



*A Division of Hancock Timber Resource Group,
A Manulife Asset Management Company*

Health and Safety Coordinator Rotorua

Hancock Forest Management NZ Ltd (HFM NZ) was established in 2004 to manage forests on behalf of Hancock Natural Resource Group's clients. We currently manage approximately 198,000 hectares of plantation forests on behalf of two clients. HFM NZ is strongly committed to providing a safe working environment and to being good stewards of the environment. We have approximately 90 staff nation-wide and a contractor base of more than 1000 people. Above all else, the well-being of these individuals and ensuring they return home safe each day is of the utmost importance to us.

We have recently secured a new client and will begin managing their 33,000 hectares of forest estate from 1 October 2018. As a result of this growth we are recruiting for a passionate Health and Safety Coordinator.

With the support of senior team members, this role is tasked with the management of the health and safety component of all forest estate based operations to ensure that the company and its contractors are compliant with legislation and provides a positive safe and healthy work environment for all workers.

Key areas of accountability include

- Assist in actively engaging HFM NZ staff and contractors in all health and safety functions.
- Ensure safe operations at HFM NZ operational sites
- Assist the HFM NZ Health and Safety and Human Resources teams to ensure that all HFM NZ staff and contractors are engaged in the health and safety programme of the company.
- Ensure that all health and safety related information is reported in the appropriate format within the specified timeframes.
- Assist with achieving financial targets without compromising the company health and safety goals.

We are seeking a proven track record in delivering outstanding health and safety performance in forestry or a similar high risk industry such as construction, mining, oil and gas. Our ideal candidate will be someone who has energy, passion and ideas. They will have excellent communication skills and a strong ability to carry a discussion and lead engagement. They will be a person of exceptional character who can stand up as a role model to others with pride and confidence that comes from their own mana. A sense of humour and a tenacity and personality that doesn't give up will be highly valued. Further we seek strong leadership and relationship management skills to work collaboratively with our staff and contractors. A tertiary qualification in Occupational Health and Safety or a related Diploma or Degree is required.

For a copy of the role outline please visit our website www.hfm.nz. Please send applications in the form of a cover letter and CV to our Human Resources Team at hfmnzcareers@hnr.com by Monday 25 June 2018.



Health and Safety Coordinator

Hancock Forest Management (NZ) Ltd

May 2018

Location	Rotorua
Reporting to	Health and Safety Manager
Number of reports	Nil
Key service recipients	OTPP/HFM (NZ) Managers OTPP/HFM (NZ) Contractors Industry H&S Colleagues WorkSafe NZ Inspectors

Role Purpose

Manage the H&S component of the OTPP Estate operations to ensure that the company and its contractors are compliant with all legislation and provide a Safe and Healthy work environment for employees.

Overall Purpose

Accountabilities		Routine Tasks
1.	Assist with achieving financial targets without compromising H&S Goals	<ul style="list-style-type: none"> Assist operational areas to determine appropriate action following reportable H & S incidents. Assist in preparing the OTPP H&S budget using innovative ways to achieve value for money. Assist in monitoring the H&S budget. Assist in managing the OTPP Contractor high-risk training and Certification Program budget.
2.	Assist in actively engaging OTPP managers and contractors in H&S	<ul style="list-style-type: none"> Assist in the H&S induction of all new OTPP staff and contractors deliver at set intervals depending on recruitment levels. Attend all contractor review meetings and assist in providing input on health and safety performance and recommendations. Assist with coaching, mentoring and auditing all low health and safety performance OTPP Contractors to reduce the percentage in the lowest category. Assist in implementing monthly statistical summary reporting for HFM (NZ) staff in OTPP and other HFM Regions. Assist in the preparation and presentation on

		<p>health & safety results, learnings, and program initiatives in each region quarterly.</p> <ul style="list-style-type: none"> Assist in preparing the monthly OTPP and quarterly TPL & TPC HSE Board Reports including the meeting minutes.
3.	Ensure safe operations at OTPP HFM NZ operational sites	<ul style="list-style-type: none"> Assist Managers in scheduling the annual Contractor H&S Operational Audits done by the HFM (NZ) Foresters. Assist OTPP in the annual scheduling of Contractor H&S Compliance Audit Program. Assist in the successful execution of the H&S programs and initiatives stated in the annual operating plan. Support the H&S Manager in the regular review of the HFM (NZ) Health & Safety Management System ensuring that it: <ul style="list-style-type: none"> Is complete in regards to policy coverage, process and procedure descriptions. Is up-dated with changes within as the company and/or industry changes.
4.	Assist the HFM NZ H&S Team to ensure that all OTPP staff and contractors are engaged in the H&S programme of the company	<ul style="list-style-type: none"> Assist in measuring results/performance via the performance rating scale on a monthly basis. Assist in developing a quality audit program of OTPP incident investigations, which includes a report on performance, and areas of improvement.
5.	Ensure that all H&S related information is reported in the appropriate format within the specified timeframes	<ul style="list-style-type: none"> OTPP Monthly Reporting Capability LTIFR, MTIFR (YTD and Monthly Actual), Minor Injury Incidents, Hi Potential (Sentinel Events), TIFR, Near Miss. All categories HFM staff, contractors, entities. Assist in other HFM (NZ) monthly reporting, TPC, TPL Northern, and Central & Eastern.

Competencies

Competencies	Details
Business Acumen	Understands and applies general business management principles and practices.
Teamwork	Works co-operatively and collaborates with others to achieve organisational goals and strategies. Is inclusive and demonstrates visible and approachable leadership
Customer Commitment	Discovers, understands and takes personal responsibility to meet external and internal customer needs and considers the impact of all activities to the customer.

Communication	Communicates (verbal and written) and interacts effectively with others in a wide range of situations. Attains positive outcomes through influencing skills.
Openness to Change	Adapts and works effectively in a changing environment.
Analysis and Decision Making	Secures a variety of written information and identifies key issues and relationships. Takes or recommends a course of action.
Continuous Performance Improvement	Finds creative and new solutions and manages the change process, helps the organisation move towards an enhanced competitive position.
Results Focus	Demonstrates motivation and perseverance with plans to achieve outcomes.
Developing Relationships	Builds effective relationships to achieve business goals and mutually beneficial outcomes. Builds trust and demonstrates leadership.
Teamwork	Works co-operatively with others to achieve organisational goals and strategies.
Planning/ Organisational Skills (Multi-tasking)	Plans actions to accomplish goals systematically, including establishing timeframes, allocates resources, and follows up on details.
Learning and Development	Demonstrates commitment to ongoing learning and growth in both personal and professional capacities
Problem Solving	Generates solutions to problems by systematically breaking them down into component parts.

Qualifications

Qualifications	Details
Educational qualifications	A Diploma in Occupational Safety and Health is required. Above average computer skills/knowledge.
Work experience	Experience in a H&S role Understanding of NZ H&S legislation Understanding of NZ Forest Industry H&S standards