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and drive growth**



Candidate Brief
Hilton Haulage – Health & Safety Manager

18 August 2020

About the company

Hilton Haulage is committed to its people staying safe, every day and driving a culture where safety is at the heart of everything it does. With a nationwide spread and 500+ staff including 350 drivers on the road at any one time, this is no easy feat! Just as Hilton Haulage is a leader in the supply of transport and storage facilities, the business is looking for a Health & Safety Manager with a pragmatic leadership style, a hands-on approach and a passion to make a positive impact on the safety of this successful organisation.

About the opportunity

Based in Christchurch and reporting to the General Manager, People and Safety, the overall accountability of the Health & Safety Manager is to cement in the foundations and deliver initiatives that impact positively on the health and safety of the workforce and the workplace nationally. In doing so, the Health & Safety Manager will:

- Contribute to the performance of Hilton Haulage on all matters of health and safety as a key adviser to the General Manager, People and Safety;
- Lead the operational health and safety function with the support of the Health and Safety Advisor; taking a focus on impacting the process, behaviours and approach of people across the organisation;
- Be hands-on in the delivery and facilitation of pragmatic and commercially sensible initiatives;
- Model behaviours which drive a culture of health and safety;
- Work closely with internal and external stakeholders to identify, develop and implement new health and safety initiatives.

This role needs a Health & Safety professional who can foster exceptional relationships across the organisation while leading and delivering operational performance with a real-world approach. Is this you?

About you

To be successful in this role, you will ideally hold a relevant tertiary qualification and have proven experience in a similar role within a safety-sensitive industry. An exceptional communicator with the ability to engage across an organisation and with external stakeholders; you will be able to demonstrate your success in contributing to the creation of workplaces that are unquestionably safe. Not afraid to get hands-on and onto “the shop floor”; you will thrive in an environment where you can develop practical solutions that deliver results to your internal customers; resulting in a satisfied, safe and motivated workforce.

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 organisation. Interested?

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.

How to apply

To discover more about Hilton Haulage, visit <http://www.hiltonhaulage.co.nz/>

For a confidential discussion about the role; contact Pia Warren on 0272535203 or by email to pia@deciphergroup.co.nz

Applications close: Thursday 3rd September 2020



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JOB DESCRIPTION

Position Title:	Health & Safety Manager
Reports to:	General Manager, People and Safety
Location:	Christchurch
Date:	August 2020
Main Purpose	
<p>There are three main purposes to this role:</p> <ol style="list-style-type: none"> 1. Build H&S systems – Develop and implement H&S systems that are fit for purpose and focused on critical risks and core H&S priorities. 2. Support leaders to build a H&S culture – Develop a plan for improving H&S performance, and be a strong advocate of our safety vision – Safe Work, Safe Home. 3. Educate and empower – Lead the safety team in providing hands- coaching to operations teams to improve their H&S knowledg, lift capabilities, and drive desired behaviour changes to build a positive H&S culture and support continuous improvement. 	
Accountabilities	
<p>Safety and wellbeing culture</p> <ul style="list-style-type: none"> • Develop a plan for improving H&S performance, focused on core H&S priorities and in alignment with wider business strategy, working closely with the General Manager People & Safety and CEO. • Actively and positively engage with leaders and teams to enable the delivery of the overall wellbeing strategy • Be the key owner of the H&S management system (HSMS) and ensure consistent implementation (HSMS development in progress) • Work closely with managers on initiatives related to safety. • Keep up-to-date on all legislative changes and requirements and ensure the business understands and implements these as appropriate. • Ensure the organisation meets its legislative, compliance and good employer obligations • Assist with the implementation of intiatives that align with Hilton’s values and ensure safe practices are at the forefront of everything it does within its teams and the communities in which it operates 	
<p>Systems</p> <ul style="list-style-type: none"> • Oversee and continously improve thea H&S management system which is fit for business needs, • Constantly review trend data to assist the organisation with decision making and proactive interventions • Develop and maintain annual organisation goals and measures to enhance its safety performance • Assist with the preparation of monthly board reports. • Ensure robust contractor and visitor management processes are in place and adhered to • Assist the organisation to maintain and regularly review it critical risk framework and controls • Continue to look for ways to streamline and improve processes 	
<p>Lifting safety performance</p> <ul style="list-style-type: none"> • Provides advice and support on all health and safety related initiativesand coaching of leaders at all levels • Assists with day to day matters and issues such as risk identification, incident management and general enquiries. • Enhance and promote staff participation programmes 	
<p>Hazard and Risk Management</p> <ul style="list-style-type: none"> • Risk Register owner and developer 	

- Conduct regular reviews of work practices to ensure awareness and alignment with work imagined vs work realised
- Work to create increased awareness of common risks and identification of appropriate controls
- Ensure robust processes and education programme is in place for the handling of hazardous substances
- Support leaders to ensure teams are aware of, understand, report and manage risk through ensuring risk registers and controls are actively managed and supporting their people to raise and discuss risk when events occur

Incident Management

- Accountable for ensuring a robust incident management process is in place, including active management of corrective actions
- Undertakes a regular review of the types of incidents occurring to ensure repetitive events are being investigated thoroughly.
- Implement a programme of emergency preparedness training
- Work with Managers to complete ICAM investigations on incidents that register highly on the risk matrix and/or for notifiable events and injuries and make recommendations based on the findings

Leadership

- Demonstrate visible safety leadership across the Hilton's network
- coach and mentor the safety team to high performance, achieving key business outcomes and providing a top level of service to the business.
- Provide adequate and timely training, development and growth opportunities to meet current and regularly plan for future needs

Audit & Assurance

In collaboration with the GM People & Safety and GM Quality & Compliance;

- Adopt appropriate quality frameworks to ensure best practice and allow benchmarking of safety performance
- Develop and implement an annual audit & assurance programme

Financial

- Assist with the develop of annual expenditure budgets
- Ensure a commercial approach is taken in all areas, including the development of business solutions, while not compromising the safety vision and strategy
- Take appropriate action to correct unfavourable variances

Health and Safety

- Contribute to a culture that promotes the safety and well-being of all employees and contractors.
- Take all reasonably practicable steps to prevent harm to themselves or to any other person in the workplace.
- Comply with all safety-related rules, policies, procedures and directions given by the Employer.
- Identify and report any accidents, hazards, or situations which could cause harm in the workplace.
- Report to work in such a condition that you are able to perform duties properly and safely.
- Ensure that health and safety rules, instructions and procedures are followed at all times.

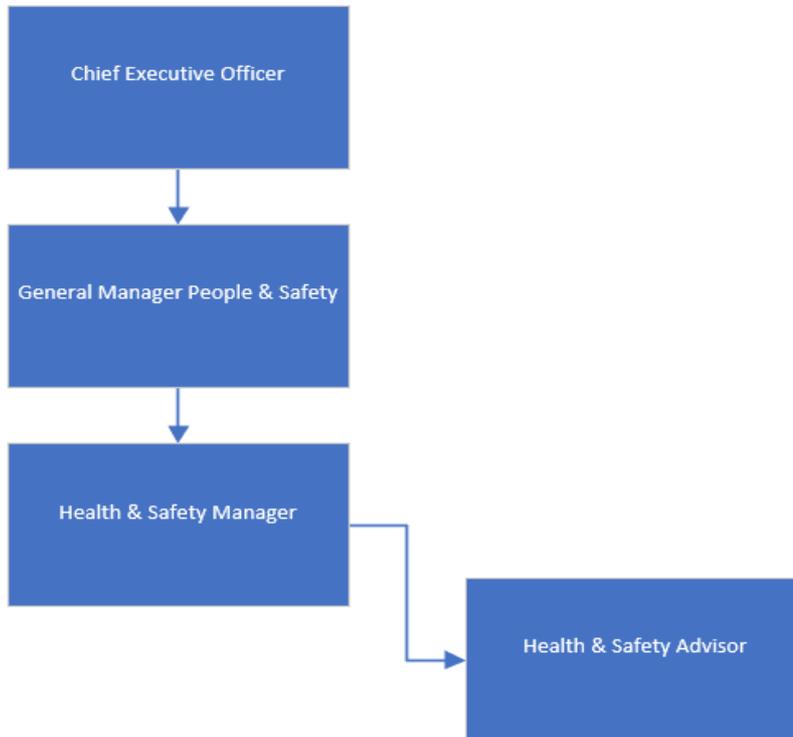
Other

- Maintain a good company image and foster good customer relations.
- Prepare and maintain standard and ad hoc reports, resolve queries and conduct appropriate audits to ensure data integrity.
- Maintains appropriate level of confidentiality at all times and information is only provided to those who are entitled to access such information.

- Maintains an up to date awareness of technical, legislative and procedural issues related to health and safety in the workplace.

Specific Information		
Internal Relationships	CEO Senior Management Team Managers Head Office support staff GM Quality & Assurance	Divisional Managers Operations Supervisor/Dispatchers Drivers Storepersons
External Relationships	Customers Cotractors	Worksafe and other regulatory bodies Local committees
Budget	n/a	
Decision making authority:	<ul style="list-style-type: none"> • Work plan prioritisation • Minor expenditure 	
Decisions to be recommended to one-up manager:	<ul style="list-style-type: none"> • Proposed changes to company documentation. • Substantial investment of money or time in a new initiative. 	
Person Specifications		
Qualifications	<ul style="list-style-type: none"> • Tertiary qualification in relevant discipline preferred (or equivalent hands-on experience at management level). • HASANZ registered. • NZISM member 	
Experience	<ul style="list-style-type: none"> • Previous safety leadership experience in a medium to large sized organisation. • Experience working in a multi-site and safety sensitive operation. 	
Essential Core competencies	<ul style="list-style-type: none"> • Strong relationship building skills • Strong problem-solving ability. • Working within New Zealand regulatory requirements and administrative frameworks • Proven capability in achieving H&S performance improvement and culture shifts • Strong coaching and influencing skills. • IT savvy • Accurate with strong attention to detail. • Ability to work in a fast paced, dynamic environment with a degree of ambiguity • Strong customer focus and service ethic • Experience preparing and delivering safety reports to senior management level. • Focused on accurate delivery of information at all levels. • Flexibility and willingness for regular travel throughout NZ. • Well organised and planned, excellent time-management. 	

Organisational Structure



The position description is not complete as it stands, but acts as an overall guide to the role of H&S Manager, employed by Hilton Haulage Limited Partnership.

I acknowledge that I have read, understand and agree to abide to the position description above, as it applies to the role of H&S Manager

Signed: _____

Date: _____



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