports the achievement of the Museum's objectives with respect to health, safety, and wellbeing. This is done through the promotion of a safety and wellbeing-focused culture and the development and delivery of processes and systems to support this.

The Safety and Wellbeing Advisor provides support, guidance, and advice to all levels of the organisation in proactively managing their safety and wellbeing needs and supports managers and contractors to meet their obligations, to ensure that MOTAT operates in a safe manner every day and the MOTAT Team are well-supported in their roles.

## RESPONSIBILITIES

- Promote a safety and wellbeing focussed culture where all MOTAT Team Members actively contribute to a safe and supportive environment.
- Provide safety and wellbeing advice and support to all levels of the organisations , to achieve operational goals and to assist the Museum in achieving its desired culture.
- Assist and guide managers with safety and wellbeing matters (including matters related to the operation of the MOTAT Collection) to ensure that issues are managed effectively and to minimise risk to the organisation and the MOTAT Team, including PCBUs operating on the MOTAT sites.
- Advise on safety and wellbeing policy and provide support with procedures including internal safety and compliance audits, contractor management, MOTAT Safety Case requirements, wellbeing initiatives, etc.
- Proactively promote the application of and adherence to safety and wellbeing policy and procedures.
- Apply a wellbeing perspective in the development of policies, initiatives, and processes.
- Identify opportunities to enhance team wellbeing through the promotion and participation in initiatives, events, and activities.
- With the other Safety and Wellbeing Advisor, co-lead and provide advice and guidance to MOTAT's Health and Safety Committee, working with the People and Culture Manager to ensure that the committee is structured to meet the needs of the Museum.
- With the other Safety and Wellbeing Advisor, co-lead the Emergency Response Team, working with the Security and Compliance Coordinator in relation to security considerations.
- When required, work with the relevant manager to ensure that all MOTAT Team Members complete a return to work plan and are appropriately supported, following an absence for illness or injury. This will typically be when the Safety and Wellbeing Coordinator is unavailable or when a return to work is more complex in nature.

- Undertake formal investigations into all accidents, incidents, and near misses; ensuring that all investigations are accurately documented.
- Develop and regularly update the Health and Safety Management System (HSMS) for MOTAT with a focus on continual improvement and culture.
- Maintain and update MOTAT's Safety Case for rail activities, as required, with a focus on continual improvement and working closely with others in the MOTAT Team ensure that they are conversant with the requirements of this document.
- Keep up-to-date with developments, legislation, and regulatory changes and relevant safety and wellbeing theory and methods and provide suitable interpretation to MOTAT Team.
- Contribute to the development and implementation of health and safety plans developed within the context of the annual plan and the strategic plan.
- Undertake policy review, ensuring necessary policies reflect contemporary health, safety, and wellbeing practices and comply with current legislative requirements, including but not limited to the Health and Safety at Work Act, Hazardous Substances and New Organism Act, and Railways Act.
- Work with others in the Safety and Wellbeing team to coordinate an effective health and safety improvement cycle, including regular hazard identification, risk assessments, implementation of control measures, assessment, etc. so that the targets outlined in the HSMS are delivered.
- Implement and communicate organisation-wide health, safety, and wellbeing initiatives.
- Support the People and Culture Manager in ensuring that MOTAT is able to position itself as an employer of choice by providing best practice safety and wellbeing practices that put people first.
- Support the Safety and Wellbeing Coordinator to ensure that MOTAT maintains an accurate record of all employee and volunteer information in BambooHR, including all training records, licensing information, compliance dates, and wellbeing information.
- Maintain a centralised database of health and safety information for contractors and PCBUs that is distinct to the MOTAT Team information.
- Identify and recommend health, safety, and wellbeing training programmes for the MOTAT Team, as required to support the operation of the Museum.
- Work with the Safety and Wellbeing Coordinator to:
  - Establish and implement processes, standards, and frameworks for training related to the maintenance and operation of the MOTAT collection.
  - Ensure that all trainers are competent and, where applicable, have current training certification.
  - Review the effectiveness of training and the ongoing suitability of established competencies to the roles and tasks to which they are applied.
- Prepare safety and wellbeing metric data and operational reports for the People & Culture Manager.
- Model behaviours consistent with MOTAT values.
- Follow all Museum policies and procedures including but not limited to the Health, Safety and Wellbeing Policy and the Museums Aotearoa's Code of Ethics.
- Undertake any other duties as may be required to ensure that MOTAT's business objectives are met.

## KEY PERFORMANCE INDICATORS

- Effective and timely completion of key deliverables and projects, to budget and on schedule.
- MOTAT Team receive required safety and wellbeing support and information in a timely manner and in a format that is useful and appropriate.

- Planning, organising, setting priorities, and managing time, so that the health and safety budget is optimised, and outcomes achieved within agreed timeframes.

## KEY RELATIONSHIPS / DELEGATED AUTHORITY

<b>Responsible for:</b>	Nil
<b>Internal Liaison:</b>	MOTAT Managers, MOTAT Team
<b>External Liaison:</b>	Auditors, Waka Kotahi, WorkSafe, Safety and Wellbeing Consultants

## BUDGETARY AUTHORITIES

\$2,000

## SKILLS & EXPERIENCE

- 3-5 years' generalist safety and/or wellbeing experience and a relevant qualification.
- Broad knowledge of safety and wellbeing policies, practices, and relevant legislation, specifically the Health and Safety at Work Act.
- Outstanding interpersonal skills with a demonstrated ability to relate to and lead people at all levels and an ability to develop positive working relationships.
- Sound judgement and decision making skills with a 'hands on', problem solving approach; able to remain calm under pressure and take control of incidents.
- High degree of computer literacy and demonstrated competence in Microsoft Office applications (Excel, Word, PowerPoint, Outlook).
- Demonstrated project management experience; must be able to plan and manage time effectively.
- Excellent written and verbal communication skills; coaching skills beneficial.
- Problem solving and research skills and well-developed research and presentation skills.
- Thorough understanding and proven expertise in dealing with health and safety legislation in an operational context.

## OUR VALUES

### Ō MĀTUA UARA

<b>AUAHATANGA</b> INNOVATION	We will be courageous and try new things.
<b>NGĀTAHITANGA</b> COLLABORATION	We will work as a team that respects and supports others.
<b>MOTUHĒHĒTANGA</b> INTEGRITY	We will act ethically and with respect and transparency.
<b>PŪMAUTANGA</b> SUSTAINABILITY	We will foster knowledge and promote technology that is beneficial to our community and environment.

This document covers the broad results expected from the position and will form the basis of specific objectives to be agreed and reviewed on a regular basis.