**SCHEDULE TWO**

**POSITION DESCRIPTION**

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| **Position** | Health, Safety and Compliance Manager |
| **Employee** |  |
| **Reports to:** | Director of Operations |
| **Key Relationships:** | All tenants, peers, customers and staff of Cooper and Company and Britomart Group Management |

Your role includes the core functions as outlined in this job description.

**Place of Work**

Britomart Precinct – Auckland

This role within the Operations Management Team has responsibility for the Health, Safety and Compliance of the portfolio of Commercial buildings within the Britomart Precinct, as well as all public and common areas. The role is primarily to coordinate and facilitate the safety of all persons within the Britomart Precinct, our buildings, our employees and to do so to the standard directed by relevant legislation and regulatory stipulations.

This role is an integral member of the Operational Management team, working across all levels of our organisation, with contractors, at times our tenants and the general public. Compliance achievement will require astute development of education materials, learning lessons from experiences, overseeing of all reporting requirements, and ensuring Contractor engagement with our specific H&S requirements and protocols. There will be an emphasis on management of safety and regulatory building management compliance using credible, accurate, timely and concise information to assist in business decision-making and analysis of key data.

Playing a lead role in Britomart’s Risk, Health & Safety and Compliance management across all disciplines of not just the physical building assets, but also the Britomart Precinct and related business units you will have a sound understanding of New Zealand’s current and new workplace safety Laws. It is important that we continue to have “a Zero Harm” culture at Britomart.

The right person for this role will demonstrate an exceptionally high level of motivation and drive, with a thirst for learning and personal development. You will have relevant experience in the field of Health and Safety compliance and management (preferably from the property and building industry) ensuring ‘buy-in’ to our H&S expectations and compliance. This will require a balanced approach and appropriate judgement, with just the right amount of positive encouragement vrs officiousness (and importantly knowing the degree of each to apply to given situations). Training and development will be encouraged as part of the role enabling them to perform the following tasks with the highest efficiency and competence:

* + Working with the leads of all related business units ensuring oversight and compliance with Group Health and Safety policies.
  + Working with the Property and Facilities team regards the technical components involved with Statutory Compliance maintenance management and assist the team with ensuring Building Warrant of Fitness/12A Certificates are received within 20 days of their expiry dates.
  + Working with the Operations Manager with regards to Contractor management, especially on sign-in to the Precinct and attendance of faults and works as they occur within the Precinct and Buildings.
  + Coordinate and review tenant fit-out and alteration works from a Landlord’s Health and Safety perspective.
  + Attend project design meetings and provide H&S support to the project team as and when required.
  + Liaise with building tenants over H&S requests that require input from a Landlord perspective.
  + Managing business continuity planning and de-risk management for the business from a H&S and compliance perspective.
  + Assist with the preparation of annual operating cost budgets and also the preparation of forward planning budgets that pertains to the area of responsibility under this role.
  + Liaise and coordinate with Britomart’s financial department over monthly budget tracking and general inquires.
  + Provide assistance and back up to the general property and facilities management team, the Operations team, to partake in on-call duties as rostered, and undertake related administration duties / invoicing approvals.
  + Traffic Management oversight for the Group, including:
* Operational TMPs – Cleaning & Britomarket
* Ensuring staff certification is current
* Assist FM & Development in all related matters
* Regular review of Precinct signage
  + Specific Who’s on Location responsibilities for:
* Keeping database current
* Ensuring all contractors are inducted
* Issuing of kiosk cards to all regulars
  + Specific Health and Safety duties include (but not limited to):
* H&S representative duties
* Operations staff training and admin
* Ensuring H&S policy commitments are being met
* Documenting safe work practices for all Op’s roles
* Risk/hazard registers updated/current
* Product data sheets/hazardous substance compliance
* Co-ordinate H&S committee/meetings
* Marketing events oversight
* Contractor pre-qualification
* Tenant fit out pre-start advice
* Site Vitals H&S database entries and follow up
* Oversee of the use of the BMU from a Health and Safety perspective
* Oversee the use of the Scissor Lift from a Health and Safety perspective
* Oversight of permitting such as Hot Works permit, working in confined spaces permit etc.
  + Specific Building BWOF and compliance responsibilities will include:
* IQP log books are updated for audit purposes
* Liaise with tenants regarding our requirements
* Building owners monthly inspections
* BWOF’s are displayed and current
  + Reporting direct to the Operations Director, you may will also be delegated additional non-specified projects and activities as required from time to time.

**Training Provided**

Training will be provided on an ongoing basis. All training costs will be met by the Company unless otherwise agreed with the employee prior to undertaking the training.

**Uniform and Personal Presentation**

If you are supplied with a uniform you are required to wear at all times during the course of your daily duties. It is your responsibility to maintain this uniform at an acceptable level at all times keeping it clean, tidy and in good order.

Signed by:

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_