

## POSITION DESCRIPTION: HEALTH & SAFETY LEAD

<b>Background</b>	<p>THINK Hauora is a network that designs, delivers, and supports primary health care services across Otaki, Horowhenua, Manawatu and Tararua.</p> <p>THINK Hauora has a strong focus on equity and a commitment to collaborating and partnering with others to improve outcomes for our communities.</p> <p>This position description (PD) captures the expected functions of the position and is reviewed from time to time as required and considered as part of the annual performance review process. The PD is supported by an annual work programme.</p>	
<b>Primary Functions</b>	<p>The Health &amp; Safety Lead provides specialist operational leadership, coordination, and advice to support a safe and healthy workplace at THINK Hauora. The role is responsible for developing, implementing, and maintaining practical and effective health and safety systems, processes, and practices across the organisation.</p> <p>Working closely with the People &amp; Culture Manager, the Health &amp; Safety Lead plays a key role in helping THINK Hauora meet its obligations under the Health and Safety at Work Act 2015, supporting leaders and workers to identify, manage, and reduce risks.</p> <p>The role actively contributes to building a positive safety culture, improving worker participation, and strengthening organisational resilience.</p> <p>This position ensures that hazards, risks, incidents, and near misses are well managed, that staff receive timely support and guidance, and that health and safety activities are embedded into everyday operations to keep our people safe and well.</p> <p>A core expectation of the role is that the THINK Hauora commitment to uphold Te Tiriti o Waitangi will be embedded in the work of the People and Culture team and its enablement and support of the organisation.</p>	
<b>Reports to</b>	People & Culture Manager	
<b>Direct reports</b>	<ul style="list-style-type: none"> <li>NIL</li> </ul>	
<b>Functional Relationships</b>	<p><b>Internal</b></p> <ul style="list-style-type: none"> <li>Chief Executive Officer</li> <li>Senior Leadership Team (SLT) and Board</li> <li>Clinical &amp; Network Services</li> <li>Horowhenua Community Practice</li> <li>Strategy and Enablement</li> <li>Mental Health and Social Well-being</li> <li>Broader THINK Hauora teams</li> </ul>	<p><b>External</b></p> <p>WorkSafe New Zealand.</p> <ul style="list-style-type: none"> <li>Te Whatu Ora and other health sector partners with joint PCBU responsibilities.</li> <li>General Practices, iwi and Māori health providers, and community health.</li> <li>Contractors and suppliers (e.g., facilities, maintenance, IT, property)</li> <li>Emergency response agencies (e.g., Fire and Emergency NZ, Civil Defence)</li> <li>ACC and insurance partners: injury management, rehabilitation support, and risk mitigation.</li> </ul>
<b>Primary Location</b>	Based in the offices of THINK Hauora, 200 Broadway Avenue, Palmerston North, with some travel required	

<b>Nature of Position</b>	Permanent, part-time
<b>Hours</b>	Twenty (20) hours per week (0.5 FTE), distributed over a Monday to Friday week. Hours are to be worked generally between 7am and 6pm as agreed however some flexibility of hours will be required
<b>Status as described in the Vulnerable Children's Act 2014</b>	This role is not a Children's Worker role and is not subject to the requirements of the Children's Act 2014
<b>Health and Safety</b>	<p>All staff and governance at THINK Hauora participate in health and safety management practices, ensure that work is done in a safe environment, reports and works to eliminate, isolate, or minimise any hazards, and applies THINK Hauora's health and safety policies and procedures.</p> <p>Staff must act to ensure that THINK Hauora complies with its responsibilities under the Health and Safety at Work Act 2015 and any subsequent amendments or replacement legislation. Be able to demonstrate actions in an emergency situation that are specific to the workplace and are designed to keep individuals safe.</p>
<b>ORGANISATIONAL VISION, MISSION and VALUES</b>	
<b>Our Strategy</b>	<b>THINK Hauora 2019-2025 Strategy</b> supported by Ka Ao, Ka Awatea, Māori Health Strategic Framework
<b>Our Vision</b>	<b>Tūhonotia te hāpori ki te Ora – Connecting Communities for Wellbeing</b>
<b>Our Strategic Aims</b>	<p><b>Whānau Ora:</b> Developing a Whānau Ora approach to accelerate and ensure equity of Māori health outcomes</p> <p><b>Equity:</b> Driving equity of outcomes through people, community voice and data</p> <p><b>Access:</b> Ensuring access to health care is easy, available, cross-sectors</p> <p><b>Value:</b> Creating value through teams, technology, and performance</p> <p><b>Innovation:</b> Activating innovation, engagement, and delivery of excellence</p> <p><b>Networking:</b> Enabling networking and relationships to achieve partnerships</p> <p><b>Growth:</b> Driving sustainability through system and alignment focus</p>
<b>Our Values</b>	<p><b>Trust:</b> Maintaining open and honest relationships</p> <p><b>Respect:</b> Embracing diversity, uniqueness, and ideas</p> <p><b>Unity:</b> Valuing strengths and skills</p> <p><b>Accountability:</b> Working in a transparent and responsible manner</p> <p><b>Courage:</b> Participating with confidence and enjoyment</p>
<b>Equity</b>	THINK Hauora is committed to improving access to services and achieving equity of health outcomes across communities. We provide support and guidance to the wider workforce to do the same. THINK Hauora believes in equity and requires staff to “stop, look, listen and think” about how they can design, develop, and deliver services that create and maintain equitable environments to effect change and ensure that whānau flourish.

<b>Commitment to Te Tiriti O Waitangi</b>	<p>THINK Hauora is committed to Te Tiriti o Waitangi and aspires to be an honourable Te Tiriti Partner whose Board and employees actively contribute to the achievement of Pae Ora (Healthy Futures for Māori) across our rohe. We maintain this by expressing and activating the five principles of Te Tiriti o Waitangi across all layers of our Organisation.</p> <p><b>Tino Rangatiratanga</b>   Self-determination  <b>Mana Taurite</b>   Equity  <b>Whakamarumarutia</b>   Active Protection  <b>Kōwhiringa</b>   Options  <b>Pātuitanga</b>   Partnership</p> <p>Our suite of policies will actively ensure Pae Ora is realised through the pathways of Whānau Ora (Healthy Families), Mauri Ora (Healthy Individuals), Wai Ora (Healthy Environment)</p>
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KEY RESPONSIBILITIES		
Key Competency	Activities	Expectations
<b>Health &amp; Safety Leadership</b>	<ul style="list-style-type: none"> <li>• Support the Chief Executive in their role as Officer under the Health and Safety at Work Act 2015 by working alongside the Senior Leadership Team (SLT) and other leaders to foster a positive and proactive health and safety culture across the THINK Hauora.</li> <li>• Oversee key operational processes related to health and safety, ensuring compliance with legislative and organisational requirements.</li> <li>• Provide expert advice and guidance to leaders and staff on risk reduction, consultation, participation, and effective workplace safety practices.</li> <li>• Champion worker engagement in health and safety, empowering individuals to take ownership of safety practices and contribute to continuous improvement.</li> <li>• Maintain a safe, secure, and healthy workplace culture through proactive hazard management, wellbeing initiatives, and continuous improvement practices.</li> <li>• Keep abreast of legislative, regulatory, and best practice changes, ensuring THINK Hauora policies and practices remain current and compliant</li> </ul>	<ul style="list-style-type: none"> <li>• A positive and proactive health and safety culture is evident across THINK Hauora, with leaders and staff actively engaged in safe practices.</li> <li>• Operational health and safety processes are consistently applied, compliant with HSWA 2015 and organisational requirements.</li> <li>• Leaders and staff receive accurate, practical health and safety advice, enabling them to confidently manage risks and fulfil their responsibilities.</li> <li>• Workers participate actively in health and safety matters, with strong representation, open reporting, and shared ownership of safety outcomes.</li> <li>• Hazards, wellbeing risks, and improvement opportunities are identified early and addressed promptly, maintaining a safe and healthy workplace.</li> <li>• Health and safety policies, systems, and practices remain current, reflecting legislative changes and sector good practice.</li> </ul>

Key Competency	Activities	Expectations
<b>Health &amp; Safety Systems and Reporting</b>	<ul style="list-style-type: none"> <li>• Develop and implement effective reporting to the Board, subcommittees, and SLT on key health and safety performance indicators (lead and lag).</li> <li>• Manage the Health and Safety Risk Register, ensuring it is accurate, current, and reflective of organisational risk profiles.</li> <li>• Ensure robust systems are in place for the reporting, investigation, and resolution of all workplace hazards, risks, incidents, and near misses.</li> <li>• Oversee the effectiveness of control measures and ensure follow-up actions are implemented to prevent recurrence.</li> <li>• Ensure Health and Safety policies, procedures, and plans are regularly reviewed, updated, and communicated.</li> <li>• Act as Principal Advisor to the Health and Safety Committee, ensuring meetings are effective, outcomes are tracked, and deliverables achieved.</li> <li>• Schedule and coordinate Health and Safety Committee meetings, agendas, and documentation.</li> <li>• Coordinate and support the reporting, investigation, documentation, and follow-up of all workplace incidents, hazards, and near misses, ensuring corrective actions are completed and notifiable events are escalated appropriately.</li> </ul>	<ul style="list-style-type: none"> <li>• Health and safety reporting to the Board, subcommittees, and SLT is accurate, timely, and meaningful, providing clear visibility of lead and lag indicators and emerging risks.</li> <li>• The Health and Safety Risk Register is current, comprehensive, and actively used, reflecting the true organisational risk profile and supporting informed decision-making.</li> <li>• All hazards, risks, incidents, and near misses are reported, investigated, and resolved promptly, with outcomes documented and learning shared across the organisation.</li> <li>• Control measures are monitored and remain effective, with identified actions completed and recurrence prevented.</li> <li>• Health and safety policies, procedures, and plans are regularly reviewed and kept up to date, ensuring staff are informed, trained, and able to follow them.</li> <li>• The Health and Safety Committee operates effectively, with well-planned meetings, clear documentation, and tracked follow-up actions.</li> <li>• Agendas, minutes, and committee documentation are prepared accurately and on time, supporting strong governance oversight and engagement.</li> <li>• Workplace incidents, hazards, and near misses are reported, investigated, and followed up in a timely and thorough manner, with corrective actions completed, lessons shared, and any notifiable events escalated appropriately to support a safe and compliant work environment.</li> </ul>

Key Competency	Activities	Expectations
<b>Training, Engagement &amp; Communication</b>	<ul style="list-style-type: none"> <li>• In partnership with the Learning and Development Lead, design and deliver engaging and practical health and safety training programmes.</li> <li>• Promote two-way engagement through forums and communication channels beyond the formal committee structure to build broad-based ownership of health and safety.</li> <li>• Support leaders and teams to embed health and safety principles in day-to-day operations and decision-making</li> </ul>	<ul style="list-style-type: none"> <li>• Health and safety training is engaging, practical, and relevant, with staff demonstrating improved understanding and confidence in applying safe work practices.</li> <li>• Training programmes are well-coordinated with the Learning &amp; Development Lead, ensuring content is consistent, up to date, and aligned with organisational needs and risk profiles.</li> <li>• Two-way engagement in health and safety is strong and visible, with staff actively participating through forums, discussions, reporting channels, and informal feedback loops.</li> <li>• Health and safety information is communicated clearly, regularly, and in accessible formats, ensuring staff understand expectations, processes, and key lessons from incidents or improvements.</li> <li>• Leaders and teams consistently embed health and safety principles into everyday decision-making, supported by timely advice, coaching, and practical resources.</li> </ul>
<b>Contractor and PCBU Management</b>	<ul style="list-style-type: none"> <li>• Oversee joint PCBU responsibilities, ensuring appropriate engagement and coordination with external partners and contractors.</li> <li>• Lead the contractor health and safety management process, including prequalification, induction, monitoring, and review.</li> <li>• Ensure all contracted services and activities comply with THINK Hauora health and safety policies and legislative requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Contractors are safely inducted, monitored, and compliant with THINK Hauora's health and safety requirements, with documentation maintained and any issues promptly addressed.</li> <li>• Joint PCBU responsibilities are fulfilled, with effective cooperation and coordination between THINK Hauora and other PCBUs in shared or partnered work environments.</li> <li>• Contractor safety plans, and risk controls are reviewed and kept current, ensuring all contracted work is carried out safely and in line with legal and organisational obligations.</li> <li>• Health and safety risks associated with contractor activities are identified early and managed effectively, with escalation when required.</li> <li>• Contractor performance and compliance concerns are followed up promptly, contributing to a safe and well-managed working environment across all THINK Hauora sites.</li> </ul>

Key Competency	Activities	Expectations
<b>Continuous Improvement and Culture</b>	<ul style="list-style-type: none"> <li>• Drive a culture of proactive risk management, wellbeing, and resilience across the organisation.</li> <li>• Identify opportunities for improvement and innovation in health, safety, and emergency management practices.</li> <li>• Lead post-event analysis and improvement initiatives to enhance organisational preparedness and response capability</li> </ul>	<ul style="list-style-type: none"> <li>• Opportunities to improve health and safety systems, processes, and practices are proactively identified and acted on, contributing to safer and more efficient ways of working.</li> <li>• Learning from incidents, near misses, and risk trends is captured and shared, helping to prevent recurrence and build organisational awareness.</li> <li>• Staff experience a supportive, open culture where health and safety is embedded in everyday conversations and decision-making.</li> <li>• Wellbeing and safe work practices are promoted consistently, reinforcing THINK Hauora's commitment to a healthy, safe, and respectful workplace.</li> <li>• Feedback from staff, leaders, and Health &amp; Safety Representatives is sought, listened to, and incorporated, strengthening engagement and continuous improvement.</li> </ul>
<b>Cross-Organisational Collaboration</b>	<ul style="list-style-type: none"> <li>• Build strong relationships across THINK Hauora to support and enable organisational improvement and innovation</li> </ul>	<ul style="list-style-type: none"> <li>• Collaboration across teams is strengthened, and work progresses smoothly.</li> <li>• Quality systems are aligned and coordinated across groups.</li> <li>• The enablement function is effective and cohesive.</li> </ul>
<b>Effective communication and relationships</b>	<ul style="list-style-type: none"> <li>• Establish and maintain effective working relationships with other staff and key stakeholders</li> <li>• Behaviour and all communications are aligned to organisational goals &amp; values</li> <li>• Ensure confidentiality</li> <li>• Always represents THINK Hauora in a professional manner</li> </ul>	<ul style="list-style-type: none"> <li>• Positive, collaborative working relationships are established and maintained.</li> <li>• Uses clear, respectful and engaging communication.</li> <li>• Appropriate measures are taken to ensure confidentiality is always maintained.</li> <li>• Highly effective working relationships are established and maintained</li> <li>• Internal and external stakeholders report high levels of satisfaction with services provided.</li> </ul>

Key Competency	Activities	Expectations
<b>Self-Management</b>	<ul style="list-style-type: none"> <li>• Motivates self and others to achieve organisational goals, and meet, improve or exceed standards.</li> <li>• Identify and engage in appropriate and agreed professional development activities aligned to agreed development areas.</li> <li>• Participate in relevant training, and professional development activities aligned to the role and the organisation's vision.</li> </ul>	<ul style="list-style-type: none"> <li>• A professional, responsible self-starter who takes accountability for driving outcomes and maintaining self-motivation.</li> <li>• Annual performance reviews and goal setting are actively undertaken.</li> <li>• A commitment to continuous learning is evident.</li> <li>• Active participation in agreed professional and personal development enables delivery on priorities and agreed outcomes.</li> </ul>
<b>Team Support &amp; Culture</b>	<p>Work cooperatively with others in the team and organisation, with a focus on:</p> <ul style="list-style-type: none"> <li>- Sharing expertise</li> <li>- Working in a collaborative and solutions-focused manner</li> <li>- Engaging positively with peers and other staff through active listening and responding constructively to others' ideas and proposals.</li> <li>- Actively seek to understand and align actions to the vision, mission and values of the of the team and organisation.</li> </ul> <ul style="list-style-type: none"> <li>• Be accountable for own performance</li> <li>• Take an active role in continuous improvement, lifelong learning and appropriate professional development as agreed</li> <li>• Complete other assigned duties as directed</li> <li>• Support the Incident Management Team as required</li> </ul>	<ul style="list-style-type: none"> <li>• Expertise is shared openly and constructively, supporting collective problem-solving and capability building.</li> <li>• Team goals and priorities are actively supported, with a willingness to step in, provide back-up, and contribute to shared deliverables when needed.</li> <li>• Ideas, proposals, and feedback from others are listened to and responded to constructively, fostering a positive and solutions-focused team culture.</li> <li>• Collaboration is proactive and respectful, ensuring team members feel valued, informed, and supported in achieving high-quality outcomes.</li> <li>• Work practices reflect THINK Hauora values, contributing to a cohesive, reliable, and high-performing team environment.</li> <li>• Incident support is provided in a timely and professional manner.</li> </ul>



Key Competency	Activities	Expectations
Health and Safety	<ul style="list-style-type: none"> <li>Ensure that work is undertaken in a safe environment</li> <li>Report and work to eliminate, isolate or minimise any hazards</li> <li>Actively participate in THINK Hauora's health and safety initiatives is proactive, contributing to a culture where wellbeing and safety are prioritised.</li> <li>Apply the organisation's health and safety policies and procedures</li> </ul>	<ul style="list-style-type: none"> <li>Work is carried out in a safe and healthy environment, with risks actively identified, managed, and minimised.</li> <li>Hazards, incidents, and near misses are promptly reported and addressed, supporting continuous improvement in workplace safety.</li> <li>Health and safety policies, procedures, and practices are consistently applied, demonstrating personal responsibility and modelling safe behaviours.</li> <li>All equipment and work tools are used safely and ergonomically, reducing risk, supporting safe working practices across the organisation.</li> </ul>

PERSONAL SPECIFICATIONS	
Qualifications	<i>Tertiary qualification in Health &amp; Safety, or a relevant field or equivalent experience.</i>
Essential	<ul style="list-style-type: none"> <li>Strong understanding of the Health and Safety at Work Act 2015, associated regulations, approved codes of practice, and sector best practice.</li> <li>3–5 years' experience in a health and safety, risk, or compliance role with operational responsibilities.</li> <li>Demonstrated experience in incident investigation, analysis, and root-cause problem solving.</li> <li>Practical experience in hazard and risk identification, assessment, and management.</li> <li>Strong stakeholder engagement and influencing skills, with the ability to build trust and work effectively with people at all levels.</li> <li>Excellent verbal and written communication skills, with the ability to convey technical information clearly and simply.</li> <li>Confident presenting health and safety information to groups, committees, or leadership teams.</li> <li>Strong planning, organisational, and time management skills, with the ability to manage multiple priorities.</li> <li>Effective problem-solving skills and a proactive, solutions-focused approach.</li> <li>Demonstrated experience working in ways that are culturally responsive, with an understanding of how culture influences behaviour and engagement.</li> <li>Experience working with diverse populations, including Māori, Pasifika, and vulnerable communities.</li> <li>Proficiency with Microsoft Office and Windows-based systems.</li> <li>Full, clean New Zealand driver licence.</li> </ul>



<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Formal training or certification in Health &amp; Safety (e.g., NEBOSH, NZQA qualification, or equivalent).</li> <li>• Experience in the health, primary care, or community services sector.</li> <li>• Experience supporting Health &amp; Safety Representatives, committees, or worker engagement processes.</li> <li>• Experience working within CIMS-based emergency management frameworks and processes</li> <li>• Knowledge of contractor management, PCBU collaboration, and shared-site safety.</li> <li>• Experience with health and safety management systems, digital reporting tools, or audit frameworks.</li> <li>• Familiarity with equity frameworks and an understanding of Te Tiriti o Waitangi principles as they relate to worker safety and wellbeing.</li> </ul>
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EMPLOYEE ACCEPTANCE

This Position Description has been agreed between:

Management Representative (print then sign)

Date:

and

Employee (print then sign)