



POSITION DESCRIPTION

Job Title	HESQ Officer
Reports to	People and Capability Manager
Direct Reports	Nil
Date	October 2023

Job Purpose

The purpose of Health and Safety Advisor is to promote and facilitate health, safety and wellbeing across all functions at Quality Roading and Services. Upholding the principles of “Doing Safety Differently” and collaborating with both management and staff to ensure regulatory compliance is achieved, as well as the embedding of a health, safety, and a wellbeing culture. Working alongside the **health and safety manager**, this role will also be responsible for undertaking audits, reviewing, and developing systems and strategies and working alongside operational teams to advise on risk and best practice under Health and Safety at Work Act 2015.

This position description, reporting structure and duties and responsibilities may be altered by the Company from time to time after consultation with you where the changes are deemed substantial.

Demonstrates QRS Values

- Equality

all in, supportive, bring your skills, lead by example, no-one too big to help.

- Pride

In the job, the company, community and what we do.

- Respect

For the job, client, equipment, environment, each other, turn up on time, know your limits, respect our rules and policies.

Area of Focus	Expected Outcomes
Health and Safety Advice & Support	Partnering with the business at all levels, providing expert advice on Health and Safety issues and best practice. Advising on interpretation and application of Health and Safety legislation in the context of QRS operations. Effective leadership in the development of Health and Safety Systems and programmes of work. Actively contributing to the QRS Health and Safety Committee meetings, coaching and enabling H&S Representatives across the business to be effective in their roles.

	<p>Provision of H&S advice relating to the purchase of new equipment and proposed new operational methods.</p> <p>Act as a role model and a H&S champion for encouraging engagement within the framework for all QRS staff.</p> <p>Manage H&S Preapproval Project's (approved contractor list) resources and develop relationships with suppliers/approved contractors to ensure their continued compliance with QRS H&S procedures and applicable legislation.</p> <p>Manage contractor SSSP process and participate, from a H&S perspective, in tender and contract evaluation process</p>
Health and Safety Systems	<p>Continue to drive the development of QRS Health and Safety systems, processes, and standard operating procedures</p> <p>Actively contribute to the continuous review and improvement of current systems, ensuring input is sought from key stakeholders.</p> <p>Make recommendations to the SLT regarding implementation of new Health and Safety systems, initiating/assisting in business case preparation where required.</p>
Regulatory Compliance	<p>Ensure that the ORC is compliant with the Health and Safety at Work Act (2015) and its amendments</p> <p>Ensure that any SOPs developed for all identified work activities are included in corporate policy and are reviewed regularly</p> <p>Coordinate the H&S Safety audit process and ensure requirements are met.</p> <p>Acting on, escalating where appropriate, situations/areas of noncompliance.</p>
Reporting and Data Collection	<p>Reporting on Health, Safety and Wellbeing initiatives to the SLT, to encourage "trickle-down" engagement throughout QRS.</p> <p>Periodic reporting of near-misses, incidents, and accidents to the SLT.</p> <p>Collection and collation of H&S data to enable strategic decision making in the H&S and Operational space.</p> <p>In consultation with the People & Capability Manager, undertake periodic reporting to the Councils Audit and Risk Committee</p>
Hazard, Accident, and Incident Management	<p>Ensure that risk assessments are undertaken across all activities, included in ORC Policy, and reviewed on a regular basis.</p> <p>Facilitate the use of the hazard register, undertaking training where required.</p> <p>Champion reporting of near-misses, incidents, and accidents with the appropriate level of detail.</p> <p>Undertake H&S investigations as follow up action where necessary on reports of near miss/incidents/accidents.</p> <p>Manage all incident or illness 'off work and return to work' cases.</p>
Other Duties/Expectations	<p>Contribute to the flexibility, agility and adaptability of the People and Capability team and the wider Organisation, by undertaking duties from time to time that may be in addition to those outlined above but</p>

	which fall within your capabilities and experience. Act as a role model for QRS in all that you do
Professional and Career Development	Identify, in conjunction with your manager, areas for both personal and professional development, in line with your career development plan.
Continuous Improvement	<ul style="list-style-type: none"> • To identify and recommend improvements to increase operational efficiencies whilst adopting industry best practice. • To maintain a future focus and work towards ensuring that operational services are aligned with QRS' Strategic Plan.
Collaboration and Communication	<ul style="list-style-type: none"> • To support and maintain effective methods of collaboration, consultation and negotiation with shareholders and stakeholders alike. • To establish and maintain relevant external networks. • To attend relevant networking events and ensuring that noteworthy information is communicated to managers and employees as appropriate. • To attend relevant QRS meetings e.g. monthly leadership meetings, financial tracking meetings as appropriate
Professionalism, teamwork and commitment	<ul style="list-style-type: none"> • To deliver a customer centered approach in all aspects of the role ensuring the needs of individual customers are fully met. • To contribute to the overall development of QRS and aim to deliver a Tier 1 Contractor level of service. • To take responsibility for projects as allocated by the Chief Executive Officer. • To be a proactive role model at QRS by consistently demonstrating that QRS' values and behavioral styles are embedded within this position. • To maintain confidentiality at all times in connection with work carried out. • To carry out any other duties appropriate to this position; as necessary or as requested. • To undertake appropriate training relevant to the position.
Other Duties	<ul style="list-style-type: none"> • Other duties are performed as required in accordance with operational requirements • Reporting requirements are consistently met • Flexibility and willingness to perform a variety of tasks is demonstrated • Adherence with standards and procedures is maintained at all times

PERSON SPECIFICATION

POSITION: HESQ officer

Selection Criteria		Essential/Desirable E/D	Means of Assessment
QUALIFICATIONS:			
1.	Membership of relevant professional body	D	A/C
2.	A tertiary qualification in construction or related discipline	D	A/C
3.	Degree level or equivalent	D	A/C
EXPERIENCE:			
1.	Working knowledge of the Health and Safety at Work Act 2015 and its amendments	E	A/I
2.	Experience in development of H&S Systems, Policies and Standard Operating Procedures	E	A/I
3.	Sound understanding of Risk Management and its application	E	A/I
4.	Confident in training facilitation and presenting to groups	E	A/I
5.	Willingness to question the status quo	E	A/I
6.	Effective research skills and ability to interpret legislation	E	A/I
7.	Strong organisational skills and processes	E	A/I
8.	Flexible, adaptable and enjoys challenge and change.	E	A/I
9.	Ability to work in a complex work environment, deal with ambiguity and across functions		
	From time to time it may be necessary to consider changes to the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. This Position Description may be reviewed as part of the preparation for your annual performance and development review.		
SKILLS/COMPETENCIES			
1.	Understanding of financial accountability	E	A/I
2.	Ability to communicate verbally and in writing in a clear and positive way at all levels, including preparing and presenting reports and presentations.	E	A/I/
3.	Strong interpersonal, relationship, influencing and negotiation skills	D	A/I/
4.	Knowledge and understanding of the Resource Management Act and transferring the knowledge back into the workplace	E	A/I/
5.	Knowledge and understanding of health and safety law and transferring the knowledge back into the workplace	E	A/I

6.	Flexible in the approach to work to respond to the needs of internal customers	E	I
7.	A commitment to provide and improve service delivery to the customer	E	I
8.	Able to demonstrate credibility and presence within the Company and to be able to influence and collaborate with staff in a variety of situations	E	I
9.	Ability to plan and organise well, multi-task and deliver on promises	E	A/I
10.	To possess a sound judgement and a tactical and pragmatic approach to solving problems	E	I
11.	Coaching skills	D	A/I
12.	Understanding of and commitment to equality and diversity	E	I

Means of Assessment	
A Application Form or CV	I Interview
P Presentation	W Written Exercise
S Skills Test	C Production of Certificates