

Tasman Pine Forests Ltd HSE Sustainability Advisor



POSITION TITLE:	HSE Sustainability Advisor
LOCATION:	Nelson Region
REPORTS TO:	Managing Director
DIRECT REPORTS:	None
OVERALL PURPOSE:	The overall purpose of this role is to proactively manage the company's Health, Safety and Environmental (HSE) risks.

	KEY ACCOUNTABILITIES
ASSIST	Assist the Managing Director and General Manager as required.
HEALTH AND SAFETY MANAGEMENT	<p>Manage and maintain the company health & safety management system and database to a level that is appropriate for the industry and meets or exceeds legislative requirements and the relevant AS/NZ standards.</p> <p>Administer the overall HS risk management framework that ensures risks/hazards are identified and controls are implemented to either eliminate or minimise the risk.</p> <p>Keep abreast with any updates or changes to the Health and Safety at Work Act 2015.</p>
REPORTING	Deliver reports and dashboards to the board, management, stakeholders, auditors, government departments and external stakeholders as required on the health and safety and environmental scorecards.
SAFETY LEADERSHIP	<p>Demonstrate visible leadership and work actively with leaders to create a strong HSE culture across all workers including employees, contractors and the public.</p> <p>Actively generate through self or others initiatives to continually increase safety of the operations.</p>
MONITORING	<p>Undertake incident investigations using a root analysis approach to ensure that all causes are identified and addressed in the corrective actions.</p> <p>Manage the audit schedule for all parts of the operations (including external auditors) ensuring that audits are analysed and recognition is provided for positive practices or actions are implemented.</p>

	Actively undertake audits, safety observations, toolbox talks and discussions to ensure all workers are being monitored on practices and provided with regular feedback. Provide regular feedback and education to all leaders within the operations.
ENVIRONMENTAL	<p>Manage and maintain the company environmental management system to a level that is appropriate for the industry and meets or exceeds legislative requirements and the relevant AS/NZ standards.</p> <p>Prepare and lodge environmental resource consent applications, the provision of planning assessments and information to the relevant stakeholders.</p> <p>Keep abreast of any potential environmental issues and prepare relevant submissions.</p> <p>Maintain a knowledge and understanding of current national, regional and district plans and how they could potentially impact the operations.</p> <p>Keep abreast with any changes or updates to the Resource Management Act 1991 and the National Environmental Standards for Plantation Forestry 2017.</p>
SUSTAINABILITY	<p>Prepare for the annual FSC audit, implement any recommendations and undertake any resulting corrective actions.</p> <p>Liaise and build relationships with key community stakeholders including neighbours, iwi and forest users to foster long term relationships.</p> <p>Participate in stakeholder meetings, public engagements and consultations. Pro-actively identify opportunities to collaborate.</p> <p>Assist in media interactions including working with the parent company corporate communications department and external PR agencies.</p>

KNOWLEDGE, SKILLS AND PERSONAL QUALITIES

EXPERIENCE:	<p>Have an appropriate level of experience in health and safety and environmental matters and ideally in forestry to undertake all tasks within the role competently.</p> <p>Experienced in, and an ability to conduct investigations and audits using a root cause analysis approach.</p> <p>Understanding of health and safety and environmental management systems and legislation, regulations and codes of practice.</p> <p>Professionally interacting with all levels and types of stakeholders including management, local government, interest groups and contractors.</p>
EDUCATION:	Ideally tertiary qualified in HSE or have high level of diploma or qualification.