



Position Description

Position title:	HS&W Business Partner (Property Portfolio)	Date:	May 2026
Reports to:	Head of Health, Safety & Wellbeing	Department:	Health, Safety and Wellbeing
Number of reports:	Direct: 0 Total (include indirect): 0	Location:	National Support Office
Delegated financial authority:	NA	Budget ownership:	No
Level of influence:	Leading self and influencing decision making		

Our Organisation

At Southern Cross Healthcare, our vision is to help people live their best lives by reimagining healthcare.

Across our nationwide network, we combine the skills of more than 4,000 people including nurses and anaesthetic technicians, working with specialists, surgeons, anaesthetists, and allied health practitioners.

As New Zealand's largest private provider of healthcare, our strong "for purpose ethos" and through being recognised as one of New Zealand's leading and most trusted brands, we are poised to amplify the delivery of healthcare services like no other.

Vision	Purpose
Our vision is for what we aspire.	Our purpose is why we exist.
To help people live their best lives by reimagining healthcare.	To advance the provision of quality healthcare in Aotearoa New Zealand.

Values and Behaviours

Care First: Care is at our heart. It's the foundation of who we are and how we approach our mahi. Through genuine manaakitanga, we deliver a quality of care that makes healthcare more human.

Better Together: Our strength comes from connection and collaboration – we bring together our diverse skills, perspectives, and experiences in the spirit of partnership and kotahitanga. We all play our part creating better outcomes for everyone.

Pursue Excellence: Every day brings a new opportunity to improve, innovate, and excel. We don't settle for 'good enough'. We're here to do our best work, delivering our best care for the people and communities we serve.

Role Purpose

The HS&W Business Partner - Property Portfolio is responsible for partnering with Property, Facilities, and operational leaders to embed effective health and safety practices across the full facility lifecycle, from planning and design through to construction, operation, and continuous improvement.

The role provides specialist advice and assurance to ensure that risks associated with infrastructure, facilities, plant, contractors, other PCBU's and the built environment are eliminated or minimised so far as reasonably practicable.

This position plays a key role in:

- Integrating Safety in Design principles into capital works and refurbishment projects
- Supporting safe and reliable facility operations across healthcare environments
- Strengthening contractor and PCBU coordination to ensure consistent safety performance and mitigation of overlapping risks
- Ensuring that physical environments support both worker and patient safety outcomes

The role influences decision-making, supports risk ownership by leaders, and contributes to building a proactive, risk-aware culture across Southern Cross Healthcare facilities.

Key Relationships

Internal

- National Property and Development Team
- Facilities Managers
- Supply Chain and Procurement teams
- Hospital General Managers
- Health and Safety Leads and Coordinators
- Clinical Governance and Quality teams
- Operational leaders and department managers

External

- Principle contractors, subcontractors and construction partners
- Equipment suppliers, service providers and vendors
- Specialist advisors and consultants (e.g. fire, hazardous substances, engineering, ergonomics)
- Regulatory and compliance bodies

Key Accountabilities

Safety in Design and Property Development

- Partner with Property and Development teams to embed Safety in Design principles into all stages of capital works and refurbishment projects
- Provide expert input into concept design, risk assessments, and design reviews to eliminate or minimise risks early
- Identify critical risks associated with infrastructure and construction activities and ensure appropriate controls are incorporated
- Support project teams to ensure facilities are safe, compliant, and fit-for-purpose prior to operational handover
- Facilitate the capture and application of lessons learned to improve future project delivery
- Provide practical assurance that design decisions will function safely in real-world operating conditions.

Facilities Safety and Critical Risk Management

- Partner with Facilities teams to ensure safe operation of plant, building systems, and infrastructure
- Identify and support management of critical risks in line with Critical Control Management Standards
- Provide guidance on safe site access, traffic management, space utilisation, and environmental conditions
- Support development and maintenance of emergency preparedness and response capability, including evacuation planning
- Verify that the physical environment supports safe delivery of healthcare services

Contractor Management and PCBU Coordination

- Support effective coordination of duties across multiple PCBUs operating on site
- Contribute to systems that define and manage contractor safety expectations from engagement through to completion
- Provide advice on contractor risk assessments, safe work methods, and monitoring activities
- Support leaders and relationship managers to ensure appropriate oversight and assurance of contractor performance
- Promote consistent standards across contractor and supplier interfaces

Procurement and Equipment Safety

- Partner with Procurement teams to integrate health and safety considerations into sourcing and procurement processes
- Provide advice to ensure risks associated with equipment, products, and materials are identified and managed prior to introduction
- Support safe selection, installation, and commissioning of non-clinical equipment
- Work collaboratively where equipment risks intersect with clinical or operational safety requirements

Hazardous Substances Management

- Provide oversight and guidance on systems for safe management of hazardous substances
- Support maintenance of accurate registers, storage controls, and handling procedures
- Work with operational teams to ensure appropriate management of chemicals, gases, and other hazardous materials
- Promote safe practices aligned with regulatory and organisational requirements

Incident Management and Organisational Learning

- Support investigation of incidents related to facilities, contractors, and infrastructure risks

- Assist in identifying root causes and contributing factors, with a focus on system improvement
- Promote sharing of insights and learnings across sites and teams
- Contribute to strengthening a just culture and continuous improvement approach

Monitoring, Assurance and Reporting

- Monitor data and trends relating to hazards, incidents, and risk controls within property and facilities environments
- Lead verification of critical controls to ensure they are designed safely, implemented and operating effectively.
- Support timely follow-up and closure of corrective actions
- Provide insights on emerging risks and performance trends to leadership

Strategy Implementation and Capability Building

- Support implementation of organisational health and safety strategy and initiatives within property and facilities contexts
- Build capability of Facilities Managers, project leaders, and operational teams in risk identification and management
- Promote proactive safety leadership and continuous improvement practices
- Contribute to strengthening a consistent, system-based approach to health and safety

Health, Safety and Wellbeing

- All employees are responsible for complying with health and safety policies and procedures.
- You are responsible for your own health and safety while at work and ensuring that your actions or inactions do not put others at risk.
- Identify, report and self-manage hazards where appropriate.
- Ensure that you complete early and accurate reporting of incidents at work.
- Participate and co-operate for shared health and safety responsibilities
- Actively participate where improvements to health and safety at SCHL can be made

Commitment to the principles of Te Tiriti o Waitangi

- Demonstrate awareness and understanding of Te Tiriti o Waitangi obligations through manaakitanga (respect) and kawa whakaruruhau (cultural safety) as evidenced in interpersonal relationships.

Commitment to Diversity, Equity and Inclusion (DEI)

- Honour diversity by acknowledging and respecting others’ spiritual beliefs, cultural practices and lifestyle choices as evidenced in interpersonal relationships.
- Seek opportunities to include diversity, equity and inclusion practices in everyday work.

Commitment to Environment, Social and Governance (ESG)

- Engage in sustainable practices whenever possible. Try to reduce the environmental impact of your work and take an active role to initiate change to meet Southern Cross' ESG (Environmental, Social and Governance) commitments.
- Actively engage to improve your knowledge regarding sustainable practices whenever possible.

Role Requirements

Experience and skills required:

- 5 years of experience in a similar role
- Experience working in health and safety, property, infrastructure, or facilities environments

Education and qualifications required:

- Qualification in Health and Safety or a related discipline
- Professional development in safety or risk management practices

<ul style="list-style-type: none"> • Knowledge of workplace health and safety legislation and practical risk management • Ability to collaborate with a wide range of stakeholders across operational and technical functions • Strong communication and influencing skills • Ability to analyse risk and recommend practical safety improvements <p>Experience and skills desirable:</p> <ul style="list-style-type: none"> • Experience supporting construction, refurbishment, or refit projects • Experience working within complex or multi-site organisations • Familiarity with recognised safety management frameworks 	<p>Education and qualifications desirable:</p> <ul style="list-style-type: none"> • Membership of a relevant professional body
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Leadership Attributes	
<p>Human Centred Leadership</p> <ul style="list-style-type: none"> • Empathy • Adaptability • Connection <p>Performance Coach</p> <ul style="list-style-type: none"> • Accountability • Engagement • Collaboration 	<p>Change Enabler</p> <ul style="list-style-type: none"> • Execution • Energy • Contribution