



Position Description

Position title:	HS&W Business Partner (Systems 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 – Systems Portfolio is responsible for the development, stewardship, and continuous improvement of Southern Cross Healthcare's health, safety and wellbeing management systems and governance frameworks.

This role ensures that systems are fit-for-purpose, effectively implemented, and aligned with regulatory requirements, organisational strategy, and operational needs. It supports leaders to meet their health and safety responsibilities by providing robust frameworks for HSW risk management, assurance, and decision-making. The role also drives organisational learning by strengthening reporting, assurance activities, and training programmes.

The role plays a key part in:

- Strengthening system capability and consistency across the organisation
- Enabling effective identification and management of critical risks
- Delivering assurance activities that verify system effectiveness
- Translating data and organisational learning into practical improvements

Working in partnership with operational leaders, HS&W professionals, and enabling functions, this role contributes to a proactive, insight-driven, and continuously improving health, safety and wellbeing system.

Key Relationships

Internal

- Health and Safety Leads and Coordinators (community of practice)
- Hospital General Managers and Operational Leaders
- People and Culture teams
- Digital, Data and Insights teams
- Learning and Development teams
- Senior leaders and governance forums

External

- Health and safety consultants and technical specialists
- Regulators and accreditation bodies
- External training and audit providers

Key Accountabilities

HS&W Management System Governance and Development

- Maintain and continuously improve the organisation's health and safety management system (HSMS)
- Ensure frameworks, policies, and procedures are clear, current, and aligned with organisational and regulatory expectations
- Promote consistent application of systems across all sites and functions
- Support integration of continuous improvement and organisational learning into system design
- Provide guidance to ensure systems reflect operational realities and practical application

Risk Management and Critical Control Frameworks

- Support development and maintenance of risk management frameworks, including risk registers
- Partner with the business to identify critical risks and define effective controls
- Contribute to development of critical control verification processes to test control effectiveness
- Promote consistent approaches to risk assessment and control implementation across the organisation

Psychosocial Risk and Workplace Wellbeing

- Support system-level approaches to psychosocial risk management and worker wellbeing
- Provide frameworks and tools to assist leaders in managing workload, fatigue, work design, and workplace behaviours
- Promote integration of psychosocial risk into broader organisational risk management processes
- Support initiatives that foster a positive, speak-up safety culture.

Assurance, Audit and System Effectiveness

- Contribute to the design and delivery of the organisation's HS&W assurance framework
- Support internal audits, reviews, and evaluations of system effectiveness and compliance
- Monitor and track corrective actions and improvement plans arising from assurance activities
- Provide insights to leadership on system performance, gaps, and opportunities for improvement

Learning, Capability and Knowledge Management

- Support development and maintenance of health and safety learning resources and programmes
- Partner with Learning and Development teams to ensure training is consistent, relevant, and accessible
- Promote knowledge sharing and consistency of practice across HS&W teams and operational leaders
- Contribute to building organisational capability in risk management and system use

Incident Review and Organisational Learning

- Support learning reviews of significant incidents, events, and system failures
- Identify system-level insights and contributing factors
- Ensure learnings are captured, communicated, and embedded into system improvements
- Promote a systems thinking approach to incident review, analysis and improvement

Safety Data, Insights and Reporting

- Support development and continuous improvement of safety dashboards, metrics, and reporting frameworks
- Analyse data to identify trends, patterns, and emerging risks
- Translate data into clear insights that support informed decision-making by leaders
- Support consistent use of leading and lagging indicators to monitor performance

System Monitoring and Data Quality

- Maintain integrity of safety systems, reporting tools, and data standards
- Promote accurate, timely, and meaningful data capture across the organisation
- Ensure data supports effective monitoring of risk, performance, and system effectiveness

Strategy Implementation and Continuous Improvement

- Support implementation of organisational health, safety and wellbeing strategy and initiatives
- Contribute to strengthening HS&W capability within the organisation and HS&W function
- Promote standardisation of systems and practices across sites
- Drive a culture of continuous improvement and system maturity.

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:

- Minimum 5 years' experience in health and safety systems, governance, or risk management roles
- Demonstrated experience working with health and safety management systems

Education and qualifications required:

- Qualification in Health and Safety, Risk Management, Business Systems, or a related discipline
- Ongoing professional development in health and safety systems, governance, or assurance preferred

<ul style="list-style-type: none"> • Strong understanding of risk management principles, including critical risk and control concepts • Experience in data analysis and translating insights into practical improvements • Strong stakeholder engagement and influencing capability across multiple organisational levels • High level written and verbal communication skills, with the ability to simplify complex system concepts <p>Experience and skills desirable:</p> <ul style="list-style-type: none"> • Experience supporting assurance, audit, or compliance programmes • Experience working with safety reporting systems and data visualisation tools • Experience in healthcare or other complex, multi-site environments • Familiarity with psychosocial risk management frameworks • Experience building learning or capability programmes 	<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