

POSITION DESCRIPTION

POSITION DETAILS

Position:	Health and Safety Business Partner
Department:	Asset Management & Assurance
Location:	New Plymouth
Reports to:	Health, Safety and Environment Manager
Direct reports:	Nil
Date:	July 2026

PURPOSE

Provide practical health and safety partnering, coaching, and assurance support across the business. The role works closely with leaders, staff, contractors, port users, and customers to support compliance with health and safety obligations, strengthen day-to-day safety practice, and contribute to assurance, reporting, and continuous improvement initiatives. The role also supports associated environmental and quality activities where appropriate.

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.*

KEY RESPONSIBILITIES

Health and Safety Partnering and Coaching

- Partner with leaders, teams, and port users in the field to understand how work is being carried out and support practical, effective health and safety outcomes.
- Help leaders and teams identify gaps between work as imagined and work as done, and support practical improvement.
- Support worker participation through the Switched On programme, the Health and Safety Committee, and other engagement initiatives.
- Promote healthy and safe work practices across the business.
- Build effective relationships with contractors, customers, and third-party organisations operating on site.
- Maintain strong working relationships with relevant internal and external health and safety stakeholders to support good practice and continuous improvement.
- Maintain open communication with leaders, committees, and worker groups to support positive safety outcomes.
- Support the Emergency and Security Lead with implementation and testing of emergency response plans.

Compliance, Assurance and Risk Management

- Support the organisation to meet its obligations under the Health and Safety at Work Act, regulations, related legislation, and relevant standards.
- Keep abreast of legislative developments and good practice and provide practical advice to leaders and teams.
- Provide functional expertise in health and safety risk management, PCBU engagement, and assurance activities.
- Undertake health and safety assurance activities and use insights to support data-informed improvements across the business.
- Provide system administration, reporting, and user support for Risk Manager.
- Support or lead incident response and investigation activities as required, in conjunction with relevant leaders and business representatives.
- Support management and staff with risk reduction initiatives, including the organisation's critical risk review programme.
- Provide support to the permit team in the safe and effective coordination of site works.
- Maintain statistical records, analyse trends and review lead and lag indicators to support assurance and improvement activity.

Continuous Improvement and Professional Development

- Support the HSE Manager in the delivery and continuous improvement of the organisation's health and safety priorities.
- Provide practical health and safety input into planning and help identify opportunities for continuous improvement.
- Use assurance findings, incident learnings, trend data, and worker feedback to support practical improvement initiatives.
- Maintain and further own professional capability through continuous learning and development.
- Stay connected with relevant health and safety networks and good practice developments to bring useful insights back into the business.

Reporting

- Contribute to monthly reporting, annual system reviews, and the preparation of information for leadership and governance reporting.
- Maintain statistical records, analyse trends, and review lead and lag indicators to support improvement activity.
- Prepare draft health and safety communications for the workforce.
- Coordinate routine Port Event Review Team (PERT) reporting and meeting administration, including report preparation, agenda coordination, and minutes.
- Coordinate Management of Change (MoC) reporting and meeting administration, including agenda preparation, minutes, and follow-up actions as required.

Workplace Wellness

- Provide case management support for workplace injuries, liaising with ACC, the Occupational Health Nurse, onsite physiotherapist, people and capability team and others as required.
- Contribute to the development of workplace wellness initiatives aligned with business needs.
- Work with the people and capability team and other stakeholders to support the integration of wellness initiatives into existing programmes.
- Support assessment of workplace health and wellness needs and identify opportunities for improvement.
- Liaise with external providers and service partners to support wellness initiatives where required.

Additional duties

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

EXPERIENCE, QUALIFICATIONS AND SKILLS

Qualifications and Experience

- Relevant qualification in health and safety or a related discipline.
- Sound working knowledge of health and safety legislation and good practice.
- Experience working with business management systems, including health, safety, and environment systems.
- Experience in coaching, facilitation, or partnering with leaders and teams.
- Experience in health, safety, and wellbeing practice, ideally within an operational or industrial environment.
- Experience in hazard identification, risk management, critical risk management, and contractor management.
- Experience supporting incident investigations and corrective action management.
- Working knowledge of permit to work or related operational control systems is desirable.

Specific knowledge, skills, and abilities

- Awareness of contemporary thinking in safety, culture, and worker engagement.
- Business partnering skills, with the ability to communicate effectively with a wide range of people.
- Ability to apply health and safety principles in practical operational settings.
- Strong written and verbal communication skills, including report writing and presentation.
- Strong relationship-building and stakeholder engagement skills.
- Ability to work collaboratively within a team and across the business.
- Strong analytical, problem-solving, and organisational skills.
- Proficiency in Microsoft Office and health and safety systems.
- Ability to manage competing priorities and work effectively within timeframes.
- Self-motivated, practical, and focused on continuous improvement.