



Health, Safety & Wellbeing Manager

WHO WE ARE

We are a high-performing, community owned organisation with a clear purpose – to create and contribute to a vibrant Invercargill. People are at the heart of everything we do. Our team act with integrity, strive to excel, and approach every undertaking with enthusiasm, drive and energy.

WHY THIS ROLE EXISTS

The Health, Safety, and Wellbeing (HSW) Manager will oversee all aspects of health, safety, and employee wellness. This role involves developing policies and procedures, providing guidance and training, monitoring compliance, and fostering a culture of health, safety, and wellbeing.

WHAT YOU WILL DO

Create, implement, and monitor safety and wellness programmes within ILT to ensure a safe, healthy, and supportive work environment for all employees. You will work closely with all establishments to ensure adherence to standards and to promote best practices.

KEY DUTIES

- Create and maintain HSW policies and procedures in line with legal requirements and industry standards.
- Review and update policies regularly to ensure compliance with health and safety regulations.
- Conduct risk assessments to identify potential hazards and implement mitigation measures
- Lead investigations following accidents or near-misses and ensure corrective actions are in place
- Design and promote wellness programmes that support mental, physical, and emotional health.
- Collaborate with managers to keep health and safety information accurate and up to date.
- Act as a point of contact for employees regarding HSW concerns.
- Review what training is required and ensure all relevant training is current and up to date.
- Participate in regular inspections of establishments.
- Prepare reports on health and safety performance.
- Advise and support management on health, safety, and wellbeing matters.
- Take a leadership and advice role with management on health, safety and wellbeing matters.
- Report findings and audit results to the People and Capability Executive.
- Regularly review and update training materials.
- Provide training and support for managers with BWare system.
- Continually review and update risk register, SOPs and substance register.
- Organise and chair all Health & Safety meetings, take minutes, and distribute them to representatives and the People and Capability Executive.
- Review BWare actions and follow up.
- Ensure compliance with licensing requirements and keep accurate records.
- Manage contractor processes and maintain compliance with safety standards.
- Through the People and Capability Executive, ensure that ILT board members are conversant with HSW legal requirements.

YOU BRING TO THE ROLE

- Advanced understanding of Health and Safety Legislation.
- Strong interpersonal skills with the ability to relate and influence.
- A professional appearance with a positive attitude, adaptability and flexibility.
- Strong skills in incident investigation.
- Proven ability to train and coach others in health and safety practices.
- Ability to work under pressure and within set timelines.
- Concise and clear communication skills both verbal and written.
- The ability to use initiative.
- Excellent interpersonal skills.

YOU ARE

- Highly organised with a systematic approach to tasks.
- Professional and enthusiastic.
- Able to work autonomously.
- A true team player.