

POSITION DESCRIPTION

POSITION DETAILS

Position:	Health, Safety and Environment Manager
Department:	Asset Management & Assurance
Location:	New Plymouth
Reports to:	General Manager, Asset Management & Assurance
Direct reports:	Up to 2
Date:	June 2026

PURPOSE

The Health, Safety and Environment Manager leads Port Taranaki's HSE systems, assurance programmes, risk frameworks and operational safety capability to support a safe, compliant and environmentally responsible business. Reporting to the General Manager, Asset Management & Assurance, the role provides senior functional leadership across health, safety and environment, ensuring systems, standards, reporting and assurance activities are practical, effective and aligned with legislative obligations, operational risk and business needs. The role leads the HSE team, including the Health and Safety Business Partner and Environment Business Partner, and works closely with leaders, workers, contractors and port users to strengthen visible safety leadership, worker participation, environmental responsibility, practical risk management and continuous improvement.

OUR VALUES

Our values guide us on how we act with one another and how we make decisions within our business. Demonstration of these values will be key to success in this role:

***Our people come first:** we take care of each other and our communities.*

***Integrity guides us:** we trust each other and act with respect and honesty, even when it is challenging.*

***We embrace the future:** we strive for improvement through innovation and learning.*

***We collaborate to succeed:** we work as a team, helping each other succeed.*

FINANCIAL AUTHORITIES

Discretionary spending	Up to \$25,000 in a single contractual item (within budget)
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KEY RESPONSIBILITIES

HSE Systems and Assurance Programmes

- Lead and continuously improve the organisation's HSE systems, standards, and assurance programmes.
- Ensure HSE frameworks are practical, effective, and aligned with legislative requirements, internal standards, and operational needs.
- Ensure the business meets its obligations under relevant health, safety and environmental legislation, regulations, and standards.

- Lead the HSE team to deliver fit-for-purpose systems and support consistent adoption across the business.

Incident, Audit and Risk Frameworks

- Oversee incident management, audit, inspection, corrective action, and risk frameworks to support strong HSE performance.
- Provide leadership oversight of investigations, root cause analysis, and follow-through of corrective and preventive actions.
- Ensure key risks, assurance activities, and audit outcomes are identified, monitored, and regularly reviewed.

Operational Safety Leadership and Culture

- Drive operational safety leadership and foster a positive HSE culture across the business.
- Promote initiatives that support the health, safety and wellbeing of workers.
- Coach leaders and support teams to embed visible leadership, accountability, and practical risk management in day-to-day operations.
- Maintain consistent safety standards across port activities, with a focus on critical risks, shared responsibilities, and safe operational practice.
- Use the HSE team to support engagement, safe behaviours, and environmental responsibility across the business.

Emergency Preparedness and Resilience

- Support the Emergency and Security Compliance Lead with emergency preparedness, response, and resilience planning, testing, review, and lessons learned.
- Support organisational resilience by contributing to assurance, review, and continuous improvement activities led in partnership with the Emergency and Security Compliance Lead.

Assurance Reporting and Improvement

- Lead HSE assurance reporting and provide clear insights on performance, trends, risks, and improvement priorities.
- Maintain HSE reporting frameworks, performance measures, and governance reporting to support decision-making.
- Support governance and due diligence through concise reporting, insights, and improvement updates for leadership and relevant committees.
- Use data, assurance findings, and business feedback to drive continuous improvement.

Leadership and HSE Performance

- Lead, coach, and develop direct reports, including the HSE Business Partners, to deliver effective HSE support across the business.
- Coach and support leaders to build capability, confidence, and consistency in HSE leadership and performance.
- Provide trusted advice on complex HSE matters, with day-to-day support delivered through the HSE team where appropriate.
- Work closely with HSE Representatives, workers, and relevant committees to support consultation, participation, and continuous improvement.
- Build strong relationships across the business to influence outcomes and strengthen HSE performance.

Additional duties

- Undertake other duties as reasonably required from time to time by the GM, Asset Management & Assurance.
- Maintain and further own professional capability through continuous learning and development.

KEY RELATIONSHIPS

Internal

- GM Asset Management & Assurance
- Executive Leadership Team
- Health and Safety Business Partner
- Environment Business Partner
- Asset Lifecycle Manager and asset team
- Maintenance Works Delivery Manager and Operations leaders
- Emergency and Security Compliance Lead
- Health and Safety Representatives/committee
- People & Capability team
- Business Support Hub/system support roles

External

- Regulators and statutory agencies
- Maritime New Zealand
- Taranaki Regional Council / New Plymouth District Council
- Port customers, tenants, users and PCBUs
- Iwi and hapū representatives
- Emergency services and response agencies
- Occupational health, wellbeing and injury management providers
- Industry HSE networks and professional bodies
- Training providers and specialist HSE consultants
- Audit, insurance and assurance providers

EXPERIENCE, QUALIFICATIONS AND SKILLS

Essential

- Relevant tertiary qualification in Health and Safety, Risk Management, Business, or a related discipline.
- Minimum 7–10 years' experience in health, safety, risk, assurance, or operational HSE roles, including senior advisory or leadership experience.
- Demonstrated experience leading HSE systems, assurance programmes, operational risk processes, incident management, and continuous improvement initiatives.
- Strong working knowledge of the Health and Safety at Work Act, associated regulations, PCBU duties, contractor obligations, and recognised HSE good practice.
- Demonstrated experience in critical risk management, incident investigation, hazard and risk management, contractor safety, and operational assurance.
- Proven ability to lead, coach, and influence leaders, frontline teams, contractors, and operational stakeholders to improve HSE outcomes.
- Experience developing, monitoring, and reporting on HSE plans, performance measures, lead and lag indicators, assurance findings, and improvement actions.
- Strong understanding of management systems, audit processes, corrective actions,

Desirable

- Postgraduate qualification or advanced development in HSE, risk, assurance, environmental management, leadership, or business management.
- Experience in port, marine, logistics, utilities, energy, construction, heavy industry, or similar complex operational environments.
- Experience leading HSE maturity, safety culture, critical risk, or operational assurance improvement programmes.
- Knowledge of environmental legislation, consent compliance, hazardous substances, asbestos management, or environmental assurance frameworks.
- Training or experience in ICAM, TapRoot, Learning Teams, or equivalent investigation and learning methodologies.
- Previous direct people leadership experience, including business partner or multidisciplinary team leadership.
- Experience preparing Board, ELT, or senior governance-level HSE reporting and insights.
- Experience using Risk Manager or equivalent HSE, audit, assurance, and action management systems.

Essential	Desirable
document control, and continuous improvement practices. • Strong written communication, facilitation, stakeholder engagement, analytical, and reporting skills. • Strong organisational judgement, initiative, prioritisation, and ability to manage competing demands in a dynamic operational environment.	• Experience engaging with regulators, industry bodies, port users, customers, PCBUs, or external stakeholders. • Professional membership or certification with a recognised health and safety body.