

Health, Safety & Wellbeing Performance 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 is 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 are 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: None

Provide subject matter expertise and technical advice for whole of business health, safety, and wellbeing systems, programs and initiatives. This role leverages technical knowledge and experience to build and advance health and safety management and reporting systems, develop performance insights across the business. Convert these into reporting and actionable improvement initiatives and drive performance improvements. The role will build HSW proficiency across the business and deliver HSW outcomes, lead projects as required, produce HSW content to build capability and train and engage stakeholders, and improve effectiveness in managing risk controls. As part of the wider Farmlands Health, Safety & Wellbeing team advise, influence, and provide HSW support to Farmlands as a whole; this support may include but is not limited to business operations in sales, retail, supply chain, support office and manufacturing.

KEY ACCOUNTABILITY AREAS – Ngā wāhanga mahi

<p>Safety and Wellbeing - Haumarutanga</p>	<ul style="list-style-type: none"> • 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 • Ensuring that all KPIs, policy and procedure requirements related to safety and wellbeing are completed on time and in full • As required, coaching, and mentoring of team and leaders to effectively utilise HSW systems, proactively identifying and managing workplace hazards and risks, conducting investigations and audits, reviewing HSW system effectiveness • Keeping yourself and others safe by reporting incidents, hazards, and near-misses and leading or participating in safety and wellbeing activities • Ongoing completion of mandatory safety training • Creation and/or completion of safety shares / alerts
<p>Performance Insights</p>	<ul style="list-style-type: none"> • Establish performance reporting and governance information to identify, prioritise and promote improvement opportunities • Once opportunities are identified, support the prioritisation and workflow management of improvement projects including, where required, leading improvement initiatives • Ensure that base reporting and safety management systems, processes and procedures are developed and improved so that they provide the data to support performance improvement maturity program • Develop the tools and processes to facilitate an evidence-based approach to HSW performance reporting and commentary • Work with the business to improve data integrity at entry point • Benchmark performance and practices to drive continuous improvement • Develop data informed strategies to improve performance and risk controls
<p>Subject Matter Expertise (SME)</p>	<ul style="list-style-type: none"> • Serve as a subject matter expert on Health, Safety & Wellbeing • Support the GM HSW in leading the development, delivery, and execution of a HSW performance maturity program • Assist with the development, implementation and maintenance of a Health & Safety Management System and electronic safety reporting system • Where possible develop business wide applicable end-to-end systems • Formulate procedures and processes to meet compliance, legal, risk management and performance improvement goals • Provide support and advice to stakeholders how to utilise Farmlands HSW systems and how to best achieve compliance to HSW requirements Provide technical advice to project teams
<p>Service Delivery</p>	<ul style="list-style-type: none"> • Execute the delivery of high-quality HSW services, documentation, and systems to the business • Work with cross-functional teams to deliver HSW goals and objectives • Promote best practice actively seek solutions already existing or facilitate the creation of new solutions • Complete thorough incident investigations as required • Facilitate and complete risk assessments and implement risk controls and processes as required including those for Critical Risks • Maintain hazard, risk registers, and monitor control and remediation plans as required • Undertake & promote scheduling, tracking, and reporting of key initiatives both within the team and the business • Attend sites across Aotearoa as required • Develop positive relationships across the business network

Development and Continual Improvement	<ul style="list-style-type: none"> • Foster a culture of continual improvement by seeking and implementing improvements to systems, practices, and procedures • Provide technical support and advice to drive improvement in compliance, 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 stakeholder capability • Provide SME advice and support to stakeholders and leaders on a broad range of HSW matters across the business
Capability Development	<ul style="list-style-type: none"> • Facilitate an increase in leader capability pertaining to Health, Safety & Wellbeing • Provide training and facilitate workshops to build line manager capability • Conduct capability gap analysis to determine required learning content • Provide expert coaching, advice, and support to leaders on a broad range of HSW matters • Proactively support and empower leaders and front-line personnel to build a positive safety culture of ownership and care
Governance and Due Diligence	<ul style="list-style-type: none"> • As required develop and execute, assurance and governance policies, processes, procedures, and reporting • Track and analyse assurance and governance data and report independently to the GM HSW on matters requiring further escalation • Contribute to relevant sections of reports to meet internal reporting requirements and HSW due diligence requirements for the Board and Executive • Undertake other governance, assurance and due diligence activities as required
Relationship Management & Communication	<ul style="list-style-type: none"> • Proactively develop and maintain effective partnerships with internal and external stakeholders that will achieve business priorities and enhance the Farmlands HSW culture 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 internal stakeholders • Actively participate in meetings with 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 including communicating verbally and in writing to a high standard
Professional Development - Whakawhanaketanga	<ul style="list-style-type: none"> • Maintain regular contact with HSW GM to discuss progress and performance, seek feedback and address development areas • Ensure ongoing development of personal skills/knowledge to enhance continuous improvement by engaging with Farmlands performance development process • Continue personal and professional development including 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 supporting a medium to large organisation with complex operational risk and safety requirements to comply with their health and safety obligations
- Experience with the design and implementation of safety management systems including requirements for an effective health and safety management system and the administration of an electronic safety reporting system
- Experience in interpretation and application of safety legislation, regulations & policies
- Demonstrated experience building effective working relationships across operational levels of an organisation to achieve HSW goals and outcomes
- Demonstrated success in influencing positive change in business culture
- Effective interpersonal skills including the ability to collaborate, influence, negotiate, resolve conflicts and effectively coach both managers and employees.
- 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, science, engineering) with the relevant supporting experience.

Knowledge – Āu mōhiotanga

- Comprehensive knowledge and understanding of safety legislation and compliance frameworks
- Internal / external stakeholder relationship management to achieve HSW outcomes
- Established knowledge on effective HSW systems and reporting
- Electronic health and safety management systems including build, usage, and continuous improvement
- Understanding of operational delivery and commercial requirements, considers the bigger picture, builds industry knowledge, and makes informed decisions
- Knowledge of the project management cycle including planning and delivery

Skills – Āu pūkenga

- Proven ability to implement safety solutions and initiatives with long-term impact
- Change management skills including ability to work in a dynamic environment with changing priorities whilst achieving results and supporting teams and colleagues through change
- Analytical and reporting skills including research, data analysis, visualisation & reporting; problem-solving skills including ability to focus on details while maintaining “big picture” view
- Planning, delivery skills including effective workload and time management; focuses on results and delivery
- Collaboration 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
- Verbal and written communication skills to a very high standard

Personal Attributes – Ōu āhuatanga

- Demonstrates openness, care, integrity, and engagement
- Critical thinking, problem-solving and decision-making skills
- Commitment to achieving goals and delivering on workload within the agreed scope and timeframe for key deliverables
- Highly effective at leading and influencing others to build shared understanding and achieve desired outcomes
- Analytical and creative - anticipates business needs and impacts, responds with problem solving and innovation,
- Flexible and adaptable - able to work in ambiguous situations; capable of adapting solutions to changing demands
- End-to-end mindset with the ability to see the big picture
- Self-driven and motivated, with a high level of autonomy and initiative while working effectively as part of a team

THE FOUR BEHAVIOURS OF EVERYDAY LEADERSHIP

We've identified 4 leadership behaviours that we know make the best Farmlands leaders. Different roles across the co-operative require us to approach each aspect in slightly different way, and you'll see on the next pages the different leadership levels and how they all fit together.

Create

Create Clarity

Understand the bigger picture – you understand our vision, strategy and plans. You know what's expected of you and how you should deliver this. And, if you don't know, you take steps to find out.

Have a plan – 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.

Clarify the 'why' – 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.

Connect

Build Connections

Forge connections – you have strong relationships with the people around you, your customers and communities. You look outside of your immediate team to create connections with the people and teams across the business who have an influence or impact on your work. You seek broader perspectives to generate insights and opportunities.

Create purpose and belonging – 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.

Take people with you – 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.

Deliver

Deliver Results

Create structure – you plan ahead and create the structures and work routines to get things done. You make use of the systems and technology available to you. You're agile and look to work in new ways.

Think and act like an owner – 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.

Insights driven – 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 change. You are focused on building a stronger organisation tomorrow than today.

Grow

Grow Self, Grow Others

Have a growth mindset – your resilience helps you embrace change, 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.

Develop capability – 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.

Get out of the way – 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.

HOW THIS SHOWS UP IN EVERYDAY BEHAVIOUR (LEAD SELF)

Create

Create Clarity

By understanding your role and how it contributes to the bigger picture you will make the right decisions.

Align with the bigger picture

- Work is directly aligned with our vision, strategy and plans.
- Know what's expected and how to deliver.

Have a plan

- Have a vision and course of action that's aligned to our strategy.
- Help others understand how they fit in.

Clarify the 'why'

- Understand and make it clear how activities and decisions benefit the customer and the co-operative.

Connect

Build Connections

You have strong relationships with your team and the people you work alongside to achieve success in your role.

Forge connections

- Create strong relationships with others.

Create purpose and belonging

- You and your team are united around a common goal.
- Promote diversity and allow others to express themselves.

Take people with you

- Inspire people through your energy, commitment and enthusiasm
- Consider information from a range of sources in decision making.

Deliver

Deliver Results

You deliver to the expectations of your role.

Create structure

- Plan and create structure to get things done.
- Be agile and look to work in new ways.

Enable performance

- Take responsibility for your performance and deliver to a high standard.

Think about the business

- Think and make decisions with a commercial lens.
- Seek new information focused on building a stronger Farmlands.

Grow

Grow Self, Grow Others

Being agile and resilient, listening and responding to feedback, and putting in the effort.

Apply a growth mindset

- Be agile, persist through challenges and learn from feedback.
- Actively engage in self -development and apply learnings.

Develop capability

- Coach others to build capability and achieve their potential.
- Know and support others to take ownership of their development.

Get out of the way

- Empower others by creating space for them to do their best work.
- Make it safe for others to try new things and learn from mistakes.