

Job Description			
Position	Health and Safety Business Partner	Division	Rockit Trading Company Ltd
Reports To	GM People & Culture Dotted line CEO	Date	December 2025
Job Purpose			
<p>To support Rockit's health and safety culture, management systems and processes to the highest standard.</p> <p>Rockit has office based teams, global teams, and a large team in Rockit Packing Company Ltd (RPC). This team includes packhouse, gatehouse, coolstore, transport and logistics functions on multiple Hastings sites.</p> <p>The highest safety risks are in RPC, so the focus of this role is supporting this team to make 'the right' safety choices while performing their duties and to ensure our Rockit Safely Every Day culture is embedded throughout the organisation.</p>			
Key Responsibilities			
<p>Leadership</p> <ul style="list-style-type: none"> • Lead organisational wide health and safety, with regular reporting to the Senior Leadership Team and Board on critical risks and safety performance. • Lead development and implementation of organisation health and safety strategy and plans, identification and management of risks. • Provide leadership of critical risks in line with industry best practice. <p>Systems</p> <ul style="list-style-type: none"> • Monitor health and safety processes to ensure compliance with company and regulatory health and safety standards. • Implement a structured health and safety audit process for RPC and ensure all staff are aware of the process. • Promote the use of internal health and safety management tools. • In conjunction with management, lead the development and implement risk management and hazard identification processes. • Ensure health and safety systems are easy to use and understood by all staff. • Support development of comprehensive SOP's • Promote the use of DoneSafe reporting and provide support in the use of it. <p>Compliance</p> <ul style="list-style-type: none"> • Implementing, maintenance and improvement of company health and safety management policies and procedures. 			

- Ensure that hazard identification/site safety compliance is maintained and recorded. Make recommendations for further improvement/development.
- Ensure compliance with global and local health, safety and wellbeing legislation
- Implement regular internal audits and report findings.
- Ensure Accident Compensation Corporation (ACC) requirements are well managed.
- Meet obligations and responsibilities under relevant health and safety legislation.

People

- Partner in developing a positive health and safety culture in the workplace through all activities such as internal and external communication, education, and training.
- Work alongside P&C to ensure H&S induction training is delivered for new employees.
- Communicate effectively to develop and maintain positive relationships with Rockit staff, managers, and contractors.
- Train or educate the global team in the use of and purpose of health and safety policies, procedures, and processes.
- Encourage maximum reporting of incidents including near miss reporting.
- Facilitate RPC Health and Safety meetings and ensure health and safety committees operates regularly, monitor and support.
- Coordinate and monitor regular health and safety training and tracking of completed training.
- Provide managers and staff with legislative or practical health and safety advice.
- Promote and imbue the health and safety objectives:
 - Speak Up
 - Show Care and Support
 - Be Present.

Information and Reporting

- Prepare bi-weekly safety reports for SLT and monthly for the Board.
- Encourage a strong reporting culture, assisting managers with the investigation of accidents/ incidents.
- Assist managers to ensure incidents are being followed up correctly and regulatory authorities are notified where appropriate.
- Produce and implement with managers improvement plans for identified areas of improvement.
- Prepare health and safety documentation as required.

Contractors/Subcontractors

- Coordinate contractor audit schedule .

- Monitor and maintain contractor management systems.
- Implement and manage the approval process for new contractors/subcontractors as required.
- Maintain the contractor module in conjunction with engineering in DoneSafe.

Other

- Work alongside the P&C team to support wellbeing initiatives.
- Implement company health and safety projects as required.
- Keep up to date with new industry methods or processes.
- Research best practice in health and safety management and advise managers when relevant.
- Undertake other duties as directed by management in a timely and accurate manner.

Organisational Obligations

- Work proactively and collaboratively with all areas of the business to achieve desired business outcomes.
- Ensure timely preparation of information, reporting and other written documents/materials as required.
- Ensure and maintain effective ongoing communication with all stakeholders.
- Update Manager/SLT on a regular basis.
- Ensure confidentiality of company and employee information.

Key Relationships

Reporting	GM People & Culture
Internal	Close collaboration with SLT, COO, P&C and operational managers
External	Contractors, suppliers, regulatory agencies

Team Values

Proactively demonstrate RGL's values in all work and internal and external interactions.

Action Over Words

At Rockit we've never been about the talk, it's always been about doing. Doing things that nobody thought was possible.

Unstoppable Passion

We use a simple formula, passion in the work, unbridled ingenuity and backing ourselves. We believe the world would be a better place if everyone rocked it with us.

Doing Things Differently

Doing things differently has always been part of our DNA, and its what saw us take a punt on the world's smallest apple and turn it into a big New Zealand success story.

He Toa Takitini

Ehara taka toa, te toa takitaho, he toa takatini kē.

Uniting all cultures, as we strive to make a difference within our communities and in all aspects of our environment, while being true to ourselves.

Person Specification

Training/Qualifications

Essential:

- At least 3-5 years health and safety experience in similar roles

Desirable:

- Relevant tertiary qualification or diploma in Health & Safety
- Training in project management, and contract or health and safety law and practices

Personal Attributes

Essential:

- Experience establishing and maintaining good working relationships at all levels.
- Excellent written and verbal communication skills
- Computer literacy
- Problem solving and solution focused.
- Eye for detail, analytical, self-motivated
- High level of emotional intelligence

Experience

- Working knowledge of the Health & Safety at Work Act (HSWA)
- Proven track record in supporting a culture that supports H&S
- Controlled based risk management (CBRM), fatal and Critical Risks projects
- Hands on experience or knowledge of the horticulture sector or food processing desirable
- Understanding of behavioural based management
- Developing and facilitating H&S Training
- Experience advising on health and safety management in an operational high-risk environment.