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| TEAM | Health and Safety |
| POSITION TITLE | **Moving and Handling Specialist** |
| REPORTS TO | **Health and Safety Manager** |

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| OUR CULTURE  OUR TEAM | At our DHB, we are committed to honouring the Te Tiriti o Waitangi and its principles by ensuring our partnership with Māori are at the forefront of all our conversations. We are also committed to putting tāngata (people) at the heart of all we do, so that we are all supported to deliver world class healthcare to our communities. This means we all behave with honesty, integrity and courage; doing the right thing by each other and our communities. We demonstrate care and concern for our own and others wellbeing. We believe that diversity and inclusion is critical to ensure we deliver the best care for our diverse communities. Therefore, we always respect and value everyone’s differences. When making decisions we consider and seek a diverse range of viewpoints especially those from minority groups.  The People and Capability team is all about putting people at the centre of everything we do, making the world of work, work better for the more than 10,000 people working at the Canterbury and West Coast DHBs. Because when people work better, care works better.  We’re doing this through leaders like you who are working with others to keep our workforce healthy, safe and well.  As a member of the Health and Safety team this role has shared accountability for:   * **Engaging across** the People and Capability team, the Canterbury District Health Board [CDHB], and the West Coast District Health Board [WCDHB] to ensure we support our people to be their best, be well and stay well. * **Building** the capability of our people leaders to manage and support their people to be well and stay well. * **Ensuring** the delivery of an equitable, accessible, high integrity support service to support our people to be at work. * **Creating** a work environment in which people take pride in their work and work together to provide excellence in customer service. |

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| MY ROLE RESPONSIBILITY | The Moving and Handling Specialist is responsible for supporting Health and Safety in the implementation of the safe moving and handling programme across the West Coast and Canterbury DHBs. This will be achieved by providing high level technical support to Health and Safety, providing consistent safe handling support and advice to all internal stakeholders across the CDHB and WCDHB. Engage and maintain connections with external networks and professional associations specific to safe moving and handling in healthcare.  The role is specifically responsible for:   * Supporting the Injury Prevention Specialists in the development, design and implementation of the safe moving and handling programme * Developing and updating training materials and a training plan to aid the delivery of the safe moving and handling programme * Leading the delivery of safe moving and handling training across CDHB and WCDHB including; initial roll out, ongoing orientation and refresher training * Coaching and mentoring of Safe Handling Link Groups across all locations to ensure effective implantation of technical skills within work areas * Audit and assurance of safe handling competencies in the workplace * Provision of specialist area training and updates * Assisting with the assessment of manual handling risks for new equipment, products and facility design * Promoting a proactive health and safety culture across the organisation * Creating a high level of engagement and understanding of the programme across all key stakeholders * Maintaining own professional development, registration and supervision in line with requirements of their respective professional association (if applicable) * Actively participate in regional and nation moving and handling forums |  |

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| MY CAPABILITY | * High level of technical competence within moving and handling * Strong interpersonal and relationship building skills * Skilled adult educator, coach and mentor * Effectively engage, facilitate, negotiate and influence * Adept at problem solving and process improvement * Foster a positive culture * Support continuous improvement by managing change * Demonstrated experience teaching and coaching (safe moving and handling training desirable) * Experience with safe moving and handling is essential * Demonstrated experience safe patient handling risk assessments in a healthcare setting * NZ Practising certificate in Physiotherapy, Occupational Therapy or Nursing (preferable); or Health Care Assistant Certification Level 4 |

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| MY RELATIONSHIPS TO NURTURE | Internal  * Health and Safety Manager * Health and Wellbeing Manager * Health and Safety team members * People and Capability COE’s * CDHB and WCDHB Managers * CDHB and WCDHB Employees | **External**   * Health System providers * ACC * Third party providers * Regional DHB’s * Professional bodies |

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| MY WELLBEING, HEALTH AND SAFETY | At our DHB, we're committed to promoting a culture where our tāngata wellbeing, health and safety is at the core of everything we do. We're committed to a healthy and safe working environment to enable everyone to return home safe and well every day. We're driving for a positive, inclusive, engaging culture where our tāngata feel safe and engaged in their work.  We know that it's really important to look after yourself, in order to provide the best possible care to our community. We are all responsible for the health and safety of ourselves and each other. We need to work together to ensure wellbeing, health and safety risks do not put our tāngata at risk of harm. |