

Position Description



Safety Advisor

Date	October 2026
Purpose of position	- Ensuring a priority focus on safe work practices, striving to create an error tolerant workplace – keeping our people safe. - Coaches and influences others towards a culture of accountability and safety. - Collaborating with internal and external stakeholders to ensure safety and regulatory compliance.
Reports to	Safety Manager
Key Relationships	- Port Otago kaimahi - Port Otago Health & Safety Representatives (HSR) - People & Safety Team Members - Management Team - Leadership Team - Regulatory bodies including Maritime NZ and WorkSafe
Experience & Qualifications	- Demonstrated experience in a health and safety advisory or generalist role, ideally within a high-risk or industrial environment. - Practical experience conducting or supporting safety investigations, with recognised investigation training (e.g. ICAM or equivalent) desirable. - Sound judgement and problem-solving ability, with a practical, solutions-focused approach to safety issues. - A collaborative, coaching style with the confidence to constructively challenge unsafe practices. Desired but not essential: - New Zealand Certificate in Workplace Health and Safety Practice (Level 4) - New Zealand Diploma in Workplace Health and Safety Management (Level 6) or equivalent - Use standards to assess candidate performance 4098
Direct Reports	N/A

Core Responsibilities

Health & Safety	• Takes responsibility for own and others safety and leads by example. • Follow all Port Otago health and safety guidelines and procedures. • Reports and escalates Health and Safety issues to Manager/GM/LT Member appropriately (everybody's responsibility in every situation). • Report all incidents, accident and near misses accurately and in a timely fashion. • Follow injury management processes to ensure first aid is provided and follow up treatment delivered. • Assist kaimahi to correctly complete reports via Safety Management system. • Participates in and supports induction and on-going training programmes. • Ensure strict adherence to safety standards, statutory and legislative requirements, & Port Otago policies and procedures. • Proactively work to create safer systems of work. • Comply with work area PPE requirements. • Follow the "Take 5" personal task hazard process. • Responsible for ensuring a safe workplace and adherence to good housekeeping practices. • Attendance & involvement at all team Health and Safety meetings. • Attend Runaka meetings. • Present to work in a fit state free from risk of impairment due to fatigue, drugs & alcohol.
Critical Risk	• Actively engages in Critical Risk Management and Critical Control assurance programmes. • Provides coaching and guidance to managers to support participation in Critical Risk and Critical Control assurance programmes. • Coaches and provides guidance to kaimahi of quality of critical control checks performed. • Maintains oversight of completion of critical control checks and follows up on outstanding actions. • Maintains and contributes regularly to risk registers and supports risk assessment for new or updated ways of working.
Technical Advice & Guidance	• Guides the development, review and delivery of Standard Operating Procedures (SOP's).

	• Provide day-to-day safety advice, guidance and technical support to managers, supervisors and kaimahi across the business to support informed, risk-based decision making. • Ensures and assists with application of safe systems of work for high-risk activities (JSA's and Permit to Work). • Provides guidance and education to managers on reporting requirements. • Supports the planning, coordination and review of emergency drills and response procedures, ensuring learnings are captured and actioned. • Engages regularly with kaimahi and HSRs to understand safety concerns and gather feedback.
Incidents & Investigations	• Undertakes appropriate action to remove/manage hazards/risks that are identified within the workplace. • Conducts thorough safety investigations into incidents, near misses and identified hazards, ensuring root causes are identified and effective corrective and preventative actions are implemented, where required and as per Port Otago's Event and Investigation Management Procedure. • Undertakes safety inspections and auditing on a regular basis. • Leads investigation of incidents including the establishment of relevant and effective safety controls.
Systems & Reporting	• Advises and guides the use of the Safety Management System including providing coaching to managers on best practice use. • Undertakes safe workplace Visible Safety leadership (VSL's) and encourages uptake across Port Otago. • Responsible for leading HSR inspections and upkeep of any relevant equipment including but not limited to AEDs, spill kits, first aid kits, supported by Safety Coordinator. • Moderate accident and incident reports entered into the Safety Management System. • Supports Safety Manager with collating information and reporting for notifiable events to be escalated to regulator. • Analyses incident, hazard and assurance data to identify trends and emerging risks, and reports insights and recommendations to the Safety Manager.
Safety Training	• Works alongside Training and Development Specialists to create safety training content within the Learning Management System in line with Port Otago SOPs, policies and procedures. • Ensures that content remains up to date and accurately reflects change to SOPs, policies and/or procedures. • Delivers core safety training modules to kaimahi and managers as required.

	Responsible for assessing kaimahi as competent in core safety training modules and providing additional coaching where kaimahi do not meet the requirements.
Team Contribution	- Develop open, honest, and respectful working relationships with all team members and members of the wider management group. - Regularly attend pre-shift meetings to visually support the effectiveness of this communication process, engage with team members and answer questions as needed. - Support the team by actively sharing knowledge.
Operational Delivery	- Execute allocated projects outlined in operational delivery plan. - Leads participation in the HSR Inspection programme through active engagement and check ins with HSRs.
Innovation & Change Management	- Actively search for innovations to improve safety. - Apply change management principles when leading change. - Use worker engagement to overcome barriers to change. - Drive continuous improvement through auditing and developing improvement projects aligned with Port Otago's priorities.
Personal Development	- Agree on professional development recorded through the Port Otago Connect Conversation framework. - Coordinate with Manager on attending professional development programmes.

Key Performance Measures

Health & Safety	- All incidents, injuries & near misses are reported promptly and accurately. - All events are moderated and investigated in line with the Event Investigation Framework. - VSLs are performed, and observations recorded. - Strong positive leadership and engagement at Health and Safety Meetings. - All planned assurance checks are complete. - All hazards identified are reported immediately. - Follow policy and procedures to enable a culture of failing safely. - Self-report when there is a risk of impairment from fatigue, or drugs & alcohol.
Critical Risk	- Critical Control checks are complete to schedule. - Critical Control checks are completed to a high quality and to the expected standard. - Risk assessments conducted and identified risk controls are implemented.

	• Maintains oversight over Action Management activities.
Technical Advice & Guidance	• Safety-related queries are acknowledged and responded to within a timely manner including appropriate escalation if required. • SOPs are drafted, consulted on and reviewed within a timely manner and align with safe work practices. • SOPs remain up to date, accurate and align with current legislative requirements. • Ensure a high degree of responsiveness in provision of advice and support for kaimahi and managers. • Coach and support people leaders and HSRs on applying the safety management system. • Provide direct support to people leaders and HSRs to complete quality and timely safety investigations. • Ensure all written and verbal communications relating to safety advice and guidance are clear and understandable.
Safety Training	• Core safety training for kaimahi is up to date and provided in a timely manner. • Safety training is provided on a regular basis and aligns with Port Otago SOPs, policies and procedures.
Innovation & Change Management	• Improvement projects completed and implemented within allocated timeframes. • Worker engagement evident through improvement projects including feedback from kaimahi and level of engagement which is reported on an agreed frequency to the Safety Manager. • Initiates and delivers improvement ideas and challenges the way things are done to continue improvements in Health and Safety.
Teamwork	• Works collaboratively to achieve the common goal. • Shows respect for what others are trying to achieve by actively listening and responding constructively. • Develop open and honest working relationship with other kaimahi. • Maintains good working relationships including good co-operation and communication between teams. • Looks for opportunities to help other teams. • Maintains a safe and tidy working environment.
Values	• Always acts within the Port Otago values. • Punctual time keeping for work and scheduled meetings. • Contributes positively to team meetings and Health and Safety meetings.