

Safety Advisor

POSITION DESCRIPTION	
TITLE	Safety Advisor
REPORTS TO	Southern Regional Manager
LOCATION	Dunedin
DIRECT REPORTS	0
DATE	January 2023

Site Safe

Our Vision

Proud to be Safe





Our Mission

Building Safer and Healthier Workplaces Together

Who We Are

Established as a not-for-profit society in 1999, Site Safe’s goal is to help reduce harm in the New Zealand construction industry. A membership-based organisation with over 6,000 members, we provide leadership, advocacy and a range of services to support the industry to be safe. We help develop future health and safety leaders, provide education and resources, and give advice to businesses on solutions that make a real difference and ensure everyone goes home safe at the end of each day.

Our Values

	Safety	Safety and health are at the forefront of what we do and who we are.
	Attitude	We are respectful and honest. We believe with passion and work with integrity.
	Fairness	Our willingness to listen and learn enables continuous improvement towards excellence. We have inquiring minds and are open to change for the best outcomes.
	Engagement	Our sense of team and trusting relationships enables robust debate and best practice development.

Purpose of the Position

To contribute to the improvement of health and safety in the construction and related industries through:

- Delivering Site Safe training and related assessment
- Engaging with customers, potential customers and members
- On-site site review (audit) services
- Providing health and safety advice and services
- Promoting Site Safe membership and services

This role will provide Site Safe services primarily to the Dunedin region and on occasion elsewhere in the Southern region.

Key Responsibilities

<p>Training delivery</p>	<p>Deliver Site Safe training face to face and online.</p> <p>Undertake preparation work prior to course delivery.</p> <p>Complete enrolment documentation and reporting on trainees.</p> <p>Mark assignments received from learners who have attended Site Safe courses that include a post course assessment component.</p> <p>Develop and facilitate seminars and workshops with clients.</p>
<p>Promotion and Engagement</p>	<p>Actively work with the Regional Manager to identify opportunities for new business and support growth in the region.</p> <p>Build and maintain key relationships with industry companies/sectors.</p> <p>Visit/contact Site Safe member companies on a regular basis to develop the relationship.</p> <p>Facilitate client meetings to identify needs and recommend service options.</p> <p>Promote Site Safe services and membership.</p> <p>Develop and/or facilitate presentations, seminars and workshops with members, customers, stakeholders and learners.</p> <p>Mentor Site Safe Scholarship winners.</p> <p>Facilitate Safety Liaison Group meetings.</p> <p>Participate in, or lead, industry events.</p>

Consulting	<p>Undertake consulting services in conjunction with Site Safe products.</p> <p>Scope and develop proposals for delivery of consulting work.</p> <p>Assist in developing and implementing effective on-site safety management systems and practices.</p> <p>Develop and/or facilitate tool box talks, safety meetings, and/or workshops on a variety of topics.</p> <p>Assist with implementation of incident/accident reporting systems and carry out investigations if requested.</p> <p>Assist members/customers to conduct task analysis/safety work method statements and other related safety documentation.</p> <p>Promote Site Safe consulting services and actively pursue opportunities.</p> <p>Respond to customer enquiries via phone and email.</p> <p>Maintain reporting and invoicing in the relevant tools.</p>
Site Reviews (Audits)	<p>Undertake on-site health and safety audits, using the audit tool and other tools as relevant.</p> <p>Identify areas of critical risk and, where appropriate, offer workable solutions.</p> <p>Provide information to assist with the benchmarking of companies' audit results.</p> <p>Write comprehensive and useful reports following audits.</p> <p>Provide feedback and support to companies following their audits.</p> <p>Assist clients in closing out Safety improvement reports, dispatch reports and complete the invoicing process.</p> <p>Promote Sites Safe's auditing and consultancy services.</p>
Support to the wider Regional and National teams	<p>Provide back-up and support to the wider team (may require travel).</p> <p>Provide input and feedback on the development of new training courses, material, and products.</p> <p>Participate in peer review/observation processes and provide useful and constructive feedback to other team members.</p> <p>Maintain up-to-date knowledge of training trends and relevant health and safety application within the construction industry.</p>

Reporting	<p>Provide reporting to the Regional Manager on a regular basis as required.</p> <p>Maintain customer interaction information in the Customer database.</p>
Health, Safety and Wellbeing	<p>Ensure personal and team responsibility in the application of Site Safe health and safety policies and procedures.</p> <p>Identify and report on potential improvements to health and safety within the workplace.</p> <p>Complete any required organisational health and safety related training or education.</p>

Key Relationships

Internal	External
Regional Manager	Members
Southern regional team	Learners
Group Manager Education, Development and Delivery	Employers
Wider Education, Development and Delivery Team	The wider construction and related industries
	Regulatory bodies (eg Worksafe)
	Customers

Person Specification

Experience, Knowledge and Qualifications

Essential:

- Experience in facilitating class-room and online training with knowledge of adult learning techniques
- Up to date and practical knowledge of Health and Safety principles, practices and legislation
- A focus on leadership and behavioural safety
- Business Development and Relationship Management experience
- Excellent presentation, and written and verbal communication skills
- Microsoft Office skills, particularly PowerPoint, Outlook and customer databases

Desirable:

- Certificate in Adult Teaching (level 4) or equivalent
- A Health and Safety qualification (ideally at level 6)
- NZQA Assessor Qualifications (Unit Standard 4098)
- An understanding of, and experience with, standards-based assessment
- Experience with learning technologies, eg Moodle
- Knowledge of construction industry and/or other similar industries.

Personal Attributes

- Excellent communication and relationship building skills
- Customer service focus
- Ability to present ideas and gain acceptance and buy-in from stakeholders
- Is innovative, forward thinking and open minded
- Able to interact and be responsive to the needs of diverse groups
- Passion and motivation for teaching and training
- Demonstrates commitment to the Site Safe Values