

POSITION DESCRIPTION

Position Information

Position Title	Compliance & EHSR Advisor
Business Unit	Specialty Boards
Reports to	Facility Manager – Specialty Boards...with a dotted line to the National EHSR Manager
Purpose of Position	Administer and co-ordinate all site compliance requirements including those relating to the maintenance of accreditation standards, internal audits, supplier audits and workplace EHSR.
Business Unit of HR responsibility	Packaging NZ
# of People in BU	50

Number of Direct Reports	<i>Nil</i>
Number of Indirect Reports	<i>Nil</i>
Operating Budget	<i>n/a</i>
Sales Revenue	<i>n/a</i>

Key Accountabilities

1. Health, Safety and Risk

- Lead, develop and maintain a safety first culture through visible leadership, embedded process and focus opportunities, identification and management of leading indicators, immediate management of poor behaviours, ongoing employee understanding and compliance adherence including recording and reporting all hazards, discomforts, incidents, near misses or potential health and safety risks.
- Ensure that the site complies with all environmental licence/consent or regulatory conditions.
- Review environmental management plans for the site including environmental improvement plans linked to site impacts and aspects.
- Manage and execute the site EHSR plan by ensuring timely completion of all Health, Safety, Environmental and Risk events and actions through the company's management system (Risk Manager) including the improvement plan and routine activities.
- Ensure the thorough completion of all reviews and corrective actions from EHSR critical standards & audits.
- Participate in reviews of operational procedures to ensure they are consistent with the Health and Safety at Work Act 2015
- Update site safety rules and procedures including communication of updated SOP's and WI's to site
- Facilitate key messages to site through F2F, noticeboards, attending department meetings and forums
- Co-ordinate and participate in regular inspections of workplace

- Co-ordinate employee participation programmes (SBO and Hazard hunts) and monitor improvement actions from this
- Lead the site ESHR Safety committee
- Preparing the site Quarterly EHSR review meeting and presentation pack for the Senior Lead Team meeting
- Administer contractor and visitor management.
- Organise workplace environmental (noise, dust, Lux, ventilation, Heat and cold extremes) monitoring programme
- Co-ordinate employee health monitoring(vision and hearing tests and where needed lung function.)
- Coordinate, assist and support site management with the review of the annual (HIWA) hazard assessments on all fixed plant and machinery to determine the need for safety controls such as guarding, isolation, safety devices, etc. and action recommendations as required
- HCS compliance management including inspections, assessments of storage locations, SDS, training, PPE, and Location Test Certificates.
- Support site management with the administration of the LMS system and training standards
- Manage contractor inductions through LMS
- Develop and co-ordinate specific ESHR training plans for the site
- Update the site-specific Business Continuity Plan (Emergency Preparedness)
- Review and manage CCTV system
- Quarterly and annual fire risk assessments and approval of Hot work locations

Environmental

- Ensure environmental sustainability reporting is completed (6 monthly) for the site
- Review and update site impacts and aspects register.
- Review and update Environmental improvement plan for the site and communicate to all involved, ensure employees understand their roles and responsibilities in Environmental Management.
- Consent applications to ensure business continuity
- Maintain site Location Compliance Certificate every three years
- Ensure all staff have been trained on Hazardous Substances (approved handler and awareness)
- Maintain and do periodic reviews of the Chemical/ substance register
- Review and maintain SDS Sheets for all substances
- During change management complete Chemical Product Safety assessments
- Maintain air discharge compliance
- Maintain and periodical reviews of WWT TradeWaste compliance to ensure it meets the TradeWaste Bylaw and Environmental Management Plans.
- Perform 6 monthly Env Audits (SERA and OJIHD), report all corrective actions in Risk Manager and assign responsibilities.
- Self-audit on internal data reporting (Trade Waste and Air discharge)
- Env risk and hazard reporting
- Env incident reporting
- Conduct monthly Environmental Inspections
- Maintain and update the site Environmental Regulations Register
- Maintain site Environmental complaints register

2. Site Compliance

- Plan, administer and coordinate the various site compliance functions for OjiFS Specialty Boards, developing best practice systems and procedures.
- The implementation of checklists, SOPs and the auditing of good manufacturing practice, quality, hygiene, and product risk systems to ensure that all staff have a clear understanding of the required standard and that through regular internal Oji audit and compliance checks the systems are adhered to.

3. Quality Management

- Maintain and manage the Quality Management system and certification of ISO 9001

4. External Audits

- Quality Management System
- Food Safety Management System
- ACC AEP audits
- OjiHD Environmental audits
- Prepare the site for asset protection audits
- Post audit improvement plans
- Customer Specified audits

5. Quality and Food Safety Management System Maintenance and administration

- Maintain and administer site quality and food safety management systems ensuring continuing compliance with ISO 9001 and other standards

6. Quality Improvement

- Oversee implementation and continuous improvement of quality and food safety management systems and standards
- Ensure Packaging NZ best practices are implemented where appropriate
- Manage customer complaints, feedback and internal non-conformances through the implementation of an effective investigations and root cause analysis methodology.

7. Change Management

- Assist in the change management process, by initiating and overseeing the process in conjunction with the Facility Manager.

8. Financial Budgets

- Manage the Health and Safety and compliance budget in conjunction with the Facility Manager.

Preferred Attributes

- Analytical nature
- Good communicator with strong negotiation skills
- Process knowledge and experience
- An ability to communicate with and to influence at all levels.
- Able to manage multiple projects
- Achievement oriented
- Ability to operate effectively within a structured and systematic work environment

Technical Requirements

Qualifications	- o Diploma/Degree in Quality Management desirable but not essential - o Quality management and audit training - o New Zealand recognised Health and Safety Qualification Level 5 or higher is desirable
Experience	- o A minimum of 2 years' experience in a similar advisor role - o Quality systems experience - o Microsoft word/access/excel experience essential - o New Zealand Health and Safety legislation experience

Competencies

Judgment Effectively examines events, issues, and problems, and generates solution alternatives. Makes timely and sound decisions on everyday issues and problems by applying accurate logic, appropriate knowledge, expertise, and common sense.	Exercise Professional Judgment - o Applies accurate logic and common sense in making decisions and coming to conclusions. - o Chooses courses of action or makes decisions that are consistent with policies, procedures, and rules. - o Makes timely decisions on problems/issues requiring immediate attention. - o Recognizes the implications and risks of actions and decisions.
Focus On Customers Builds and delivers customer-centred solutions that meet as many aspects of desired customer experiences, products, and services as possible. Provides customer-centred solutions that go beyond existing customer requirements. Identifies opportunities that will benefit the customer, create value added services, and works in partnership with the customer to drive the business forward.	Meet Customer Needs - o Accurately identifies customer requirements, expectations, and needs. - o Addresses customer needs by involving the right people (resources) at the right time. - o Continually searches for ways to improve customer service and remove barriers to service. - o Follows up with customers to ensure problems are solved. - o Seeks feedback from customers to identify improvement opportunities.
Execution Manages work and work performance, holding associates accountable to effectively and efficiently complete work responsibilities. Demonstrates initiative, works to achieve results, meets or exceeds goals, acts on opportunities to create value.	Focus on Execution - o Acquires the authority, support, and information needed to carry out work. - o Anticipates and works to remove obstacles to achieving quality results in a timely manner. - o Holds self accountable for complying with policies, procedures, and work requirements. - o Prioritizes and balances time, actions, resources, and initiatives to ensure results are achieved.
Results Orientation Demonstrates and fosters a sense of urgency, a "can-do" spirit, a sense of optimism, ownership, and strong commitment to achieving goals and organizational success.	Produce Results - o Demonstrates a strong sense of ownership and a commitment to achieving meaningful results. - o Initiates timely action to address important issues.

Demonstrates a strong sense of ownership and a commitment to achieving meaningful results.	○ Pursues initiatives/efforts to successful completion and closure. ○ Puts in persistent efforts to accomplish desired results.
Effective Communication Prepares and delivers clear, concise, accurate, effective, and persuasive written and verbal materials/messages. Attentively and accurately listens to others. Promotes a free and timely flow of high-quality information between self and others and across the organization; encourages the open expression of ideas and opinions.	Provide Professional Communication ○ Communicates information clearly, concisely, and professionally. ○ Listens carefully and attentively to others' opinions and ideas. ○ Prepares and delivers coherent and credible presentations. ○ Provides timely, relevant information to those who need it. ○ Tailors communication style and content to the audience. ○ Writes reports, documentation, and other written information clearly and thoroughly.
Establishing Trust Gains the confidence and trust of others through principled leadership, sound business ethics, authenticity, and follow-through on commitments. Demonstrates principled leadership and sound business ethics; shows consistency among principles, values, and behaviour; builds trust with others through own authenticity and follow-through on commitments. Establishes open, candid, trusting relationships; treats all individuals fairly and with respect; behaves in accordance with expressed beliefs and commitments; maintains high standards of integrity.	Demonstrate Integrity ○ Acts in accordance with stated policies and practices. ○ Does not cover up problems or blame others for mistakes. ○ Does not disclose confidential information. ○ Follows through on commitments. ○ Is honest and direct in dealing with people.

Authority

Decisions:

- Audit schedule
- Meeting schedule
- Resource requirements for audits, meetings etc.
- Quality initiatives
- Customer issue resolution

Recommendations:

- Quality/hygiene system/procedure enhancements
- Corrective actions
- Capital expenditure
- Training needs
- Improvements identified and prioritised

Preventive actions locked in and working

Relationships:

Most Frequent Contacts	Nature or Purpose of Contact
Process workers	Quality compliance checks, all Health and Safety issues
Auditing bodies/customers	Audits
Team Leaders	Audits
Facility Manager	Feedback, recommendations, scheduled meetings
EHSR Manager - PNZ	Feedback and advice
Specialist staff	Test results and compliance, leadership, training, face to face, audits, investigations
Oji Fibre Solutions safety network	Best practice sharing and monthly meetings
Oji Fibre Solutions quality network	Best practice sharing

The above is intended to describe the general nature and level of work and is not an exhaustive list of all responsibilities, duties and skills required; these may vary dependent on the requirements of the business. All staff may be required to perform reasonable duties outside of their normal responsibilities from time to time as required.