

Position Description



Safety & Training Advisor

Date	May 2022
Purpose of position	<p>To provide safety and training support to internal / external customers through:</p> <ul style="list-style-type: none"> • Ensuring a priority focus on safe work practices, striving to achieve zero harm – keeping our people safe • Undertaking strong people leadership practices and influencing others towards a culture of accountability • Preparation and delivery of quality skill-based training modules • Undertake appropriate action to remove/manage hazards/risks that are identified within the workplace • Collaborating with internal and external stakeholders to ensure safety and regulatory compliance • Assist in the ongoing development and delivery of SOP's • Drive continuous improvement through auditing and developing improvement projects aligned with the companies priorities
Reports to	<ul style="list-style-type: none"> • Safety & Training Leader
Key Relationships	<ul style="list-style-type: none"> • External Training Organisations • Port Otago Workers • Port Otago Safety Representatives • Safety Team • Management Team • Leadership Team
Qualifications	<ul style="list-style-type: none"> • Proven safety focus and experience in training development/delivery
Direct Reports	<ul style="list-style-type: none"> • N/A

Core Responsibilities

Health & Safety	<ul style="list-style-type: none"> • Leads by example on the priority of H&S ensures others you influence do same • Maintain an overview of all accident and incident reports • Participates in safety induction development and other relevant safety training programmes • Ensure strict adherence to safety standards, statutory and legislative requirements, safety policies and procedures • Undertake safety inspections and auditing • Comply with all PPE requirements • Follow the “My Safety Assessment” personal task hazard process
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	<ul style="list-style-type: none"> • Attendance & involvement at all Health and Safety meetings • Support safe behaviours and the drug & alcohol testing program • Undertake safe workplace VSL's • Assist with investigation of incidents and risk including the establishment of relevant and effective safety controls • Promotes, ensures, and assists with adherence in safe systems of work for high risk activities (JSA's and Permit to Work)
People Leadership	<ul style="list-style-type: none"> • Develop open, honest and respectful working relationships with all team members and members of the wider management group. • Regularly attend pre-shift meetings to visually support the effectiveness of this communication process.
Operational Performance	<ul style="list-style-type: none"> • Is responsible to the Safety & Training Leader for safety/training delivery performance • Ensure training delivery is well planned and safely executed within the time frames required by the customer • Undertake relevant procedure development • Undertake regular workplace safety audits
Delivery to Customer	<ul style="list-style-type: none"> • Ensure a high degree of responsiveness in service delivery for both internal and external customers • Ensure training costs are minimised and training levels are achieved. • Stays "ahead of the game" on training delivery and ensures that any issues are addressed in a reasonable timeframe
Contractor Management	<ul style="list-style-type: none"> • Responsible for training contractor engagement at Port Otago and ensuring they are aligned to Port Otago's policies and procedures
Innovation & Change Management	<ul style="list-style-type: none"> • Actively search for innovations to improve Port Otago's safety and training performance • Overcomes barriers to change • Contributes to Port Otago's Project Management Framework
Personal Development	<ul style="list-style-type: none"> • Plan developed identifying goals, actions and timelines and recorded • Take some responsibility for developing own personal plan in conjunction with Safety & Training Leader

Key Performance Measures

Health & Safety	<ul style="list-style-type: none"> • Be a safety role model for others • Port Otago workers follow safe work practices and supervisors act as role models within their team. • All incidents and accidents are reported promptly and accurately • All hazards identified are reported immediately • Strive to achieve Zero Harm – keeping our people safe
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	<ul style="list-style-type: none"> • VSL (Visible Safety leadership is practiced at all times and observations recorded in Vault • Strong positive leadership and staff engagement at Health and Safety Working Group Meetings • Risk assessments conducted and identified risk controls are implemented
People Leadership	<ul style="list-style-type: none"> • Train Port Otago workers to ensure they are competent, confident, and safe within their roles. • Completion of all training needs and performance review processes including H&S KPI's. • Training plans, goals and appraisals completed under annual staff review process.
Process Improvement	<ul style="list-style-type: none"> • Improvement projects complete and implemented. • Ensuring actions identified from process improvement are completed and properly embedded into the culture of the safety and training team.