

Health and Safety Business Partner

Pūtake Tūranga - Scope

This role is to support the Health & Safety Manager in providing health, safety and wellbeing advice and influencing our proactive health and safety culture.

This role contributes to all council's area of focus (community outcomes).

Nga Whaingā - Key responsibilities

Health and Safety implementation

To help in the creation, review, revision and implementation of documented health and safety systems and procedures along with promoting consistency in health, safety and well-being culture throughout the organisation.

To work collaboratively to understand hazards to staff and provide recommendations for improvements for all areas of the organisation as it relates to improving health and safety.

Provide support and information to the H&S Manager for example, research, writing of reports, statistical analysis.

As required, provide training and communications to ensure safety systems are understood and adopted by our people.

Adhere to all safe working procedures and instructions, taking care of oneself and others. Having a commitment to health and safety as detailed in the NRC policies and guidelines, and as defined by the Health and Safety Legislation.

Advice and support

Provide support and timely accurate advice (basic through to mid-level advice) to our people. This includes but is not limited to legislative compliance, risk management delivery including process/procedure development, risk review, health monitoring and implementing appropriate controls.

Reporting, incident management, investigations and inspections

Assist in accurate recording and reporting of health and safety information and where required assist with incident management, investigations and inspections.

Civil Defence & Emergency Management

Undertake Civil Defence Emergency Management responsibilities if required.

Tō Pukenga - About you

Qualifications, skills and experience:

- A degree qualification in relevant discipline.
- Relevant work experience.
- Understanding of HSWA 2015, associated regulations and guidance.
- Investigation experience is desirable.
- Competency in te reo o Maori and tikanga is advantageous.
- Experience in use of Microsoft applications especially Word, Excel and Outlook.



CHOOSE POSITIVITY



DO THE RIGHT THING



KOTAHITANGA



LEARN AND IMPROVE



LISTEN



OWN IT



WHANAUNGATANGA

- Full NZ driving licence.

Personal attributes

- Passionate about promoting a health, safety and well-being culture.
- A confident communicator who has the ability to communicate with diverse stakeholders.
- Display creativity and innovative thinking and has a continuous improvement mindset.
- Practical, can-do nature with a solution-oriented focus with a good sense of humour.
- High level of emotional and social intelligence and personal resilience.
- Well-developed analytical skills and proven ability of setting/achieving objectives.
- Proven ability to deliver high quality service.
- Ability to plan, set and achieve goals and key responsibilities.
- Displays personal and professional integrity.
- Displays personal and professional integrity and positive image, with a courteous and efficient manner along with a desire to succeed.
- Self-motivated and highly disciplined approach to managing own workload.
- Fact-based decision-making skill set.
- Committed to continued professional development.
- Display cultural empathy and awareness.
- Willingness to understand Te Ao Māori.

Reports to: Health and Safety Manager
Group and Department: People and Culture Dept, Corporate Services
Location: Whangarei
Date: May 2025

Declaration

I have read and understood the contents of this Job Description.

Name: _____ *(Please print full name)*

Signature: _____ **Date:** _____

