

POSITION DESCRIPTION

POSITION DETAILS

Position Title:	Specialist Health & Safety Inspector, Quarries
Agency:	WorkSafe New Zealand
Group:	Extractives
Location:	Manukau
Date:	November 2017

POSITION PURPOSE

The Specialist Health & Safety Inspector – Quarries is a team member position in the Mining/Extractives team.

The Specialist Health & Safety Inspector is responsible for undertaking a range of assessment, advisory, compliance and enforcement-related activities to ensure organisations involved in higher-risk quarrying and other surface-based extractive activities effectively identify and manage hazards, risk of harm, improve health and safety standards and performance and comply with the HSE Act and related legislation.

REPORTS TO

This role reports to Team leader Quarries, Mining and Extractives.

KEY RELATIONSHIPS

External:

- Staff in other government agencies
- Governmental, employer, employee and industry organisations
- Managers and employees in organisations
- Other occupational health and safety practitioners and professionals
- Police and the Coroner's Office
- Regional and Territorial Local Authorities
- Aggregate and Quarries Association and the NZ Branch of the Institute of Quarrying
- Other stakeholders

Internal:

- Members of the Agency's Leadership team
- All managers and staff in the Agency
- Members of the HHU team Members of the Senior Leadership team

KEY RESPONSIBILITIES

Responsibilities of this position are expected to change over time as WorkSafe responds to those changing needs. The incumbent will need the flexibility to adapt and develop as the environment evolves.

The key accountabilities of the Specialist Health & Safety Inspector are:

Inspection and Assessments

- Assess the quality of safety management systems and any statutory submissions, including:
 - Health and safety management procedures and processes using appropriate tools
 - Diagnosing and providing solutions to address health and safety needs
 - Obtaining and influencing required improvements.
- Carry out regular audits, inspections and related work on quarries and other surface-based extractives operations where potential major hazards exist, in accordance with Agency operational procedures and guidelines

Investigations

- Undertake or support investigations of incidents, accidents, complaints and/or occupational diseases with a particular emphasis on identifying and initiating action to prevent re-occurrence by conducting investigations, drawing conclusions, preparing reports and making recommendations
- Engage with duty-holders to identify actions that will prevent further breaches by improving safety management practices within the organisation

Enforcements

- Undertake or support enforcement activities in accordance with Agency procedures and processes
- Use enforcement and persuasive interventions to secure ongoing improvements
- Take enforcement action to obtain legal standards by using legal notices and directives
- Prepare for prosecutions, and appear in Court as a witness (as required)

Immediate Response

- Respond to notified serious harm and emergency situations both during and outside normal office hours and to take immediate action to ensure evidence is protected and that no further harm to others occurs as a direct result of the incident

Industry improvement & education

- Engage with duty-holders and industry bodies to encourage the development and uptake of best practice
- Proactively identify and suggest opportunities for improving regulatory or standards frameworks
- Report on and respond to evident opportunities to identify risks and influence industry leaders
- Share knowledge, and contribute to knowledge development and industry standard setting within the High Hazards Unit and wider Worksafe New Zealand
- Contribute to relevant legislative amendments and to the development and improvement of standards, codes of practice and guidelines through the appropriate internal channels
- Contribute technical expertise into the development of guidance material for industry.

Relationship management

- Inform and influence industry duty-holders regarding the benefits of, and approaches to, excellent health and safety management, including connecting clients with other government services in response to identified needs.
- Assist with obtaining industry and other appropriate sector participation in legislative, standards and regulatory reviews.
- Identifies the needs and/or needs of stakeholders

Regulatory compliance

- Inspect / investigate operations with regard to legislative, regulatory and industry standards and practices as appropriate
- Apply a responsive regulatory approach to breaches that take appropriate account of the nature of the breach, the scale of harm or potential harm, the attitude and responsiveness of the duty-holder, the duty-holder's history of compliance as well as any public interest and accountability

Other

- Lead or contribute to national and local initiatives and projects as required.
- Be familiar with and use the best practice guidelines for the Agency's systems for capturing and using industry Health and Safety information and knowledge.
- Acting consistently in a way that reflects well on WorkSafe New Zealand as a regulatory agency.

CORE BEHAVIOURAL EXPECTATIONS

- **Health and Safety** – Act in ways that foster a health and safety culture becoming embedded within WorkSafe including compliance with all relevant policy & procedures. Displays commitment through actively supporting all safety and wellbeing initiatives.
- **Self-Management** – Takes responsibility for own behaviour and is open to development. Models the desired values and culture of the agency and delivers a targeted service to internal and external stakeholders. Works to a high standard and always looks for ways to do things better.
- **Organisational Commitment** - Role model the standards of Integrity and Conduct for the Agency while compiling with all legislative requirements. Contributes to the development of, and helps promote and builds commitment to the Agency's vision, mission, values and services.

PERSON SPECIFICATION

Skills and Experience

- Current or recent experience as a Senior Operations Manager, Geotechnical Engineer or Sector Regulator within large quarrying or surface based extraction operations, sufficient to have a sound understanding of the health and safety compliance requirements within the industry
- A good knowledge of standards, legislation and health and safety requirements applicable to quarry and other surface based extractive operations; and
- Experience with interpretation and application of legislation, investigative and enforcement skills are desirable, but not necessary

- Understands safety issues in a broad context and applies a full range of organisational knowledge to meet those needs.
- Excellent communication skills, both written and oral, with the ability to communicate information, concepts and arguments effectively, in individual and group situations, and in formal documents
- Strong analytical and problem solving skills including use of judgement to make sound recommendations based on available information, particularly within a technical and/or legal context.
- Experience in developing and maintaining an environment focused on continuous improvement to enhance organisational performance
- Role modelling of best health and safety work practices, with experience of implementing systemic approaches to safety management highly desirable
- Ability to act impartially, maintain confidences, and maintain a firm stand in decision making
- Ability to deal with emergency situations where significant harm might have been caused to workers and members of the public
- Good skills and ability in auditing, risk assessment, hazard management and incident investigation, gained through experience and formal training. Recognised qualifications in these areas would be well regarded
- Sound computer skills, with experience of using EDRMS an advantage

Qualifications

- "A" Grade Quarry Managers certificate; First-class Mine Managers certificate, or "A" Grade Tunnel Managers certificate preferred
- Civil Engineering or Geotechnical degree or other relevant tertiary-level qualification
- A relevant qualification in Health and Safety is desirable but not essential
- Must hold or gain a practising certificate / warrant

To view more on WorkSafe New Zealand please refer to [worksafe.govt.nz](https://www.worksafe.govt.nz)