



Job Description: PMA Safety Advisor

Introduction

The NZ Transport Agency, along with delivering entity the Mt Messenger Alliance (the Alliance), is constructing a new section of SH3 between Uruti and Ahititi to the north of New Plymouth in Taranaki, located entirely within the rōhe of Ngāti Tama. This new section of SH3 will bypass the existing approximately 7.4km steep, narrow and winding section of highway at Mt Messenger. The name 'Te Ara o Te Ata' was gifted to the NZ Transport Agency by Te Rūnanga o Ngāti Tama to seal their partnership agreement.

As a major part of the environmental mitigation associated with the construction of the road, the NZ Transport Agency are required to undertake intensive pest management in perpetuity over 3650 ha of native forest adjacent to the new road. This work builds on and expands pest management that has been undertaken by Ngāti Tama for the past decade to protect the Mauri of this significant coastal forest.

Delivery of the pest management operations has been undertaken by the Alliance since 2022. A Transition Plan has been developed that proposes that the delivery of pest management operations will transition from the Alliance to Ngāti Tama by 2027. This job description is for the position of Safety Advisor for the PMA operation.

Purpose

To contribute to enabling the conditions for our teams to thrive whilst performing work successfully, without harm to people or the communities and environments in which we work.

This will be achieved by ensuring a consistent approach to Safety is maintained, through effective implementation, monitoring and review of Safety activities in order to continuously improve knowledge management and performance, whilst working collaboratively with all business partners, customers and stakeholders.

Contributing to the innovation strategies and embedding safety culture and initiatives into all operational functions and supporting the changing needs of the PMA management operations.

This role is responsible for supporting operational teams with all aspects of Safety, in the assigned geographical area of responsibility, in addition to ensuring compliance with The Alliance Health & Safety Management Plan (HSMP), local capability and specific management systems documents.

This role is full time and may require reasonable addition overtime and nightshifts to be worked to align with operational requirements and meet needs of the operations; in addition to undertaking any additional reasonable requests not explicitly stated in this document.



Role Type and Duration

This will be a full-time permanent position, based in North Taranaki and is expected to consist of no less than 60% field based work.

Working Relationships	
Key Internal Relationships	<ul style="list-style-type: none"> • Safety Manager • Safety Advisors • Environment & Sustainability Shared Services Team • Alliance Group Managers – ALT and PAB
Key External Relationships	<ul style="list-style-type: none"> • Regulatory Authorities

Key Results Areas	Accountabilities
Safety Culture	<ul style="list-style-type: none"> • Support, educate and mentor operational teams to provide Safety guidance and influence stakeholders to give appropriate priority to Safety in accordance with Alliance's Responsibility, Leadership, Accountability & Commitment Standard. • Champion Safety by providing an active and visible Safety presence across all operational sites and projects, target infield presence is >60%. • Support, educate and monitor operational teams aimed at improving the Safety culture of the business in accordance with Just Culture Procedure. • Act as a change agent to increase the organisational Safety maturity. Provide a consistent approach focusing on all aspects of Safety including health and wellbeing, safety environment and sustainability, and to coach and mentor the operational teams to ensure compliance to the Alliance Health & Safety Management Plan (HSMP) increasing Safety maturity.
Safety Systems: INX, Lucidity	<ul style="list-style-type: none"> • Moderation (data governance) of Safety data ensuring compliance with documented processes Inc. INX - Moderating Events, INX - Recording Inspections and various Quick Reference Guides. • Support, educate and mentor operations to ensure all prompt and accurate reporting of incidents and near misses. • Support, educate and mentor operations to ensure appropriate corrective actions are developed, challenge the business to identify and implement Hard Controls, and to assign achievable timeframes, ensure evidence of response to actions is adequately recorded, and that actions do not exceed greater than 30 days overdue. • Provide assistance, education and support for the management of hazardous substances and the use of Chemwatch database, access to Australian/New Zealand Standards and relevant Safety reference material.
Incident and Injury Management	<ul style="list-style-type: none"> • Facilitate and lead when required the incident reporting and investigation process, including leading ICAM (or equivalent) investigations for incidents as



Key Results Areas	Accountabilities
	<p>deemed necessary and in accordance with the Incident Management Procedure.</p> <ul style="list-style-type: none"> • Provide training, technical advice and support to operational teams in the identification, assessment and control of workplace risks, ensuring effective controls are identified and documented (with a focus on consideration for hard controls). • Provide support and guidance to managers through the return to work and injury management processes while liaising with internal/external stakeholders. • Educate the business in effective injury management practices. Liaise closely with the Injury Management team where their involvement is required. • Management of injuries in accordance with Injury Management Procedure
Change Management	<ul style="list-style-type: none"> • Support the change process required for effective and sustainable Safety improvements.
Risk Management	<ul style="list-style-type: none"> • Provide technical advice and support to operational teams in the identification, assessment and control of workplace risks, ensuring information is accurate and fit for purpose. • Work in a collaborative manner to educate, mentor and support the development and implementation of risk registers, risk assessments, safe work method statements, work instructions and other risk tools related to embedding Risk Management procedure. • Take appropriate steps to stop work where there is an immediate risk of harm; notify the responsible supervisors / managers of any unsafe conditions which may expose workers, the environment and/or community to harm. • Participate in Critical Risk program by supporting the business with effective communication, training and information about the program; implementing any current or new aspects of the program as directed and gathering feedback on its effectiveness and enabling continuous improvement. •
Legislation	<ul style="list-style-type: none"> • Provide information on the requirements for compliance with the Alliance HSMP, community expectations and the relevant OHS/WHs and Environmental legal frameworks. • Monitor and communicate legislative changes and best practice initiatives to operational Teams. • Promote and support compliance with laws and regulations governing health, safety and environment practices. Make decisions and judgements impartially based on evidence-based research (where available). Operate under the direction of Safety lead and within one's ability. Seek assistance from subject matter experts were required.
Safety Reporting: Monthly Report	<ul style="list-style-type: none"> • Preparation of Safety reports for stakeholders and Safety Lead, including timely updates regarding progress against pre-determined Safety reporting



Key Results Areas	Accountabilities
	requirements, objectives and initiatives, ensuring reports submitted are accurate and on time.
Data Analytics	<ul style="list-style-type: none"> Proficient utilisation, promote and support operational personnel in the use of Power BI for reporting and data analysis.
Safety Strategic Plan	<ul style="list-style-type: none"> Contribute to the implementation of the Safety (strategic plan) and associated initiatives; monitor and gather feedback on their effectiveness.
Compliance: Audits & Inspection	<ul style="list-style-type: none"> Coordinate and complete internal audits, ensuring program adequately encompasses all parts of the Transport & Infrastructure business, ensuring internal audits are completed and reporting is accurate and timely. Partner with operations to assist with preparation for external ISO audits and external third-party audits. Conduct internal and cross-functional audits to enable the business in understanding any gaps in compliance; support the business to implement actions required as a result of the audits. Undertake field observations and inspections of pre-starts, safe work method statements (SWMS), authority to work permits (ATWPs), high risk work processes, equipment/vehicles documentation and work sites in accordance with the Standard, and focus areas as prescribed by the Safety National Operations Manager. Assist with processes to ensure all employees are in a fit state to work and not under the influence of drugs or alcohol i.e. health surveillance and health monitoring.
Tender Support	<ul style="list-style-type: none"> Contribute to the preparation of information provided to the bid teams; by providing education on how to source detailed and accurate information in particular around Safety performance, lag and lead indicators and innovative Safety strategies.
Communication & Interactions with Business	<ul style="list-style-type: none"> Build rapport and effective relationships to positively influence relationships to create success partnerships with all work groups and increase maturity of our Safety culture. Engage with stakeholders to promote innovation in managing Safety; drive continual and organisation improvement by encouraging improved ways of working and promoting use of technology. Build relationships with managers, supervisors and operational personnel to understand how work is performed and understand any gaps between work as documented and implemented. Lead by example, continually demonstrate behaviours in accordance with Standards of Business Conduct.
Alliance Values	<ul style="list-style-type: none"> Work in accordance with Alliance values and demonstrate commitment, active involvement and leadership regarding Safety, client, people and financial accountabilities.



Key Results Areas	Accountabilities
	<ul style="list-style-type: none"> Escalate issues or unsafe conditions which have not been adequately addressed to Safety Lead.
Industry Engagement	<ul style="list-style-type: none"> Subscribe to regulatory and industry notifications/newsletters, share relevant information with Safety and operational teams.
Professional Development	<ul style="list-style-type: none"> Positively participate in periodic reviews, strive for improved knowledge management and performance.
Other Duties	<ul style="list-style-type: none"> Other ad hoc requirements as they arise as assigned by your manager.

Position Requirements	Key Desired Attributes
Educations & Qualifications	<ul style="list-style-type: none"> Diploma or Advanced Diploma in Health & Safety or Certificate (L4) and the willingness to complete Diploma Environment Management courses (desirable) Quality/Safety Lead Internal Auditor ICAM Incident Investigation Cert IV – Trainer and Assessor Desirable Driver's license (C class Australia / Class 1 NZ)
Experience	<ul style="list-style-type: none"> Minimum of 2 years' experience as a Health, Safety, Environment practitioner with relatable high-risk industry Exposure to high-risk industries, preferably construction or infrastructure Knowledge of statutory provisions across relevant jurisdictions Experience conducting audits and preparation of corrective actions and reports Preparation and delivery of Safety Awareness or Training Programs (desirable) High level of problem solving with the ability to professionally navigate complex issues. Ability to positively influence change and communicate effectively with multiple types of stakeholders Knowledge of a Critical Risk framework Injury Management and Workers Compensation
Knowledge & Competencies	<ul style="list-style-type: none"> Ability to work under broad direction, independently and as part of a high performing team. Demonstrates an understanding of Health, Safety & Environment theoretical and technical concepts. Applies critical thinking and creativity to continuously improve current practices and propose innovations. Effectively gathers and analyses information, communicates effectively with stakeholders and shows initiative in order to problem solve.



Position Requirements	Key Desired Attributes
	<ul style="list-style-type: none">• Takes unpopular stands if necessary.• Action orientated• Can effectively communicate and demonstrate relationship management skills.• Ngāti Tama whakapapa• Builds internal and external stakeholder relationships to positively influence change and continuous improvement.• Considers the views and input of others to effectively inform improvements required and areas of focus of our safety activities.• Applies communication and engagement skills to initiative and support proactive safety improvements.• Applies mentoring and coaching skills to develop capability of operational personnel.• Facilitation of workshops, training sessions, toolbox meetings etc. and ability to present to various stakeholder groups.• Personnel planning and organisational skills to meet business objectives and timelines.• Ability to manage multiple and competing tasks concurrently• Intermediate to advanced computer skills, knowledge of MS Office/Team and safety systems