



Forest & Bird

TE REO O TE TAIAO | *Giving Nature a Voice*

Conservation Health & Safety Adviser

Group	Projects, Branches & Networks
Grade	16
Reports to	GM Projects, Branches & Networks
Location	National Office, Wellington (other locations by negotiation)
Created	March 2021

Role Purpose	<ul style="list-style-type: none"> • Ensure that Forest & Bird meets all Health & Safety obligations applicable to the activities of its National Conservation Projects, branches, Youth Network, Kiwi Conservation Club, members and supporters. • Provide support and advice to Forest & Bird staff and volunteers to help them meet our requirements and ensure everyone returns home safely. • Lead or contribute to the continuous improvement of Forest & Bird's Health and Safety systems, procedures, guidelines, policies and culture.
Direct Reports	Nil
Budget Delegation	Nil

Forest & Bird

Forest & Bird is Aotearoa/New Zealand's leading independent voice for nature. Our aim is to protect and restore our unique wildlife and wild places, whether they are on land or in our oceans. We're a community based, incorporated society that has a voice in communities throughout Aotearoa/New Zealand. We undertake practical conservation work, advocate on environmental issues at local and central government level, and stand up for nature in our courts. We are the only organisation that does all this.

Our staff are strongly driven by our organisational values of Courage, Collaboration and Professionalism.

As an independent society we rely on public funding and support from our members. Therefore, promotion of Forest & Bird, its role in our society, its work and successes is key to our ongoing effectiveness as an organisation with a strong membership and financial base.

Group Description

This role is part of the wider Projects, Branches & Networks Group. Our purpose is to help secure better protection of New Zealand's unique natural environment. We do this by leading and supporting the Society's practical conservation work through practical conservation projects

managed by staff. We also do this through support for the organised efforts of volunteers in Forest & Bird’s branches, Kiwi Conservation Club (KCC), Youth Network and other Networks.

We work with national and local government bodies, industry leaders, peak bodies, suppliers, potential and current supporters, and internal staff, as well as existing members and branch committees.

F&B National Conservation Projects, Branches, KCC and Youth Network

Integral to the success and character of Forest & Bird is our grass-roots network of around 50 volunteer-run branches across Aotearoa. Our branch committees and members coordinate and undertake restoration projects, run events and field trips, and work on a variety of campaigns, for example advocating for better environmental protection.

Forest & Bird also manages a number of National Conservation Projects that focus on restoring important habitats, controlling predators and/or protecting threatened species. These Projects can involve employees, contractors, volunteers and/or local landowners.

Running for over 30 years, F&B’s Kiwi Conservation Club (KCC) is a nature conservation programme for children (5-13 years) and their families. Its mission is to inspire the tamariki of Aotearoa to explore, discover, love and become kaitiaki for our unique natural world. Many KCC members have the opportunity to join a local KCC nature activity group and attend organised events run by volunteers.

The F&B Youth Network began in 2017 to enable young people aged 14-25 years to engage in conservation activities and advocacy with Forest & Bird. The kaupapa of the F&B Youth Network is “for youth, by youth”. Members can participate in projects, events, trips or campaigns organised by Youth leaders, F&B branches or staff, or other organisations.

Our Projects, Branches, KCC and Youth Network are all supported by National Office staff who provide operational support and oversight, guidance and facilitate connections across the Society.

Critical Success Factors

Broad Area of Responsibility:	Evidenced through:
Health & Safety (H&S) across F&B’s National Conservation Projects, Branches, Youth Network and KCC	<ul style="list-style-type: none"> • Developing and/or implementing fit-for-purpose, high-quality, consistent and user-friendly H&S systems/tools, procedures, guidelines and policies as necessary, including: <ul style="list-style-type: none"> ○ Ensuring appropriate incident reporting and investigation, hazard management systems, and audit schedules are in place and used effectively. ○ Aligning F&B practices with a recognised external audit methodology, in addition to Worksafe and ACC requirements. • Administering and providing user support for F&B’s chosen H&S management software. • Working with staff, contractors and volunteers to implement and support effective use of F&B’s H&S tools, procedures and policies across all areas of F&B’s practical conservation activities and events, including promptly responding to enquiries or requests. • Providing timely, accurate, appropriate and user-friendly

	<p>support and advice to staff, contractors and volunteers to improve their ability to meet their H&S obligations and enhance their experience with Forest & Bird.</p> <ul style="list-style-type: none"> • Driving organisational compliance including: <ul style="list-style-type: none"> ○ Conducting H&S risk assessments, task analyses, reporting; ○ Developing site specific and activity-based H&S Plans as required; ○ Implementing specific controls as required; ○ Leading or supporting investigations as required; ○ Promoting a positive H&S culture; and ○ Identifying and arranging H&S training as required, using approved providers. • Delivering effective training to internal and external stakeholders including branch H&S Champions, KCOs and others covering: <ul style="list-style-type: none"> ○ Relevant H&S requirements; ○ F&B's H&S policies and procedures; and ○ How to access and use F&B's H&S resources and tools, including relevant software. • Supporting staff, contractors and volunteers to run Forest & Bird events including the F&B Conference/AGM, North & South Island Gatherings and Youth Hui in accordance with H&S requirements through provision of advice, support and practical resources, as appropriate. • Promoting F&B's H&S and Risk Management procedures, including by: <ul style="list-style-type: none"> ○ Ensuring they are included in any relevant documentation; ○ Regularly communicating key messages and reminders to relevant stakeholders through multiple channels, in a timely manner; ○ Modelling best practice in line with F&B policies; ○ Facilitating collaboration and sharing of best practice among staff, branches, F&B Youth Network, KCOs and other Networks where beneficial. • Acknowledging and celebrating F&B H&S Champions' contributions.
Continuous Improvement	<ul style="list-style-type: none"> • Identifying and providing internal advice on ways to improve F&B's H&S tools, practices and culture. • Leading or contributing to review, development and/or changes to F&B's H&S systems (including H&S management software and other tools), procedures, guidelines and policies to ensure they are comprehensive, effective, appropriate and user-friendly. • Evaluating the Society's experience with implementing H&S

	<p>systems/tools, procedures and policies to inform changes or improvements as required.</p> <ul style="list-style-type: none"> • Liaising with stakeholders to help improve awareness and understanding of F&B's H&S obligations and practices.
Operational Support	<ul style="list-style-type: none"> • Preparing informative, data driven, accurate reports highlighting any issues or key risks, mitigations, controls and accountabilities on a cyclical basis. • Providing key updates and appropriate advice or recommendations to F&B's Leadership Team regarding F&B's H&S systems, procedures, policies, risks, and/or any issues that may arise. • Contributing to the preparation or review of F&B's H&S budget annually or as required. • Operating all H&S activity within budget allocations, and providing timely advice to the GM regarding the H&S budget and expenditure. • Contributing to Strategic and Operational planning as required. • Supporting internal stakeholders as required to ensure organisational procedures, guidelines and policies for staff are legally compliant, reflect best practice and are maintained.
Personal Health and Safety	<ul style="list-style-type: none"> • Taking reasonable care for personal safety and wellbeing in all Forest & Bird workplaces, project sites, and if and when driving vehicles. • Acting in accordance with all reasonable Health and Safety instructions, policies, and signage making sure that acts or omissions do not adversely affect the safety and wellbeing of yourself or others. • Reporting all occupational injury, illness, near miss incidents, accidents, environmental spills or fire (regardless of its severity) to your manager, and logging as required. • Reporting all hazards which may result in an injury, illness, spill or fire, to your manager, and to the health and safety email.

Responsibilities of this position are expected to change over time as Forest & Bird responds to changing needs. The incumbent will need the flexibility to adapt and develop as the environment evolves. This includes performing any other reasonable duties as required.

At Forest & Bird there will be times when we all pitch in to do additional tasks that are outside our regular roles. This forms part of our culture and celebrates our values of Collaboration, Courage and Professionalism.

At Forest & Bird, all staff are encouraged to contribute to continuous improvement: to support innovative thinking, smart work practices, how we engage across teams, and the overall culture and work environment.

There will be opportunities to participate in forums, committees and working parties across the organisation and with third parties.

Key Relationships

Internal	<ul style="list-style-type: none"> • GM Projects, Branches & Networks • Manager National Conservation Projects and team • Branch Support Adviser • KCC Manager and team • Youth Network Support Coordinator • Communications staff
External	<ul style="list-style-type: none"> • National Conservation Projects contractors & volunteers • F&B Branch Committees, particularly branch “H&S Champions” • F&B Youth Hubs and Youth Network Leadership Group • KCC Officers (KCOs) • F&B volunteers and members • H&S practitioners and organisations • Volunteer and community organisations • Funders, sponsors, suppliers and partners • Conservation and technical experts

All staff are expected to develop professional relationships with other staff throughout the organisation during their tenure at Forest & Bird.

Skills / Experience / Attributes

- Qualification in Workplace Health and Safety Management equivalent to NZQA Level 4 or above, ideally NZQA level 6.
- At least 4 years’ experience as a safety and health practitioner supporting safe systems of work, safe behaviour and a positive H&S culture, ideally in an organisation with a distributed field-based workforce. Experience in the conservation or voluntary sector an advantage.
- Proven ability to review systems and practices, assess risks, prioritise needs, generate and assess options, and develop and implement action plans.
- Excellent written and verbal communication skills, with an ability to communicate complex technical information in a simple manner and adjust content and style according to the audience.
- Experience in training and mentoring. Experience with both online and in person training would be advantageous.
- Excellent interpersonal relationship management skills, with an ability to relate to, educate and influence a diverse group of stakeholders, including colleagues and volunteers of different ages and backgrounds in the community.
- Highly organised, resilient, and capable of managing a range of competing priorities.
- Team player with collaborative working style and commitment to working with others to achieve shared goals.
- Self-motivated with strong initiative, and an ability to initiate and complete tasks independently and in a timely manner.

- Experience using H&S management software systems, online Content Management Systems, a working knowledge of MS Office programmes, and experience using a range of communication platforms.
- An understanding of the principles and practice of volunteering and volunteer programmes, and experience working with volunteers/as a volunteer would be advantageous.