

# Health, Safety, Environment & Quality Manager



## **Purpose**

- This leadership role will support Giesen to deliver on the Giesen commitment to continue to improve its health, safety, environmental and quality culture.
- Reporting to the General Manager the role will lead the company strategy and execution of the Giesen Group Health, Safety, Environment and Quality Management System.
- This leadership role will support Giesen manager's to continually improve health, safety, environment and quality performance, and create a meaningful, cohesive culture with tangible outcomes.
- To develop and execute operational improvement strategies and the collective responsibility for health, safety, environmental and quality performance outcomes.
- In conjunction with the General Manager this role is responsible for the effective delivery of group wide health, safety, environmental and quality priorities.
- This role will be responsible for delivering the agreed actions with regards to building an engaged, leader led safety culture across the Giesen Group companies.

## **Key Activities**

### **Leadership**

- Ensure there is an understanding of health, safety and quality requirements across the business.
- High visibility with all stakeholders in actively leading the delivery of Giesen's health, safety, environment and quality objectives and delivery on the programme.
- Provide guidance and advice on performance risks and opportunities, build health, safety, environment and quality leadership capability and competence and identify opportunities.
- Engage the managers and provide value added support and assurance that Giesen is achieving its health, safety, environment and quality performance objectives.
- Maintain effective relationships with Giesen's management team to ensure strategies, plans and processes to achieve safety priorities can be delivered effectively.
- Leading the health, safety, environment and quality management forums with a focus on critical risks, performance risks and opportunities, building capability and competence of the meeting attendees and identifying opportunities for meeting attendees to lead cultural safety change.

### **Health, safety, environment and quality Management System.**

- Design, develop and implement a world class health, safety, environment and quality management system for Giesen.
- Coaching and mentoring site management to develop their site health, safety, environment and quality management system.
- Defining performance gap analysis and assisting site management to development performance improvement plans to achieve a resilient health, safety, environment and quality management system.

### **Health, safety, environment and quality Policies and Systems**

- Recommend to the General Manager and governance team improvements and enhancements in Giesen's health, safety, environment and quality management systems, policies and procedures.
- Ensure board team reporting is robust to meet legislative requirements.

### **Health, safety and wellness Business Plan**

- Recommend to the General Manager health, safety, environment and quality enhancements and improvements around goals, strategy objectives, strategies, targets and performance objectives.
- Recommend to the General Manager improvement plans and individual site operational health, safety, environment and quality improvement plans and initiatives.

**Health, safety, environment and quality Performance Reporting**

- Review health, safety, environment and quality performance and corrective actions group wide.
- Review all significant incident investigations and review and monitor corrective actions.
- Review all health, safety, environment and quality external and internal audit results and corrective actions. Develop and follow up on actions.
- Provide reporting monthly to the General Manager and the board as required.

**High consequence incident/events and subcontractors**

- Oversee the review of all high consequence events, restoring control of the site, scoping the investigation, reviewing the investigation and organising the audit of improvement controls.
- Conduct all subcontractor inductions along with monitoring the subcontractor health and safety management systems and contractual requirements. Also conduct audits to ensure site safety.

**Leading practice**

- Maintaining an up to date knowledge of regulatory requirements relating to health, safety, environment and quality, including Health and Safety at Work Act 2015 and ensure that these are integrated into the Giesen health, safety, environment and quality management system. Monitoring developments in health, safety, environment and quality management and advising management of opportunities to improve performance in these areas.
- Representing Giesen industry forums on matters related to health, safety, environment and quality.

**Reporting and Business case development**

- Provides reporting as and when required by the General Manager and Directors.
- Produces effective and well written business cases as and when required to support the on-going development of the health, safety, environment and quality shared services proposition.

**Corporate Social Responsibility**

- Development of a corporate social responsibility strategy and approach that fits with Giesen. Working closely with the Marketing Manager, bring the strategy to life through employee and stakeholder engagement, and communication.

**Qualifications and Previous Experience**

- A relevant tertiary degree in health, safety, environment and quality and experience within a manufacturing industry.
- An understanding of the philosophies of risk management and health, safety, environment and quality management system, the construct of such systems, and associated standards and codes of practice.
- Minimum of 5 years' health, safety, environment and quality experience.
- Experience in developing, implementing and managing a group wide health, safety, environment and quality management system.
- Proven experience in achieving improvement in health, safety, environment and quality performance.
- Demonstrable experience with building and developing people capability and cultural change in health, safety, environment and quality.
- Able to build and influence relationships at all levels.
- Able to operate at speed ensuring quality delivery and execution.
- The ability to act as a credible business partner and be able to influence and deliver.
- Actively looks for ways to improve the health, safety, environment and quality process, systems and practice, utilises technology solutions where practicable.
- Utilises the skills and experience of a broader team as required.

**Specific skills**

- Requires high level leadership and technical qualification to conceptualise and design strategic workplace health, safety, environment and quality frameworks, systems and plans that are both immediate and future focused from an external benchmark perspective.
- The incumbent must be able to engage and win the support of business leaders to champion key operating initiatives that promote a safety culture at all levels of the organisation.
- Must be able to execute programmes with well planned communications and change management strategies so that employees at all levels in the organisation understand the value proposition.
- High level analysis skills to determine issues and recommend changes in workplace programmes. Develops business cases and presentations to senior leaders.

**Scope**

- The role has a key focus on driving a programme of change and upskilling the health, safety, environmental and quality capability of the Giesen team to create a best practice platform group wide and improve Giesen's health, safety, environment and quality performance.
- Reports to: General Manager.

**Key Relationships Internal**

- GM Marlborough
- CFO
- Directors
- Cellar Door, Brewery, Winery, Viticulture and administrative/sales teams

**Key Relationships External**

- Regulatory and government authorities and agencies
- Legal and health, safety, environment and quality consultants
- Contractors
- Community Groups

## Competencies

Culture & Behaviours	<ul style="list-style-type: none"><li>• Reliability and Conscientiousness</li><li>• Integrity &amp; Openness</li><li>• Enthusiasm &amp; Engagement</li></ul>
Coaching and Developing People	<ul style="list-style-type: none"><li>• Gives honest and timely feedback in a constructive manner</li><li>• Provides support for coachees to learn new skills</li><li>• Collaborates with coachees to set goals and work towards them</li></ul>
Business Acumen	<ul style="list-style-type: none"><li>• Demonstrates commercial discipline and focus, managing commercial risk while driving growth</li><li>• Implements systems and processes that are effective and strategically aligned</li><li>• Negotiates strategic and profitable agreements, alliances with partners, suppliers etc</li></ul>
Influencing and Negotiating	<ul style="list-style-type: none"><li>• Changes others' viewpoints without coercion</li><li>• 'Sells' products and services (and arguments and concepts that support them) by tailoring benefits to audience</li><li>• Negotiates mutually favourable outcomes</li></ul>
Interpersonal Skills	<ul style="list-style-type: none"><li>• Socially capable - interacts confidently, reads the situation</li><li>• Empathetic and can evaluate likely reactions</li><li>• Collaborative</li></ul>
Managing Projects	<ul style="list-style-type: none"><li>• Undertakes complex scoping, planning and integration of people and resources</li><li>• Manages risks, plans for multiple contingencies</li><li>• Manages and measures multiple activities</li></ul>
Oral and Written Communication	<ul style="list-style-type: none"><li>• Uses grammar, vocabulary and style to describe situations, ideas, instructions etc</li><li>• Structures communication logically</li><li>• Listens, responds to prompts, summarises</li></ul>

## Giesen Values

- Do one thing and do it really, really well
- The wine drinker is everything, the customer is king
- We care about our craft, our people and our land
- Lead by example – be a part of the solution. The answer is within the team
- Share. Collaborate. Communicate
- Heritage never gets old if you dream big!