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and drive growth**



**Candidate Brief
Calder Stewart – Group Health & Safety Manager**

13 August 2020

About the company

Calder Stewart is a national construction and property company specialising in design and build services to the industrial, commercial, rural and public sectors. Founded in 1955, Calder Stewart has a thirst for building innovation, pride in traditional business values and a commitment to 'build a strong future.' With a vertically integrated business structure, Calder Stewart is proud to have its own reinforcing, precast concrete and structural steel divisions which is unique to their building process.

Keeping our people and workplaces safe is of critical importance to Calder Stewart and an unquestionably safe workplace will ensure that Calder Stewart can continue as a leader in smarter building solutions and achieve its strategic and commercial objectives. The current Group Health & Safety Manager is ready to embark upon a new chapter in his life and as a result, Calder Stewart needs a talented and proactive leader to join the team and take on this essential role. Is this you?

About the opportunity

Reporting to the Chief Operating Officer – Shared Services and Manufacturing and working integrally with business leaders across Calder Stewart, the Group Health and Safety Manager takes overall accountability for developing and leading a culture that holds safety as a core part of the Calder Stewart identity and enhancing the capability of all Calder Stewart people to support this culture. In doing this, the Group Health and Safety Manager will, amongst other things:

- Contribute to organisational strategy from a health and safety accountability perspective; ensuring the company has the right framework to operate effectively;
- As a leader; guide a team of Health and Safety specialists to achieve their objectives as they positively impacting the behaviours and approach of people across the company;
- Engage closely with all leaders within the company; developing strong relationships and influencing behaviours and outcomes that enhance the company culture of safety;
- Champion process and system improvement; ensuring that all processes and systems are fit for purpose and align with Calder Stewart ways of working;
- Contribute to commercial arrangements and contracts to ensure work safety accountability is clear and that contractors operate in a manner consistent with Calder Stewart expectations and culture;
- Ensure the company meets all health and safety regulatory and reporting obligations.

This is a critical leadership role that requires a comprehensive understanding of workplace safety together with the ability to engage with and influence others to improve their approach to safety within the workplace – appealing to both hearts and minds. As the Group Health and Safety Manager, you will continue to lead a significant cultural evolution within the company to ensure workplace safety is the priority and is embedded as part of its fabric.

The information contained in the Candidate Brief is to assist candidates in their evaluation of the suitability of the advertised role. Decipher Group Limited accepts no liability for information provided, on behalf of the client, in good faith.

About you

To be successful as the Group Health and Safety Manager, you will have proven experience as a Health and Safety leader ideally within a construction, infrastructure or project management context and you may hold a relevant tertiary qualification. An exceptional communicator with the ability to engage across an organisation and with all stakeholders; you will be able to demonstrate your success in impacting culture to enhance positive behaviours; creating workplaces that are unquestionably safe. A down-to-earth approach and a willingness to roll up your sleeves to get the job done, you are always looking for better ways to do things and more effective methods for getting your messages understood and embedded. Sound like you?

In return, you will be rewarded with this unique opportunity to further your career while contributing to the health and safety goals of this successful family owned business with strong links to the heartland of New Zealand. Interested?

How to apply

To discover more about Calder Stewart, visit <https://www.calderstewart.co.nz/>

For a confidential discussion about the role; contact Leanne Crozier on 021 686 082 or by email to leanne@deciphergroup.co.nz

Applications close: Friday 28th August 2020

Calder Stewart is committed to a drug and alcohol-free workplace. A negative drug test result will be a condition of any offer of employment.



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Job Description

Schedule A

POSITION: Group Health & Safety Manager

Business Unit: Shared Services
 Reports to: Chief Operating Officer
 Direct & Indirect Reports: Direct - Shared Services H&S Advisors, Indirect – other Business Unit H&S Coordinators /Advisors/Administrators
 Delegated Authorities: Makes decisions within the authority delegated by the Chief Operating Officer and in accordance with this Job Description

Purpose:

The role of the Group Health & Safety Manager is to provide oversight and direction of Calder Stewarts H&S strategy, processes and systems, to grow the Calder Stewart H&S culture, upskill our people, in right practice H&S principles and keep them safe at work. The Group Health & Safety Manager is to lead and develop a knowledgeable and productive Health & Safety team that understands where they fit in the company, how they contribute to the achievement of its strategy and feel valued for what they do.

Ensure the development and management of Health & Safety resources as a key element of the efficient and effective delivery of the Group Strategic Plan, and in accordance with Calder Stewart’s Health & Safety Team Annual Business Plan.

Calder Stewart Business Model Areas of Responsibilities:

- **Processes** – Ensure efficiency and effectiveness of Health & Safety Processes, Continually Improve them
- **Culture** – Develop Projects and strategies to assist training and developing our people in all aspects of Health & Safety. Undertake initiatives to support cultivation of a culture that supports the imbedding of right practice in all we do.
- **Structure (Organisational – not Legal)**
 – Assist the COO to develop appropriate strategies and structures to enable the achievement of the Group Health and Safety objectives.
- **Suppliers & Strategic Partners** – Health & Safety Services – Training, Consultants & Benchmarking, H&S Compliance and Advisory.
- **Technology** – Manage our Health & Safety software, including maintenance and long term upgrade plan. Ensure it complies with current legislation.



Position Responsibility

Key Responsibilities	Key Results
PLAN	
<p>5 Year Strategic Plan</p> <p>Contribute to five year strategic plans being developed in conjunction with COO for the Health & Safety Areas of Calder Stewart</p>	<p>A five year strategic Health & Safety plan is developed.</p>
<p>Annual Business Plan</p> <p>Annual Business Plan for Health & Safety Monthly Reporting of Progress on Projects.</p>	<p>An annual Health & Safety Business Plan is developed and reported against monthly to the board of directors.</p>
<p>Programme Management</p> <p>Identification of a programme of Strategic, Tactical and Enabling Projects to achieve the five year strategic plan. Develop business cases and programmes of work to ensure Projects are completed. Monitor all Projects, Project Sponsor or Project Manage critical projects and/or delegate Project Management as appropriate</p>	<p>A rolling programme of Projects is maintained, and prioritized (including reprioritised) to improve the performance of Calder Stewart as a whole.</p>
DO	
<p>Health & Safety law</p> <p>Ensure our policies and processes comply at all times with current legislation.</p>	<p>Policies and processes always comply with current legislation and best practice whilst kept simple for our people to follow.</p>
<p>Healthy & Safety Management System Manual</p> <p>Conduct regular reviews and amendments of this manual.</p> <p>Educate staff and management on its contents and ensure available and understood by Management and Workers.</p>	<p>An up to date Safety Systems Manual is maintained, that complies with legislation and best practice (NZ Standard 4804:2001 Occupational Health and Safety Management System) and current legislation. Cross index manual to NZ Standards and NZ Legislation.</p>
Safety Delegations Roles & Responsibilities	
<p>Review guidelines in Job Descriptions and Structure Charts as to who is responsible for what, and how duties are discharged by the Companies (PCBU's of Calder Stewart Groups), individuals who are Officers, and Workers across the Calder Stewart Group.</p>	<p>Everyone understands their role, their safety responsibilities and how to give effect to them.</p>

Key Responsibilities	Key Results
<p>Development and Maintenance of Safety Risk Registers</p>	
<p>Calder Stewart Group and each Calder Stewart Division, maintains risk registers which identify hazards and safety risks, with associated controls to minimise, isolate etc, these are reviewed regularly, and any major change in business process, machinery or other material event is documented.</p>	<p>Registers are up to date, and critical risks are actively monitored by Officers and Workers on behalf of PCBU.</p> <p>Breaches of critical risk controls are reported to the Board.</p> <p>A continuous education programme is maintained and embedded in induction procedures to educate workers on our sites of relevant critical risks affecting them.</p>
<p>Safety Induction</p>	
<p>All workers on our sites are inducted and provided appropriate training to mitigate and control critical risks at our worksites.</p>	<p>Effective safety induction processes are maintained across Calder Stewart worksites, to the appropriate level for the risk.</p>
<p>Access to Safety Information</p>	
<p>Information around risk, safety controls and safety responsibilities is readily available to all staff, in a manner they can easily access and understand.</p>	<p>Health & safety information is widely disseminated and accessible to all workers at Calder Stewart.</p>
<p>Safety Training Programme</p>	
<p>An annual, and as required programme is maintained and promoted to train and keep current, specialising training in critical risks (working at height, mobile plant etc).</p>	<p>A co-ordinated training programme for critical risk training is maintained and provided across the Calder Stewart group.</p>
<p>Education & Engagement of Staff in Safety Outcomes</p>	
<p>Culture drives safety outcomes. An annual safety culture road show is provided internally or externally to engage Calder Stewart people in safety outcomes and creating good safety culture.</p>	<p>Annual road show.</p>
<p>Health & Safety Software Applications</p>	
<p>Our safety management system software is maintained, and training provided to ensure it is effectively implemented by our people across the business.</p>	<p>Safety management software is current and used appropriately by divisions to capture training records and safety lead and lag indicators.</p>
<p>Audits of Safety Systems</p>	
<p>The Health & Safety team conduct regular audits of critical risks and risk management at our sites to ensure safety procedures and controls are being adhered to.</p> <p>Periodic external audits of our safety systems are completed.</p>	<p>A regular internal audit schedule by H&S team is kept</p> <p>Periodic external audits are completed of the H&S system</p>

Key Responsibilities	Key Results
Follow Up of Findings	
Processes are put in place to track all improvements identified in audits.	Register of findings kept, and closed out in timely manner.
<p>Incident Investigation & Rehabilitation</p> <p>Where injuries occur or safety controls are breached, ensure H&S team investigate and report on the incident following right practice for severity of incident.</p> <p>A full rehabilitation plan is developed and implemented for any Calder Stewart Worker injured at work.</p>	<p>Incidents are appropriately investigated, root causes identified, and appropriate recommendations or amendments are undertaken to avoid re-occurrence.</p> <p>All injured workers have a rehabilitation plan to return them to work.</p>
CHECK, REPORT & IMPROVE	
Provide written progress reports to Chief Operating Officer on responsibility areas.	The Chief Operating Officer receives monthly written performance report. This is to report on operational issues, and progress of strategic, tactical and enabling projects being under taken by the Health and Safety Team
<p>Compile the monthly Health & Safety board report, ensure it covers the following areas. Work with H&S team to take action on any trends or patterns in following:</p> <ul style="list-style-type: none"> • Summary reporting of lag indicators: <ul style="list-style-type: none"> ○ Lost Time Injuries ○ Near Miss Injuries ○ Audits completed ○ Reporting re Critical Group Risks, management of controls, and any issues re control of Critical Risks ○ Progress made on closing out and follow up of issues arising out of audits and incidents. • Summary reporting of lead indicators <ul style="list-style-type: none"> ○ Summary of H&S Education & Engagement activities ○ Summary of reporting of training hours completed, in total and against critical risks and by business unit ○ Summary of process improvements complete to improve H&S systems 	A monthly report covering the below issues is provided to the Board.
External Reviews	
Project Manage external reviews by consultants / auditors. Ensure review findings, where agreed with are effectively implemented.	External review findings and recommendations are implemented on a timely basis.

Key Responsibilities	Key Results
<p>Continuous Improvement</p> <p>Develop a continuous improvement plan (A3 Plans x2) for the Health & Safety area using LEAN principles. Prioritise projects based on risk and overall benefit to the Group.</p>	<p>A continuous improvement plan, with focus on lean processes is developed and implemented. Improvement Projects are assigned and reported on.</p>
<p>Provide support, coaching and develop Health & Safety team skills and knowledge</p>	<p>The Health & Safety Team works together as a team and as part of the greater Calder Stewart group of business units.</p> <p>Staff are trained, coached and work is checked towards continual improvement in their skills and knowledge</p>

Undertake any other duties as may be reasonably requested by COO from time to time

Functional Relationships

Internal:	External:
Directors	WorkSafe
Business Unit Managers	Legal Advisers
Regional Managers	Consultants
COO	ACC
H&S Advisors	External Safety System Auditors
Administration staff	Providers of H&S Software

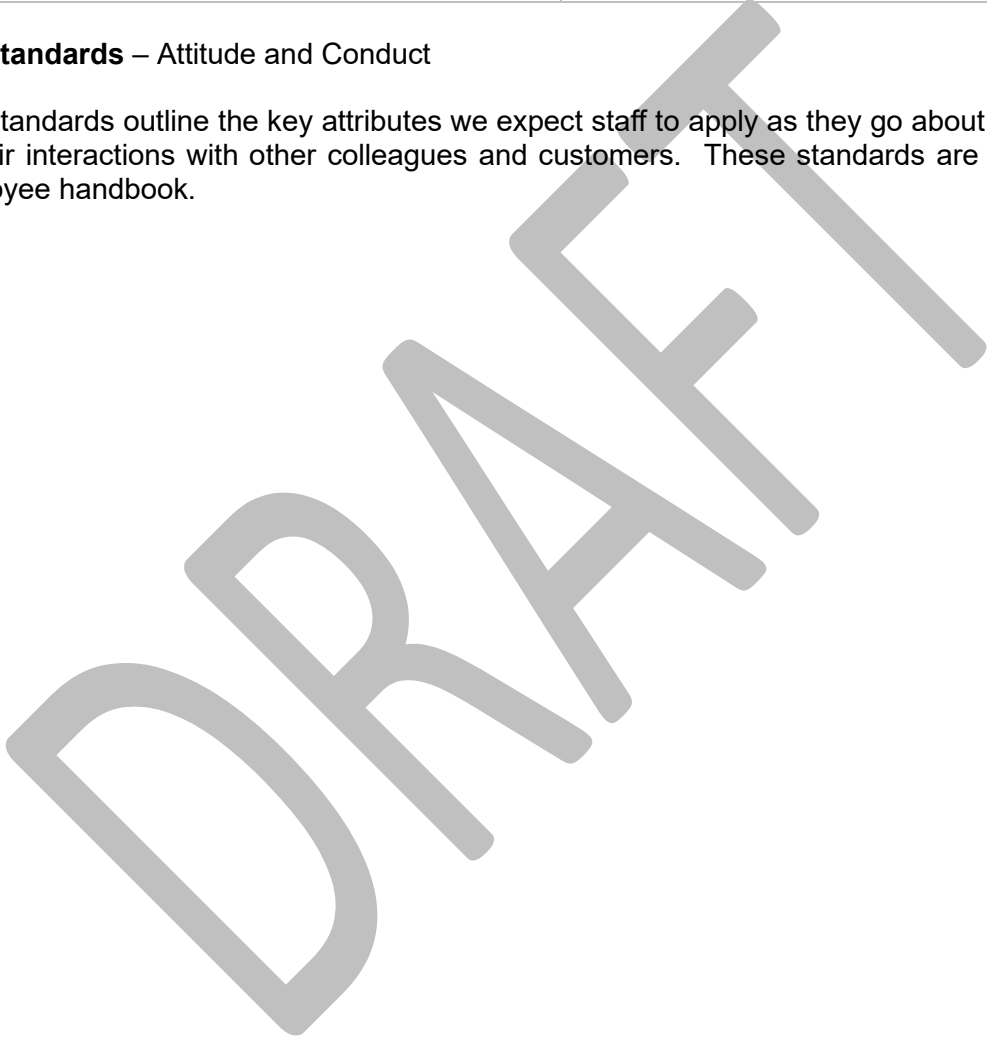
Person Specifications:

Essential	Desireable
Extensive experience at a senior level in Health & Safety	A Health & Safety specific tertiary qualification
Extensive experience in managing people	
Proven ability to successfully lead and continually motivate a team	
Results orientated with a high degree of integrity	
Excellent eye and attention for detail, accurate and efficient and effective work habits	
Proven organisational and time-management skills with the ability to prioritise work effectively	
Professional manner and is adaptable and flexible to the competing demands of the role	

Excellent communication skills, including the ability to communicate with a wide range of people both verbally and in writing	
Ability to establish and maintain good working relationships	
Proven negotiation skills, problem solving techniques and able to handle situations under pressure along with keeping people on side	

CSI Standards – Attitude and Conduct

CSI Standards outline the key attributes we expect staff to apply as they go about their work and in their interactions with other colleagues and customers. These standards are outlined in the employee handbook.





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