

POSITION DESCRIPTION

POSITION DETAILS

Position Title:	Advisor Hazardous Substances
Band	14
Agency:	WorkSafe New Zealand
Group:	Operations and Specialist Services
Location:	Wellington
Date:	January 2018

POSITION PURPOSE

The Advisor Hazardous Substances is a member of the Certifications, Approvals and Registrations (CAR) team. The CAR team is responsible for effectively and efficiently undertaking a range of certification, approval, licencing and registration activities to ensure compliance with workplace health and safety regulations.

The position manages a variety of authorisation processes required under the Health and Safety at Work (Hazardous Substances) Regulations. This includes authorisations for test stations, 1080 certificates and registry numbers. The position also coordinates across the CAR team replies to enquiries on the hazardous substance regulations and how they apply in workplaces.

The role is entry level to WorkSafe's Advisor job family. WorkSafe provides for career progression and the position holder will have the opportunity to progress through the Advisor scale as they develop new skills and competencies. Progression through Advisor Bands 15 to 17 is available dependent on performance and vacant positions becoming available.

REPORTS TO

This role reports to the Team Leader, Hazardous Substances

KEY RELATIONSHIPS

External:

- Applicants / business owners / operators
- Compliance certifiers
- Staff in other government agencies

Internal:

- Members of the CAR team
- Health and Safety Inspectors
- All managers and staff in the Agency


KEY RESPONSIBILITIES

The key accountabilities of the Advisor HS (Enquiries) are:

- Day to day operations of the application process for test stations. Processing applications and making recommendations for authorisation of test stations to the decision maker (being the holder of a named position delegated responsibility under Regulation). Maintenance of the test station register.
- Processing of applications for 1080 import certificates and coordination of the annual 1080 reports.
- Processing a variety of registry numbers, including for fabricators, tanks and tank wagons.
- Oversight of the LPG training scheme for approved fillers, including documentation and reporting.
- Management of the register of compliance certificates, including providing information from the register to other CAR members, and running audits monitoring use of the register by compliance certifiers.
- Maintaining agreements for authorised parties with access to the statutory registers managed by the CAR Hazardous Substances Team, including the register of compliance certificates.
- Maintaining relationships with external stakeholders related to authorisations for which the position holder is responsible.
- Coordinating CAR responses provided through Technical for internal and external enquiries from business owners and operators working with hazardous substances in regard to the Hazardous Substances Regulations.
- Contributing to the development of internal policies and procedures.
- Supporting the development of material used to train others, and assist in the presentation of this material as and when required.
- Assisting with the evaluation and improvement of service delivery mechanisms and processes.
- Supporting the CAR Manager on other projects, programmes and ad hoc requirements.

CORE BEHAVIOURAL EXPECTATIONS

- **Health and Safety** – Act in ways that foster a health and safety culture becoming embedded within WorkSafe including compliance with all relevant policy & procedures. Displays commitment through actively supporting all safety and wellbeing initiatives.
- **Self-Management** – Takes responsibility for own behaviour and is open to development. Models the desired values and culture of the agency and delivers a targeted service to internal and external stakeholders. Works to a high standard and always looks for ways to do things better.
- **Organisational Commitment** - Role model the standards of Integrity and Conduct for



the Agency while compiling with all legislative requirements. Contributes to the development of, and helps promote and builds commitment to the Agency's vision, mission, values and services.

PERSON SPECIFICATION

Skills and knowledge

- Knowledge of the authorisation process for test stations, registry numbers and other hazardous substance authorisations, approvals and licences processed in the CAR Hazardous Substances Team.
- An understanding of the hazardous substance regulations, particularly as they apply to CAR authorisations.
- An understanding of the sector/s the hazardous substance regulations apply in.
- Understanding or experience of Government processes.
- Ability to effectively recognise and manage short term risk for the organisation.
- A can-do service ethos.
- Ability in developing and maintaining customer and third party relationships.
- Excellent written and verbal communication skills – clear concise and accurate communicator.
- Ability to plan and manage own workload to ensure that deadlines are met.
- Ability to maintain accurate information and provide informative reports to management on a regular and ad hoc basis.
- Ability to ensure systems and processes are in place to enable appropriate information management for monitoring and reporting purposes.
- Ability to effectively manage conflicting priorities and cope with work related pressures.
- Computer literate in Microsoft Windows environment.

Qualifications and experience

A certificate, diploma or other post-secondary qualification, or relevant work experience.

An interest in or aptitude for science based work would be beneficial.