



TE RARAWA

Quality Assurance and Health and Safety Manager: Job Description

Position Details			
Role	Quality Assurance and Health and Safety Manager	Position Type	1.0 FTE
Reports to	CEO/Principal Advisor	Direct Reports	N/A
Location	Kaitaia	Date	

Purpose of the Position

To develop, articulate and implement strategies and policies that shapes and supports delivery of service.

Key Relationships and Stakeholders

Internal	Nature of Relationship
Te Rūnanga o Te Rarawa Trustees	Consultation and collaboration
Ngā Pou e Whā	Strategic Alignment
Team Leaders	To develop cohesion and collaboration across contractual outputs
External	Nature of Relationship
Iwi Members	Consultation and collaboration
Local Government	Build effective and enduring partnerships
Government Agencies	Build effective and enduring partnerships

Key Accountabilities

Service Delivery

Internal

- Ensure contractual milestones are studied with a view to providing appropriate support and advice to kaimahi.
- Work to a quality improvement model when developing and delivering support services and systems.
- Ensure programme development aligns with the Rūnanga Strategic Plan and Ngā Pou e Whā Statements of Intent.
- Review, implement and maintain policies that are aligned to contractual obligations.
- Contribute with expertise to internal service delivery queries and customs across the Rūnanga Group.
- Provide timely and expert advice that supports kaimahi in their end-user delivery.

Forward Planning

- Contribute to the development of strategic documents ensuring systems contribute to strategic imperatives.
- Support development of work plans for internal services.



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Skills – Kaimahi development

- Develop a skills matrix of all expressed and latent skills across the Rūnanga Group.
- Isolate gaps in organisation skills file and in individual profiles to design training plans.
- Facilitate opportunities for mentoring and coaching for kaimahi experiential learning opportunities.
- Collaborate with Rūnanga Group Management to engender team development prospects provision across the year.
- Ensure relevant skill sets are in place for individuals and use this information to assist map out learning programmes for kaimahi.

Information Technology (IT)

- Manage information services and systems so that training is relative and relevant to enable the Rūnanga Group to function and meet their business objectives.

Policy

- Develop and implement policies which are aligned with the Rūnanga Group contractual and legislative obligations.
- Review and maintain the suite of policies as and when required.

Other Reporting/Duties

- Report on internal service delivery with particular reference to quality of service and make recommendations.
- Report on internal service delivery and its compliance with head contract determinants.
- Collaborate to develop and maintain reporting systems.
- Collaborate to develop ideas for revenue generation.
- Undertake specific research projects as required.
- Manage communications internally and externally.

Health and Safety Duties and Responsibilities:

- Monitor work processes and procedures to identify unsafe practices or breach of safety regulations
- Conduct equipment inspection to ensure they are correctly installed and operational
- Facilitate and schedule repairs of unsafe or damaged equipment
- Organise safety training to educate company staff on necessary safety principles
- Liaise with the quality control department of a company to determine if a finished product is safe for customers
- Develop and implement safety, procedures, and policies for production operations
- Carry out investigations to identify the root cause of an incident or other unsafe conditions on a work site
- Oversee the placement and setup of safety signs to warn of potential hazard
- Prepare and present to company management periodic report of safety operations
- Collaborate with law enforcement agents and investigators to address cases of workplace accident
- Proffer recommendations on safety topics such as proper waste disposal, fire regulations, and noise
- Conduct risk assessments to identify work areas with high risk of



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operational hazard

- Oversee company waste disposal methods to ensure they comply with safe disposal procedures
 - Review company operational processes to ensure they are in line with external safety legislations
 - Attend occupational safety and health seminars to update job knowledge and enhance their skills.
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- Skills, Knowledge, and Abilities
 - Bachelor's degree in risk management, safety management, or in a related discipline and/or Certification from recognised occupational health and safety body
 - Well versed in developing safe operational strategies and solutions to minimise workplace incidents
 - Good organisational skills to coordinate general workplace operations to ensure compliance safety standards
 - Good communication skills to provide company staff with useful safety information by means of clear language