



## JOB SPECIFICATION

### Position Description

Position:	<b>Group Health and Safety Manager</b>
Responsible to:	Chief Executive Officer
Responsible for:	Direct Reports – Health & Safety Advisors
Purpose:	<p>To lead the strategic development and implementation of a fit for purpose health and safety management system that ensures compliance with all relevant legislation and industry standards. To build organisational H&amp;S capability, enabling managers and workers to actively lead and own health and safety outcomes. Providing timely advice and reporting to the company and the Board.</p> <p>This is a critical leadership role that balances strategic thinking with practical, boots-on-the-ground support.</p>

### Key Responsibilities

<i><b>Key Responsibility</b></i>	<i><b>Performance Standards</b></i>
<b>Strategic leadership</b>	<ul style="list-style-type: none"><li>• Lead the development, implementation, and continuous improvement of the group Health &amp; Safety Strategy, aligned with the organisational goals.</li><li>• Act as the primary advisor to the CEO and Executive Team on all matters of health, safety, and wellbeing.</li><li>• Champion a proactive safety culture of prevention, accountability, and safety-first thinking across all business units.</li></ul>
<b>Compliance, risk and systems</b>	<ul style="list-style-type: none"><li>• Ensure compliance with the Health and Safety at Work Act 2015, and all other relevant legislation and regulations through the development and implementation of a fit for purpose health and safety system.</li><li>• Manage and continuously improve the company's H&amp;S management system.</li><li>• Oversee investigation of incidents using ICAM or similar methodologies and ensure corrective actions are implemented and monitored.</li><li>• Maintain comprehensive risk registers across each division and site.</li><li>• Provide timely and accurate, relevant reporting to the Board and Officers to support them in meeting their due diligence obligations.</li><li>• Ensure health and safety data is analysed to identify trends, monitor system effectiveness and drive continuous improvement.</li></ul>

<b>Operational support and team leadership</b>	<ul style="list-style-type: none"> <li>• Lead and mentor a national team of Health and Safety Advisors, fostering continuous learning and high performance.</li> <li>• Support frontline leaders with the practical implementation of safe systems of work and operational risk controls.</li> <li>• Conduct audits, inspections, and site visits across the country to maintain visibility, drive engagement and champion a H&amp;S culture.</li> </ul>
<b>Training, communication and engagement</b>	<ul style="list-style-type: none"> <li>• Develop and implement a system that ensures all workers are trained and assessed as competent to complete their jobs.</li> <li>• Design and deliver training on H&amp;S policies, systems, and legal obligations.</li> <li>• Create clear communication channels to ensure staff at all levels understand their H&amp;S responsibilities.</li> <li>• Engage and consult with workers and Health &amp; Safety Representatives to ensure continuous improvement and inclusion.</li> </ul>
<b>HS reporting and documentation</b>	<ul style="list-style-type: none"> <li>• Manage oversee data into the HS system and actively manage risks, events and investigations.</li> <li>• Provide Managers weekly data reports of incidents, near misses and hazards and their status.</li> <li>• Provide monthly lead and lag indicator reporting to the Board of Directors.</li> <li>• Support the Executive Team with creating and implementing new policies and procedures within the business.</li> <li>• Ensure all HS policies and procedures are regularly reviewed, communicated and adhered to by all employees and contractors.</li> <li>• Manage accurate filing (electronic and paper based) of HS documentation.</li> </ul>
<b>HS Advisory</b>	<ul style="list-style-type: none"> <li>• Identify relevant opportunities and make recommendations to improve processes, workplace HS, and service delivery outcomes in line with current regulations and best practice.</li> <li>• Provide clear, competent technical advice and guidance that ensures practices adopted by the business enable us to keep our people safe, free from harm and support us to meet our legislative obligations.</li> <li>• Maintain up-to-date working knowledge of HS legislation, industry guidelines and best practices relevant to the business.</li> <li>• Undertake regular compliance audits, provide insights and findings to ensure a safe and compliant workplace</li> </ul>
<b>HS Management System</b>	<ul style="list-style-type: none"> <li>• Develop, lead and continuously improve the health and safety management system to ensure compliance with relevant legislation, standards and best practice.</li> <li>• Regularly review and update policies, procedures and practices to maintain a safe and healthy work environment.</li> </ul>

<b>Management Support</b>	<ul style="list-style-type: none"> <li>• Develop and implement programmes that support the team to actively lead and own health and safety outcomes.</li> <li>• Monitor the reporting, recording and investigations of all near misses, accidents and incidents as required. Oversee and support Managers with follow up actions.</li> <li>• Support Managers with safety observations and record completion for KPIs.</li> <li>• Support Managers with Employee return to work plans.</li> <li>• Build and maintain relationships to ensure strong stakeholder and management engagement.</li> </ul>
<b>Additional Duties</b>	<ul style="list-style-type: none"> <li>• Willingly carry out additional duties when required.</li> </ul>

<b>Competency</b>	<b>Definition</b>
<b>Strategic leadership</b>	Set a clear long-term vision and align people, processes, and resources to achieve sustainable growth and success. Make forward-thinking decisions, inspire others, and navigate change while balancing commercial performance, innovation, and long-term impact.
<b>Compliance, risk and systems</b>	Ensure adherence to legal, regulatory, and internal standards while proactively identifying and managing operational risks. Maintain robust systems, use data to monitor performance, and drive continuous improvement to protect the organisation and support safe, efficient operations.
<b>Operational support and team leadership</b>	Guide and empower teams to deliver safe, efficient, and high-quality outcomes across day-to-day operations. Provide hands-on support, foster capability, and create a culture of accountability, collaboration, and continuous improvement.
<b>Communication</b>	Expressing ideas effectively in individual and group situations (including non-verbal communication). Adjusting language or terminology to the characteristics and needs of the audience. Communicating ideas clearly in documents that have organisation, structure, grammar, language and terminology adjusted to the characteristics and needs of the audience.
<b>Adaptability</b>	Maintaining effectiveness in varying environments and with different tasks, responsibilities and people.
<b>Analysis and problem solving</b>	Secure relevant information and identify key issues and relationships from a base of information. Commit to an action after developing alternative solutions that are based on logical assumptions and factual information and that take into consideration resources, constraints and organisation values.
<b>Planning &amp; organising</b>	Establish actions for self and/or others to accomplish goals. Planning projects ensuring appropriate allocation of people and resources.
<b>Information monitoring</b>	Setting up ongoing procedures for collection and review of information necessary for the management of projects or organisation. Take into consideration the skills, knowledge and experience of the responsible individuals and characteristics of the assignments or projects.
<b>Technical/professional knowledge</b>	Having achieved a satisfactory level of technical and professional skills/knowledge in job related areas, keeping up to date with current developments and trends in area of expertise.

## Qualifications

- Tertiary qualification in Health and Safety, Diploma of Occupational Health and Safety, NEBOSH or equivalent.

## Practical Experience

- Proven experience in a senior health and safety role in a high-risk industry.
- Previous leadership experience, developing, coaching and mentoring a team.
- Strong working knowledge of New Zealand health and safety legislation and best practice.
- Demonstrated experience in risk management and health and safety frameworks.
- Previous experience managing health and safety systems.
- Proficient in the Microsoft Office Suite, to an intermediate level in Excel.
- Proven ability to analyse, report and present data in a meaningful way to monitor progress and determine outcomes.
- Experience and knowledge of the Waste, Transport or similar industry is desirable.
- Experience in a multisite environment is desirable.

## Key Attributes

- A passion for health and safety.
- Driven and can work autonomously.
- Resilient and able to cope well with pressure.
- Excellent written and verbal communication skills.
- Exceptional organisational and time management skills.
- Strong analytical and critical thinking abilities.
- Proactive and adaptable.
- Technology and system savvy.

## Agreed by:

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Job holder's signature

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Date

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Manager's signature

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Date