



## Position Description

<b>Position title:</b>	Health, Safety and Wellbeing Leader	<b>Date:</b>	May 2025
<b>Reports to:</b>	Safety, Quality & Risk Manager	<b>Department:</b>	Safety, Quality & Risk
<b>Number of reports:</b>	Direct: NA Total (include indirect): H&S Representatives	<b>Location:</b>	Christchurch
<b>Delegated financial authority:</b>	NA	<b>Budget ownership:</b>	<b>No</b>
<b>Level of influence:</b>	<b>Leading self</b>		

## Our Organisation

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

Across our nationwide network and at our national support office, 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.
<b>To help people live their best lives by reimagining healthcare.</b>	<b>To advance the provision of quality healthcare in Aotearoa New Zealand.</b>

## Values and Behaviours

**Teamwork:** We will work together because we know that a strong team will always outperform strong individuals.

**Responsibility:** We will take ownership and pride in our work. We will act with integrity and be accountable for our behaviour.

**Respect:** We will act fairly in a culture of mutual trust and respect.

**Aspiration:** We will aspire to be the best we can be. We will recognise and celebrate success.

## Role Purpose

To lead the Health and Safety Programme within their hospital and take an active role in promoting a positive safety culture.

To provide operational leadership, expert advice, and practical support to ensure the hospital health and safety programme is high functioning and supports a culture that demonstrates participation, leadership and accountability by all people who come to work at, receive treatment in or visit their hospital facility.

To lead the Hospital Health and Safety, Management systems, documentation, and overall risk management.

## Key Relationships

### Internal

- Safety, Quality and Risk Manager
- Hospital leadership team
- Southern Cross Healthcare staff
- National Support Office resource teams
- Facilities Manager

### External

- Health and Safety Specialist Advisors
- Professional networks

## Key Accountabilities

### Risk Management and Assurances

- Oversee, co-ordinate and monitor the local health and safety programme to ensure its effectiveness and contribute to providing evidence of continual improvement.
- Leading the implementation of the national health and safety programme at the defined hospital
- Developing and coordinating the implementation of the local Health and Safety annual objectives and plan which links to the National Health and Safety annual plan.
- Leading the implementation of improvement projects and initiatives
- Supporting the Health and Safety link and specialised roles
- Escalate all health and safety matters of concern to the General Manager, Safety Quality Risk Manager, Health, and Safety Committees and/or NSO Head of Health and Safety Lead and NSO Health and Safety Business Partners
- Understanding, supporting, and monitoring the health and safety policies, procedures, and processes
- Reviewing local documentation to ensure versions align to the national documentation.

- Co-ordinating the hospitals ACC Accredited Employers Programme (AEP) self-assessments and quarterly workplace inspections
- Actively participating in audits as required, supporting the internal and external auditing programme to foster continuous improvement.
- Lead and oversee the annual external audits – LITEN Up/ACC AEG compliance
- Identifying and sharing success stories with the wider business.

### **Health & Safety Culture**

- Provide leadership and expertise to influence health and safety best practice.
- Engage with Staff to encourage a high level of participation in health and safety activities.
- Support and encourage staff to 'speak up for safety.'
- Lead wellbeing activities/promote engagement of staff to establish 'R U OK?', be a resource to support colleagues mental wellbeing
- Provide expertise on health and safety matters
- Taking an active role in promoting safe work behaviours and industry best practice
- Organising the sites Health and Safety Committee meetings, communicating feedback to the wider team following local health and safety committee meetings
- Participating regularly in the Health and Safety Team Talks, attend and actively participate in key health and safety meetings as required.
- Assisting with the implementation and promote health and safety activities.
- Participates in the Safety, Quality, and Risk Management (SQRM) committee.

### **Quality Improvement**

- Ensure systems, processes and practices comply with the relevant legislation.
- Understands the requirements of Nga Paerewa Health and Disability Services Standards NZS 8134:2021
- Understands the responsibility of all staff to meet the legislative requirements of Health and Safety Act 2015
- Guides, coaches, and supports staff in Health and Safety educational advancement and improvement activities.
- Builds capability in Health and Safety activities.
- Builds and maintains functional relationships with key stakeholders.

### **Risk Management**

- Oversee and monitor health and safety critical controls at the hospital.
- Coordinate the review of the risk register and monitor effectiveness of implemented controls to ensure they are appropriate and fit for purpose.
- Reviewing all identified hazards and risks, complete risk assessments and support the implementation of corrective actions.
- Assist and lead teams to complete quarterly workplace hazard inspections.
- Reviewing quarterly Workplace Inspections and support the implementation of corrective actions
- Completing new equipment/product evaluations
- Take an active role with risk specific projects.
- Monitoring the LITEN Up programme and provide feedback to the National Health and Safety Team.
- Supporting the management of the contractor management programme
- Reviewing the local HEP management and coordinate emergency preparedness.
- Maintaining the hospitals hazardous substance inventory database and safety data sheets (SDS) aligning with the National database

### **Event Management**

- Oversee and review all health and safety related events via SafeHub to ensure they follow the correct process.
- Promoting timely and accurate event reporting
- Assisting workers with event reporting as required
- Learning from events, identifying root causes to inform mitigation strategies, and supporting the wider team with the implementation of agreed corrective actions so that learning's are discussed and shared.
- Monitoring effectiveness of implemented corrective actions/ improvements.
- Collating and analysing SafeHub data to ensure correct coding, identify trends and monitor effectiveness of implemented corrective actions.
- Preparing, presenting, and cascading reports and information appropriately

### **Training**

- Work collaboratively with the wider team to ensure workers have completed the appropriate training and support the upskilling of the health and safety capability.
- Providing Health and Safety induction teaching sessions to all new staff
- Monitoring completion of new worker Health and Safety induction and orientation
- Delivering of the Health and Safety Facilitator training
- Coordinating and/or delivering other Health and Safety training and focus sessions, including annual refresher/compliance training.
- Participating in workshops (as required)

### **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:

- 3 years' experience in a similar role
- Demonstrable experience being responsible for full HS&W Management System
- Experience influencing Senior Leaders
- Expert level of understanding of the HSWA 2015 and other associated regulations, codes of practice, standards, and guidelines.

### Experience and skills desirable:

- Previous Healthcare experience

### Education and qualifications required:

- New Zealand Certificate in Workplace Health and Safety (Practice) Level 3

### Education and qualifications desirable:

- Tertiary qualification in Health and Safety
- ICAM or Learning Teams trained facilitator.
- Training / certification in event review and/or risk management methodologies (ICAM, Bowtie, London Protocol etc)
- Professional Memberships with NZISM or NZOHNA

## Leadership Attributes

### Human Centred Leadership

- Empathy
- Adaptability
- Connection

### Performance Coach

- Accountability
- Engagement
- Collaboration

### Change Enabler

- Execution
- Energy
- Contribution