



JOB SPECIFICATION

Position Description

Position:	Health & Safety Business Partner
Responsible to:	Group Health & Safety Manager
Responsible for:	None
Purpose:	To provide senior health and safety advice, support, and leadership across the nationwide, multi-site operation. The Health & Safety Business Partner plays a key role in implementing the organisation's health and safety strategy, supporting operational teams, and driving continuous improvement in safety performance. This role combines technical expertise with strong relationship management to influence safe behaviours and ensure compliance with relevant legislation and standards.

Key Responsibilities

Key Responsibility	Performance Standards
Compliance, Risk and Systems	<ul style="list-style-type: none">• Support the Group H&S Manager to ensure compliance with the Health and Safety at Work Act 2015, and all other relevant legislation and regulations through the development and implementation of a fit for purpose health and safety system.• Support and continuously improve the company's H&S management system.• Maintain comprehensive risk registers across each division and site.• Support the Group H&S Manager to ensure health and safety data is analysed to identify trends, monitor system effectiveness and drive continuous improvement.
Operational Support	<ul style="list-style-type: none">• Provide hands-on support to managers and teams to implement safe systems of work.• Conduct regular site visits, inspections, and audits to maintain visibility and engagement.• Support incident investigations and ensure corrective actions are implemented.
Training, Communication and Engagement	<ul style="list-style-type: none">• Support the Group H&S Manager to develop and implement a system that ensures all workers are trained and assessed as competent to complete their jobs.• Design and deliver training on H&S policies, systems, and legal obligations.• Engage and consult with workers and Health & Safety Representatives to ensure continuous improvement and inclusion.

Key Responsibility	Performance Standards
H&S Reporting and Documentation	<ul style="list-style-type: none"> • Maintain accurate records of incidents, hazards, and investigations. • Provide timely reporting to the Group H&S Manager and operational leaders. <p>Support the development and review of policies and procedures.</p>
H&S Advisory	<ul style="list-style-type: none"> • Identify relevant opportunities and make recommendations to improve processes, workplace H&S, and service delivery outcomes in line with current regulations and best practice. • Provide clear, competent technical advice and guidance that ensures practices adopted by the business enable us to keep our people safe, free from harm and support us to meet our legislative obligations. • Maintain up-to-date working knowledge of H&S legislation, industry guidelines and best practices relevant to the business. • Undertake regular compliance audits, provide insights and findings to ensure a safe and compliant workplace
H&S Management System	<ul style="list-style-type: none"> • Support the Group H&S Manager to regularly review and update policies, procedures and practices to maintain a safe and healthy work environment. • Identify opportunities to improve health and safety practices. • Contribute to the development and enhancement of the H&S management system.
Management Support	<ul style="list-style-type: none"> • Develop and implement programmes that support the team to actively lead and own health and safety outcomes. • Monitor the reporting, recording and investigations of all near misses, accidents and incidents as required. Oversee and support Managers with follow up actions. • Support Managers with safety observations and record completion for KPIs. • Support Managers with Employee return to work plans. • Build and maintain relationships to ensure strong stakeholder and management engagement.
Additional Duties	<ul style="list-style-type: none"> • Undertake other duties as directed by the Group H&S Manager.

Qualifications

- Tertiary qualification in Health and Safety, Diploma of Occupational Health and Safety, NEBOSH or equivalent.

Practical Experience

- 3-5 years' experience in a health and safety advisory role, preferably in a high-risk or multi-site environment.
- Strong working knowledge of New Zealand health and safety legislation and best practice.
- Experience conducting audits, investigations, and risk assessments.
- Proficient in the Microsoft Office Suite, to an intermediate level in Excel.
- Experience and knowledge of the Waste, Transport or similar industry is desirable.
- Experience in a multisite environment is desirable.

Key Attributes

- A passion for health and safety.
- Driven and can work autonomously.
- Resilient and able to cope well with pressure.
- Excellent written and verbal communication skills.
- Exceptional organisational and time management skills.
- Strong analytical and critical thinking abilities.
- Proactive and adaptable.
- Technology and system savvy.

Agreed by:

Job holder's signature

Date

Manager's signature

Date