

# Health, Safety & Wellbeing Specialist

## WHO WE ARE - KO WAI MĀTOU

At Farmlands - Te Whenua Tāroa, our vision is to be the 'go-to for everyone connected to our land. We're always backing Kiwi's – rain or shine, year in, year out. We work as one – we help each other, we win together. We're rural people supporting our rural communities looking after our land and our people.

## OUR VALUES – NGĀ UARATANGA

### Be you - mōu ake

It takes all sorts to make an awesome team. Diversity, different perspectives and a fresh approach to problems make everyone in the team stronger. It's not who you are or what you look like, it's all about what you bring to the table that matters.

### Minds open - hinengaro tākoha

We came from a generation of greatness. It gives us the solid foundation to move on, focus on the future and use our creativity and ingenuity to build Farmlands for the next generation.

### See it through - whakamaua kia tīna

We're a team. United through our love of the land and the communities we serve. We back ourselves, each other, and get behind the decisions we make together.

## POSITION PURPOSE – TE PŪTAKE O TE TŪRANGA

Reports to - Kaiwhakahāere: General Manager Health, Safety and Wellbeing  
Your Team – To tīma: People and Safety  
Direct reports - Kaimahi: No

To provide technical advice and subject matter expertise in health, safety and wellbeing to support Farmlands as a whole; this support may include but is not limited to business operations in retail, supply chain, support office and manufacturing.

As part of the wider Farmlands HSW team, the role will leverage technical and industry knowledge to deliver HSW outcomes, build HSW proficiency across the business, influence and provide advice and counsel to relevant stakeholders and line managers to improve effectiveness in managing risk controls.

The role will execute HSW performance improvements and engage in monitoring, assurance and reporting activities as required to support compliance with HSW legislation and regulations.

The role supports, as required, the delivery of whole of business frameworks, systems, initiatives and projects to improve Farmlands overall HSW performance and compliance and deliver HSW outcomes.

## KEY ACCOUNTABILITY AREAS – Ngā wāhanga mahi

- Safety and Wellbeing -  
Haumarutanga**
  - Maintaining a safe working environment for team members by ensuring compliance with Health, Safety & Wellbeing (HSW) programs and contributing to positive safety culture throughout the team
  - Ensure ongoing completion of mandatory safety training
  - Completion of safety shares/alerts
  - Reporting incidents, hazards and near-misses
  - Keeping yourself and others safe, participating in safety and wellbeing activities
- Subject Matter  
Expertise (SME)**
  - Serve as a technical subject matter expert (SME) on Health, Safety & Wellbeing
  - As directed by Head of HSW, execute actions to deliver a HSW performance maturity program
  - Assist with the implementation and maintenance of a Health and Safety Management System
  - Formulate procedures and processes to meet safety, compliance, legal, risk management and performance improvement goals
  - Provide support and advice to line managers on how to utilise Farmlands HSW systems and document and how to best achieve compliance to HSW requirements
  - Provide technical advice to project teams
- Service Delivery**
  - Execute the delivery of high-quality HSW services to the business
  - Work with cross-functional teams to deliver HSW goals and objectives
  - Promote best practice to actively seek solutions already existing
  - Complete Incident Investigations as required
  - Facilitate and complete Risk Assessments where required
  - Maintain Risk Registers and monitor risk control and remediation plans as required
  - Undertake and promote scheduling, tracking and reporting of key initiatives both within the team and the business
- Development and  
Continual Improvement**
  - Contribute to a culture of continual improvement by seeking to improve systems, practices and procedures
  - Provide technical support and advice to drive improvement in performance and practices
  - Continually monitor regulatory changes and emerging legislation to assess if the Farmlands HSW systems, practices & procedures are still fit for purpose
  - Regularly review and update the HSW documentation, systems at Farmlands as required.
  - Facilitate an increase in stakeholder capability pertaining to HSW
  - Provide training and facilitate workshops to build line manager capability
  - Provide SME advice and support to stakeholders and line managers on a broad range of HSW matters across the business
- Governance and Due  
Diligence**
  - Execute and, where required develop, assurance responsibilities and report independently to the Head of HSW on matters requiring further escalation
  - Attend sites across Aotearoa
  - Complete relevant sections of reports to meet Health & Safety due diligence requirements for the Board and Executive
  - Provide Assurance reporting to line managers and stakeholders across the business
- Relationship  
Management &  
Communication**
  - Develop and maintain effective partnerships with internal and external stakeholders to achieve business priorities and HSW outcomes.
  - Identify and proactively engage with stakeholders and line managers of business units relevant to your areas of responsibility
  - Provide timely and effective advice on HSW requirements to relevant internal stakeholders
  - Actively participate in meetings with relevant teams to inform and present on HSW matters and interpret performance reports

- Effectively use a range of communication techniques to drive understanding, endorsement and acceptance through influence and knowledge

**Professional Development - Whakawhanaketanga**

- Ensure ongoing development of personal skills/knowledge to enhance continuous improvement by engaging with Farmlands performance development process
- Ensuring all training requirements are completed as required
- As required, participation in relevant networking events and forums to stay up to date with Industry trends and movements
- Maintain awareness of Farmlands wide initiatives and actively commit to putting into action

**These may change from time to time to meet operational or other requirements.**

## **WHAT YOU'LL BRING - Āu āpititanga ki te tūranga**

**Experience - Āu tautōhitotanga**

- Demonstrated experience working as a safety professional in a medium or large organisation with complex operational risk and safety requirements
- Experience with implementing and executing safety management systems and working knowledge of electronic health and safety management systems
- Demonstrated experience building effective working relationships across operational levels of an organisation to achieve desired HSW goals and outcomes
- Experience in interpretation and application of safety legislation, regulations & policies
- Demonstrated experience in authoring safety critical communication

**Qualifications – Āu tohu mātauranga**

- A tertiary qualification relating to HSW is desirable but not essential.
- While a Diploma in Occupational Health and Safety is preferred; a National Certificate in Occupational Health and Safety (level 4) will also be considered as well as other compliance degrees (e.g., law, chemical engineering) with the relevant supporting experience.

**Knowledge – Āu mōhiotanga**

- Comprehensive knowledge and understanding of safety legislation and compliance frameworks
- Knowledge of health and safety management systems both written and electronic
- Knowledge of Internal / External stakeholder relationship management to achieve desired HSW outcomes
- Knowledge of the project management cycle including planning and delivery

**Skills – Āu pūkenga**

- Proven ability to execute safety solutions and initiatives that have long term impact
- Change management skills including: ability to be agile and work in a dynamic environment with changing priorities
- Analytical and reporting skills including: research, data analysis, visualisation & reporting; problem-solving skills including ability to focus on details while maintaining “big picture” view
- Process, procedure and safety documentation writing skills
- Planning, delivery skills including: effective workload and time management; focuses on results and delivery
- Communication and engagement skills including the ability to effectively consult and collaborate with stakeholders to achieve outcomes, advise and counsel to build HSW knowledge and performance

**Personal Attributes – Ōu āhuatanga**

- Delivers on workload within the agreed scope and timeframe for key deliverables
- Highly effective at influencing others to build shared understanding and achieve desired outcomes
- Self-driven, motivated and competent to work autonomously
- End-to-end mindset with the ability to see the big picture

**Addendum:**

# Farmlands Leadership Behaviours

<b>CREATE</b>	<b>CONNECT</b>	<b>DELIVER</b>	<b>GROW</b>
<b>CREATE CLARITY</b>	<b>BUILD CONNECTIONS</b>	<b>DELIVER RESULTS</b>	<b>GROW SELF, GROW OTHERS</b>
<p><b>Understand the bigger picture</b> – you understand our vision, strategy and plans and what’s expected on how to deliver this.</p>	<p><b>Forge connections</b> – you have strong relationships with the people around you, your customers and communities. You create connections outside of your immediate team with those who have an influence or impact on your work. You seek broader perspectives to generate insights and opportunities.</p>	<p><b>Take people with you</b> – you inspire people through your commitment and enthusiasm to the future of our business. You listen, seek feedback from a range of sources and involve others in your decision making, without compromising pace. You lead by example through consistency and demonstrating the Farmlands Leadership behaviours.</p>	<p><b>Have a growth mindset</b> – your resilience helps you to be agile, persist through challenges and learn from feedback. You are curious and have flexibility of thought and perspective. You know your strengths and opportunities, actively engage in self-development and take time to reflect and apply learnings.</p>
<p><b>Have a plan</b> – you establish a vision and course of action that’s aligned to our strategy. You help others connect the dots between our vision and strategy and where they fit in achieving this. You can describe what success looks like and provide a sense of direction for others, even during times of ambiguity.</p>	<p><b>Create purpose and belonging</b> – you create meaning for your team by uniting them around a common goal. You’re authentic and prepared to be vulnerable. You promote diversity and allow others to express themselves and for all voices to be heard equally.</p>	<p><b>Think and act like an owner</b> – you take responsibility for your performance and delivering to a high standard. You tenaciously pursue the right outcomes and don’t confuse activity with results. If you lead people, you set clear expectations for every team member.</p>	<p><b>Develop capability</b> – you coach others to build capability and achieve their potential. You know your team, their aspirations and support them to learn, grow and take ownership of their development.</p>
<p><b>Clarify the ‘why’</b> – you make clear how activities and decisions benefit the customer and the co-operative. You provide further context where further buy-in or prioritisation is needed to help overcome resistance.</p>	<p><b>Take people with you</b> – you inspire people through your energy, commitment to our business and enthusiasm for the future. You listen, seek feedback from a range of sources and involve others in your decision making, without compromising pace. You lead by example through consistency and demonstrating the Farmlands Leadership behaviours.</p>	<p><b>Insights driven</b> – you understand the commercial aspects of your role and make decisions based on data and insights. You draw from new sources of information to generate ideas, seeking to innovate, disrupt and grow/adapt. You are focused on building a stronger organisation tomorrow than today.</p>	<p><b>Get out of the way</b> – you empower others by delegating and creating space for them to do their best work, trusting them to deliver and providing support where required. You make it safe for others to try new things and learn from mistakes.</p>

## HOW THIS SHOWS UP IN EVERYDAY BEHAVIOUR:

### LEADS SELF

<p><b>Create Clarity:</b> <i>By understanding your role and how it contributes to the bigger picture you will make the right decisions</i></p>	<p><b>Build Connections:</b> <i>You have strong relationships with your team and the people you work alongside to achieve success as a</i></p>	<p><b>Deliver results:</b> <i>You deliver to the expectations of your role.</i></p>	<p><b>Adapt and grow:</b> <i>. being agile and resilient, listening and responding to feedback, and putting in the effort</i></p>
<p><b>Align with the bigger picture –</b></p> <ul style="list-style-type: none"> <li>work is directly aligned with our vision, strategy and plans.</li> <li>know what's expected and how to deliver.</li> </ul> <p><b>Have a plan –</b></p> <ul style="list-style-type: none"> <li>have a vision and course of action that's aligned to our strategy.</li> <li>help others understand how they fit in.</li> </ul> <p><b>Clarify the 'why' –</b></p> <ul style="list-style-type: none"> <li>understand and make it clear how activities and decisions benefit the customer and the co-operative.</li> </ul>	<p><b>Forge Connections –</b></p> <ul style="list-style-type: none"> <li>create strong relationships with others.</li> </ul> <p><b>Create purpose and belonging –</b></p> <ul style="list-style-type: none"> <li>you and your team are united around a common goal.</li> <li>promote diversity and allow others to express themselves.</li> </ul> <p><b>Take people with you –</b></p> <ul style="list-style-type: none"> <li>inspire people through your energy, commitment and enthusiasm</li> <li>consider information from a range of sources in decision making.</li> </ul>	<p><b>Create structure –</b></p> <ul style="list-style-type: none"> <li>plan and create structure to get things done.</li> <li>be agile and look to work in new ways.</li> </ul> <p><b>Enable performance –</b></p> <ul style="list-style-type: none"> <li>take responsibility for your performance and deliver to a high standard.</li> </ul> <p><b>Think about the business</b></p> <ul style="list-style-type: none"> <li>think and make decisions with a commercial lens</li> <li>seek new information focused on building a stronger Farmlands.</li> </ul>	<p><b>Apply a growth mindset –</b></p> <ul style="list-style-type: none"> <li>be agile, persist through challenges and learn from feedback.</li> <li>actively engage in self-development and apply learnings.</li> </ul> <p><b>Develop capability –</b></p> <ul style="list-style-type: none"> <li>coach others to build capability and achieve their potential.</li> <li>know and support others to take ownership of their development.</li> </ul> <p><b>Get out of the way –</b></p> <ul style="list-style-type: none"> <li>empower others by creating space for them to do their best work.</li> <li>make it safe for others to try new things and learn from mistakes.</li> </ul>

### LEADS OTHERS:

<p><b>Create Clarity:</b> <i>Your role is to operationalise the strategy which means you and your team need to understand it and how to achieve it</i></p>	<p><b>Build Connections:</b> <i>This is about the relationships you create with your team and the teams you work closely with.</i></p>	<p><b>Deliver Results:</b> <i>This is about achieving results through others.</i></p>	<p><b>Grow yourself, grow others:</b> <i>Growth is how we make ourselves, our teams and our co-operative better.</i></p>
<p><b>Understand the bigger picture –</b></p> <ul style="list-style-type: none"> <li>understand our vision, strategy and plans.</li> <li>know what's expected of you and how you should deliver this.</li> </ul> <p><b>Have a plan –</b></p> <ul style="list-style-type: none"> <li>establish a vision and course of action that's aligned to our strategy</li> <li>help others understand their contribution to our vision and strategy.</li> </ul> <p><b>Clarify the 'why' –</b></p> <ul style="list-style-type: none"> <li>make it clear how activities and decisions benefit the customer and the co-operative.</li> <li>provide further context where required to overcome resistance.</li> </ul>	<p><b>Forge connections –</b></p> <ul style="list-style-type: none"> <li>create strong relationships with your team and others who have an influence on your work.</li> </ul> <p><b>Create purpose and belonging –</b></p> <ul style="list-style-type: none"> <li>create meaning for your team by uniting them around a common goal.</li> <li>authentic and promote diversity.</li> </ul> <p><b>Take people with you –</b></p> <ul style="list-style-type: none"> <li>inspire others through your energy, commitment and enthusiasm.</li> <li>lead by example through consistency and demonstrating the Farmlands Leadership behaviours.</li> </ul>	<p><b>Create structure –</b></p> <ul style="list-style-type: none"> <li>plan and create structure to get things done.</li> <li>agile and look to work and lead your team in new ways.</li> </ul> <p><b>Think and act like an owner –</b></p> <ul style="list-style-type: none"> <li>take responsibility for your performance and delivering to a high standard</li> <li>set clear expectations for every team member and hold them to account.</li> </ul> <p><b>Insights driven –</b></p> <ul style="list-style-type: none"> <li>make decisions with a commercial lens and seek new information to generate ideas.</li> <li>innovate, disrupt and challenge the norm.</li> <li>focus on building a stronger Farmlands.</li> </ul>	<p><b>Have a growth mindset –</b></p> <ul style="list-style-type: none"> <li>embrace the new and lead with agility</li> <li>actively engage in self-development and apply learnings.</li> </ul> <p><b>Develop capability –</b></p> <ul style="list-style-type: none"> <li>coach others to build capability and achieve their potential.</li> <li>know your team and empower them to learn, grow and develop.</li> </ul> <p><b>Get out of the way –</b></p> <ul style="list-style-type: none"> <li>empower others by delegating and creating space for them to do their best work.</li> <li>make it safe for others to try new things and learn from mistakes.</li> </ul>