

## Position Description

Vacancy Title: **OHS and HR Compliance Coordinator**

Location:

Reports To: **None**

### Objective

The OHS and HR Compliance Coordinator at WG Genera Pacific is responsible for developing and implementing comprehensive OHS policies and procedures, conducting risk assessments, and ensuring compliance with safety regulations. They coordinate audits, facilitate safety training, and maintain accurate HR and safety records. The role involves collaborating with HR and OHS teams, ensuring equipment maintenance, and supporting operational teams. The officer also assists in developing staff KPIs, conducting reviews, and resolving HR disputes, reporting directly to the General Manager.

### Outcomes

#### Organisational Stakeholders

#### 1. Policy Development and Implementation

- Comprehensive OHS policies, procedures, and guidelines are developed and implemented to comply with the Genera and The Wonderful Company standards in close collaborations with the Genera Limited and The Wonderful Company Group OHS Managers.
- Standard Operating Procedures (SOPS) are developed to ensure consistent and safe practices across the company.
- WG Genera SOP's are annually reviewed and updated with the help of Genera NZ/external consultant.
- H&S documentation and appropriate forms are updated in accordance with any current local (and applicable NZ/Aus) regulations. This includes updating documentation in the WG Genera database and ensuring that all staff fully adhere to the changes made.

#### 2. Risk Assessment and Safety Management

- Regular risk assessments and workplace inspections are conducted and documented to identify potential hazards and recommend preventive measures.
- Accidents, incidents and near-misses are investigated and documented to determine root causes and propose corrective actions to prevent future occurrences. Ensure that updates and changes are communicated to applicable staff.
- The organization's adherence to internal policies and external regulations is monitored and assessed, taking corrective actions where necessary.
- Audits and inspections are coordinated and carried out to implement improvements in compliance with regulations and industry standards.
- Accurate records of incidents, accidents and safety-related data are maintained to generate periodic reports for management.
- Required compliance reports are prepared and submitted to regulatory authorities such as BAF, MOE, MOA and other relevant stakeholders.
- Pest management and fumigation activities are monitored in accordance with SOP's to ensure the safety of our employees, contractors and customers.
- Staff are instructed and monitored to use The Safe Tagging system of damaged plant and equipment to avoid incidents.
- The site is inspected and documented to ensure it is a hazard-free environment.
- Random audits on technical and operational staff are undertaken to ensure that they understand and practice good handling in dangerous goods (DG), and in accordance with the SOP's in place.
- On-field Quality and Assurance Audits of each client are conducted on a quarterly basis.
- Ensures staff implement and adhere to proper storage and labelling of hazardous materials.
- Identifies opportunities for enhancing OHS practices, and continuous improvement initiatives are implemented.
- Regular internal health and safety audits for all WG Genera branches are conducted and findings along with improvements are reported to the GM and Branch Manager.
- Follow-up on action points from OHS external audits is conducted and resolved within the required timeframe.
- Enablon is monitored on a day-to-day basis, closing due action items and informing all other users to action entered items, ensuring all observation and action items are closed off on time or before the due date.
- Oversees that vehicle safety checklists are monitored and evaluated, ensuring the vehicle is safe to be driven.
- The risk register and vehicle maintenance records are maintained.

#### 3. Training and development programs are implemented effectively

- Safety training sessions for employees are facilitated, promoting a safety-conscious culture and ensuring awareness of OHS best practices.
- Drills and exercise on how to manage emergency situations are trained and carried out.
- Advice and instruction on various safety-related topics (noise levels, use of machinery, working at heights etc) are provided.
- OHS training of employees and management is initiated and organised.
- Regular health and safety workshops with technical and operational staff are scheduled to go over any updates in SOP's etc.
- Recommendation to the GM of courses for staff to undertake to improve and upskill are identified and put forward. Costs are communicated to the management accounts team once approved by the GM or by the Board.
- Willingness to attend HR and OHS courses to update and refresh skills on a regular basis is demonstrated.
- Collaboration with HR and OHS team is ensured to provide all employees with appropriate training and recourses to maintain and compliance and promote a safety at work culture
- Continues to maintain training and upskilling records for staff.

#### 4. Operational Support ensured

- Oversees that all equipment is calibrated and maintained to a high standard and ensures maintenance records are kept.
- The renewal of company licenses and certification is identified and managed, ensuring they are renewed on time.
- Participation in planning meetings to identify any health and safety concerns inherent in the operations daily work-plan is ensured.
- Preparation and implementation of site safety and health plan with the Group EHS manager are ensured.
- Frequent/daily toolbox meetings are conducted by Team Leaders and entered into Enablon for reporting purposes.
- All tools and equipment are checked and verified to be adequate and safe for use by the technical team.
- Safe use practices at the job site are promoted.
- Administration assistance or cover is provided where needed as instructed by the GM.
- Collaboration with Branch Managers in putting together a D&A testing and methyl bromide blood test schedule for the operational/fumigation teams is ensured.
- From time to time, oversees installations, maintenance and disposal of substances of chemicals and substances are carried out in accordance with SOP's and safety guidelines.

## 5. Performance Management

- Assistance is provided to the GM in putting together staff KPI's for the Branch Managers, administration and Sales Representatives.
- Assistance to the Branch Managers in putting together KPI's for staff is provided.
- Assistance in quarterly staff KPI review is provided, records and updates KPI's accordingly. Follow-up on any unattended KPI's from staff is conducted and assistance is provided where possible.
- Ensures that all new employees including casual, fixed term and permanent have been given a full health and safety induction before they start work.
- Ensures that all employees including casual, fixed term and permanent have an updated employment agreement in place and is in accordance with the Fiji legislation/employment laws.
- Ensure a training plan is in place for any new employees joining the WG Genera team and that they are familiar with any company policies in place.
- Conducts regular checks on new employees in conjunction with their manager that they are meeting expectations and standards set in place whilst under their probation/trial period. Provides a written progress report to the new employee as well as the GM.
- Resolves HR disputes as they arise in a professional and timely manner ensuring that it is within the grounds of Fijian employment laws.
- Seeks independent advice on HR issues when necessary and updates GM.
- HR to work in with payroll.
- Ensures that all employee files are kept up to date and secure.

## Responsibilities - Key Competencies

Competence	Description
<b>Business</b>	
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Information Analysis	Make informed decisions by collecting and interpreting data and information
Documentation	Communicate using formal business writing.
Communication	Exchange information through verbal communication
<b>Customer</b>	
Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
Organisational Values	Display the organisation's image and value standards.
Social and Cultural Awareness	Respond respectfully and effectively to people of different cultural and social backgrounds.
<b>People</b>	
Problem Solving	Develop practical solutions to a situation.
Self-Management	Manage your priorities and objectives efficiently and effectively
<b>Professional</b>	
Technical Strength	Demonstrate knowledge of a specialist discipline.
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
Technology Application	Apply technology.

## Qualifications

Qualification	Discipline	Notes
<b>Desirable</b>		
Degree	Business and Management, Human Resource Management	

## Work Knowledge and Experience

- At least 2-3 years of experience in a similar role, focusing on health and safety or compliance
- Accreditation with relevant professional bodies, can be beneficial
- Strong understanding of health and safety regulations and standard
- Experience in conducting risk assessments, safety inspections, and compliance audits
- Excellent communication and training skills to effectively promote a safety-conscious culture
- Ability to develop and implement policies and procedures, and to conduct thorough investigations and audits

## Requirements

### Language Proficiency

Excellent command of English

### Regulatory Compliance Requirements

First Aid Certificate

Police Clearance

## Other Required Requirements

No other required items found.

## Interactions

Type	Interaction	Comments
<b>Internal</b>		
	Management Team	
	All employees	
<b>External</b>		
	Regulators	

## Attributes

### Behavioural Styles

Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.
Innovative	Devises new and creative ways to do things comes up with original ideas.
Reliable	Is able to be trusted to do what is expected or has been promised, puts in a great amount of effort believing in the value of work.

### Interpersonal Styles

Forthright	Speaks out frankly without hesitation, showing a direct manner.
Realistic	Shows concern for facts and reality, rejecting the impractical.
Self-sufficient and assured	Readily copes with situations without recourse/need of others, showing confidence and belief in oneself and one's own abilities.
Team Oriented	Enjoys being with others as part of a group or team.

### Thinking Styles

Disciplined/Systematic	Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough approach.
Reflective	Takes a thoughtful and deliberative approach.
Well organised	Controls tasks in a well thought out and critical manner.

## How To Apply

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## Contact for Enquiries

Contact Name: Elizabeth Cama

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Further Contact Information: --

**Closing Date: 08 Dec 2024**