

## Job Description

**Position:** Safety Charter Engagement Officer

**Reports To:** Safety Charter General Manager

**Purpose:** To sustain, engage and grow the Safety Charter membership to achieve the Safety Charter objectives. Deliver constructive engagement with the Safety Charter members and external stakeholders.

Action	Outcome
<p><b>Membership</b></p> <ul style="list-style-type: none"> <li>To sustain, engage and grow the Safety Charter membership to achieve the Safety Charter objectives.</li> <li>Constructive engagement with the Safety Charter members unions, WorkSafe and key stakeholder agencies.</li> </ul>	<ul style="list-style-type: none"> <li>Work with Safety Charter members to develop a shared health and safety vision, capability, and delivery capacity.</li> <li>Members and stakeholders feel connected to the Safety Charter.</li> <li>Members &amp; stakeholders provided with clear, relevant, and responsive communication and service to their needs.</li> </ul>
<p><b>Marketing and Promotion .</b></p> <ul style="list-style-type: none"> <li>Attend industry and sector networking meetings where appropriate.</li> <li>Develop and maintain effective strategic relationships with members and key stakeholders.</li> <li>Assist in the production of external Safety Charter communication collateral, ie newsletter, toolbox talks, fact sheets, guidance notes and website.</li> <li>Attract and establish strong relationships with sponsors and supporters.</li> </ul>	<ul style="list-style-type: none"> <li>Liaise and engage with other key organisations and groups to promote the Safety Charter vision and values.</li> <li>Relevant and engaging communication from the Safety Charter via newsletter and other relevant communication channels.</li> <li>The profile of the Safety Charter is raised through an agreed series of initiatives that fall within budget.</li> <li>Maintain and grow the Charter resources, ensuring they are relevant, engaging, and accessible to members.</li> </ul>
<p><b>Work Programme</b></p> <ul style="list-style-type: none"> <li>Support the Safety Charter Working Groups in the delivery of their annual work programmes.</li> <li>Work with the Safety Charter Administrator to organise, attend and deliver events, workshops, toolbox talks, including sourcing items and resources.</li> <li>Monitor, facilitate and encourage Safety Charter members to complete the on-line self-assessment Tool.</li> <li>Pursue new opportunities with key Canterbury construction projects.</li> </ul>	<ul style="list-style-type: none"> <li>Activities in the Safety Charter work programme are carried in a professional and timely manner.</li> <li>Working Groups are supported and feel connected to the Safety Charter.</li> <li>Members feel confident and engaged to undertake the completion of the on-line assessment tool.</li> <li>On-line self-assessment tool use increases.</li> </ul>
<p><b>Relationship Management</b></p> <ul style="list-style-type: none"> <li>Ensure the development of innovative lobbying and campaign strategies to promote the interests of the Safety Charter.</li> <li>Develop and sustain a wide range of relationships and networks with local and</li> </ul>	<ul style="list-style-type: none"> <li>All members and key stakeholders are kept up to date with the activities of the Safety Charter through regular communications and consulted appropriately.</li> <li>Provide opportunities for sponsors, local and central government, community agencies and</li> </ul>

<p>national stakeholders to position the Safety Charter as a well-known and credible organisation.</p>	<p>groups, and other supporters to be involved with the Safety Charter.</p>
<p><b>Financial Management and Administration</b></p> <ul style="list-style-type: none"> <li>● Work within the annual approved budget.</li> <li>● Support the planning and implementation of ongoing business enhancements including modifications to work processes and service delivery.</li> <li>● Assist and support reports to be provided to the Board and funder accountabilities, ensuring reporting is always transparent and on a 'no surprises' basis.</li> </ul>	<ul style="list-style-type: none"> <li>● Manage and report against the allocated annual Engagement budget</li> <li>● Support the Safety Charter General Manager to investigate and explore funding opportunities.</li> <li>● Support the Safety Charter Administrator, in the delivery and updating of efficient and effective process and procedures.</li> <li>● Meet with the General Manager as directed and provide documentation on planning, promotions and other relevant information arising from the implementation of the work programme.</li> </ul>

Duties of the Engagement Officer are expected to change over time as the Safety Charter responds to industry's changing environment, it is therefore anticipated you may be requested to undertake additional duties as required by the General Manager.

**Essential** competencies for the Safety Charter Engagement Officer include:

- Ability to be a self-starter, with a willingness to work independently and as part of a small team.
- Experience in working in an organisation with multiple stakeholders.
- Ability to build constructive relationships with key stakeholders using discretion, sensitivity, and respect.
- Excellent interpersonal and communication skills.
- Experience in managing projects and/or events.
- A keen interest and understanding of Health & Safety in the workplace.
- Reliable, flexible, and willing to take on a wide range of tasks.
- Experience in a variety of IT systems and applications, proficient use of Microsoft Office Suite.
- Good time and task management skills.
- Understanding of the need and ability to adjust communication content and style to meet the needs of different stakeholders.

**Desirable** competencies for the Safety Charter Engagement Officer include:

- Knowledge and understanding of the Construction Industry.
- Knowledge and understanding of the not-for-profit sector.
- Public speaking skills and experience.
- Experience of developing a client base and/or membership growth.
- Experience in development and implementation of innovative, contemporary, and fit for purpose communication and engagement solutions.
- Ability to think critically, displaying curiosity and flexibility in analysing ideas and information; seeks and value the input of others, makes timely and fit-for-purpose decisions.