

Position description

Position title: Project Lead - Health and Safety

Position type: One Year Fixed Term Full Time

Location: Zealandia Tē Māre a Tāne, 53 Waiapu Road, Karori, Wellington

Supervisor: General Manager, Corporate Services

Purpose of the role

This Project Lead - Health and Safety position is a one-year fixed term role that will help the team at Zealandia Te Māra a Tāne take the next, significant steps continual improvement in Health and Safety systems and culture. They will report directly to the General Manager, Corporate Services (GMCS), and will work collaboratively with the Strategic Leadership Team (SLT) and other Team Leads.

The core purpose of this role will be to develop a plan for continued improvement of Health and Safety at Zealandia over the coming years. As part of this, the Project Lead – Health and Safety will support the development of a new Health and Safety Strategy. They will also carry out reviews of policies, procedures and systems, and connect with teams to understand their Health and Safety needs and implement changes where possible to support worker and visitor safety. The person in this role will also further develop Zealandia’s approach to addressing critical risks.

This role will help future-proof Health and Safety at Zealandia Te Māra a Tāne to ensure it remains fully compliant with relevant laws and regulations, while also helping us to continue building a world-class workplace Health and Safety culture.

The Project Lead – Health and Safety will work closely with the General Manager Corporate Services to support effective reporting to the Strategic Leadership Team and the Karori Sanctuary Trust Board. They will take a collaborative approach to their work and will be open and excited about playing a key role in driving a positive, safety-focused organisational culture.

Like all members of staff at Zealandia Te Māra a Tāne, the person in this role will be expected to actively uphold the principles of Te Tiriti o Waitangi, and support the maintenance of biosecurity in the sanctuary.

Organisation background

Zealandia Te Māra a Tāne is an organisation that cares for a 225-ha world class ecosanctuary in Wellington, New Zealand. We have a 500-year vision to restore a unique forested valley—Te Māra a Tāne. Zealandia’s first generation of restoration effort has resulted in flourishing forests and the establishment of many native species, from hihi to tuatara. Looking forward, Zealandia Te Māra a Tāne’s next generation is focused on [‘Living with Nature—Tiaki Taiao, Tiaki Tangata’](#). *“We connect people with our unique natural heritage and inspire actions that transform how people live with nature in our cities, towns and beyond”*. This purpose is visible through our leading education, conservation, restoration and engagement activities.

Zealandia Te Māra a Tāne is a not-for-profit organisation, and its conservation, restoration and outreach work are made possible by an award-winning sustainable business model. Funding currently comes from visitors and tours, our café, memberships, grants, sponsorships and donations. Every role in the organisation has some part to play in ensuring our 130,000+ visitors, 500+ volunteers and 18,000+ members are cared for and welcomed into the Zealandia Te Māra a Tāne community.

As an organisation we honour Te Tiriti o Waitangi and are on a journey towards learning how this plays out across our work as Tiriti partners. We accord value to te ao Māori (the Māori world), and support mana whenua to fulfil their role as kaitiaki. All staff are encouraged to build capacity and confidence across te ao Māori including te reo Māori me ōna tikanga, and Te Tiriti o Waitangi.

The Zealandia Te Māra a Tāne team

Zealandia Te Māra a Tāne is a medium size organisation, with around 100 people employed in different contexts. We have around 500 volunteers who support all our work. We pride ourselves on exceptional teamwork which is required from all staff, volunteers and members. The dynamic nature of Zealandia Te Māra a Tāne means it is an incredible place to extend and challenge yourself, have real on-ground outcomes for conservation and community engagement, and to be part of a successful team.

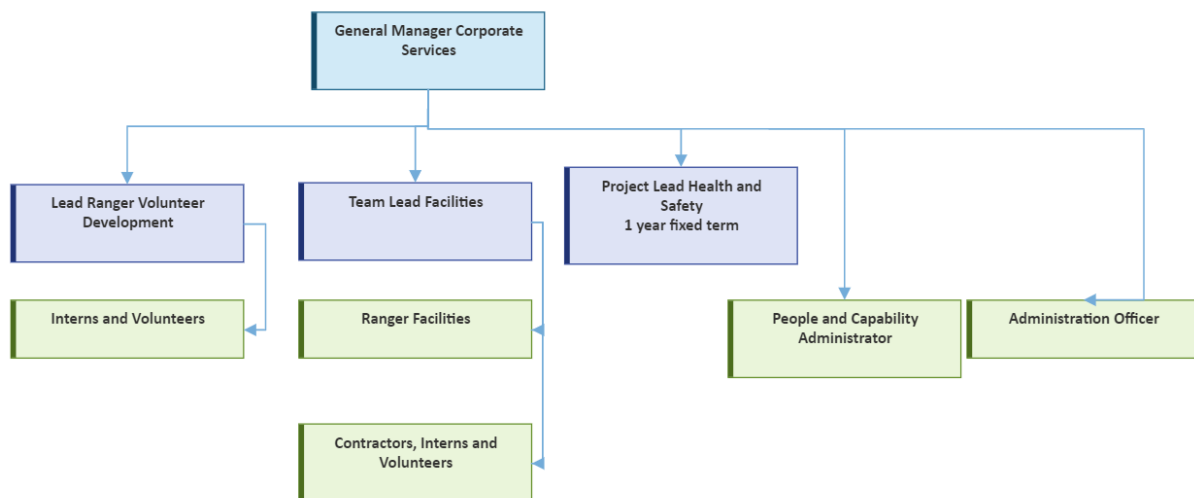
Zealandia Te Māra a Tāne is managed by the Karori Sanctuary Trust. To find out more please go to www.visitZealandia.com.

About this position description

As the work and priorities of Zealandia Te Māra a Tāne change over time, so will the requirements of each of its staff. As such, this document is not intended to represent the role that the occupant will perform in perpetuity. This position description is intended to provide an overall view of the role and responsibilities as at the date of approval. The specifics of the role will be reviewed on a regular basis and adjustments may be made to key responsibilities and accountabilities.

This position description details the minimum outcomes required for the position and for employment. Zealandia Te Māra a Tāne is a seven day per week operation. After-hours and weekend work will be required from time to time. A non-smoking policy is effective on sanctuary land, with the exception of a designated smoking area.

The Corporate Services team



Key responsibilities

1. Health and Safety Strategy, Planning and Systems improvement

- Assist the GMCS and CEO to develop an organisation-wide Health, Safety and Wellbeing Strategy and multi-year plan.
- Review and improve policies and procedures to ensure they are effective, fit for purpose and adhere to the Health and Safety at Work Act 2015.
- Review Zealandia’s approach to the Hazards Register and develop a process for evaluating and managing Critical Risks.
- Carry out an evaluation of three Critical Risks across the year.
- Assist the GMCS with the ongoing risk verification measures and auditing requirements for Board reporting.
- Connect with Zealandia team members including staff and volunteers to understand their Health and Safety needs, and to help support the creation of a safety-focused culture.
- Lead the development of a Health and Safety multi-year workplan to support continued improvement of Zealandia Health and Safety systems. This may include making specific recommendations for next steps, and implementation where possible.
- Identify opportunities for improvement in Zealandia Tē Māre a Tāne’s health and safety systems and processes, and assist in their management to support continuous improvement with SLT, Team Leads and Lead Rangers.
- Monitor the budgetary provision for health and safety resources, programmes and initiatives.
- Support the Team Lead Facilities with content, format and the delivery of the Health and Safety and Wellbeing quarterly meetings to effectively enable the committee to support all workers to become Health and Safety champions.

2. Hazard Identification, Assessment and Management

- Regularly audit the operating environment to ensure early identification of risks and flag any issues identified immediately to the Safety Officer.
- Provide support in the prioritisation of reported hazards; work with the GMCS and other team members as appropriate to decide which hazards are significant; implement control systems; document and report on results of audits.

- Obtain specialist advice for managing specific hazards where required.
- Provide written progress and trend reports for presentation to SLT and Board meetings which include discussion of and recommendations for solutions to problems and risks that arise.
- Ensure there is opportunity for the active involvement of employees in identifying and managing hazards in the workplace.
- Assist the GMCS and the Team Lead – Facilities in ensuring Tē Māre a Tāne’s exhibits, buildings, facilities, plant and vehicles comply with relevant Acts and regulations, particularly the Building Act, the Resource Management Act, the Health in Safety at Work Act and Fire Regulations.
- Provide support to ensure applications to become an approved contractor to Tē Māre a Tāne are assessed from a health and safety perspective.

3. Information, Training and Supervision

- Work alongside other leaders at Zealandia to identify health and safety training needs in relation to hazards associated with specific roles, tasks or areas.
- Assist the GMCS to ensure all health and safety related documents remain up to date, and that applicable information is disseminated to staff.
- Ensure health and safety information specific to the workplace is available to all employees.

4. Accident and Injury Reporting, Recording and Investigation

- Maintain and potentially improve Zealandia Tē Māre a Tāne’s system for reporting, recording and analysing incidents, injuries and work-related illnesses
- Assist employees to understand their specific responsibilities to report incidents, injuries and workplace illnesses.
- Advise the GMCS where required to ensure Worksafe NZ is notified as soon as practicable if a notifiable incident, injury or illness occurs.
- Develop strategies and actions to reduce the frequency and severity of work-related injuries and illnesses.
- Analyse and review injury and incident data to identify trends and provide information to SLT and the Board, and to inform planning and strategy development.

2. General Health and Safety responsibilities

- All employees have a responsibility to work towards keeping a safe and healthy work environment by practising safe work methods, identifying workplace hazards and using appropriate safety equipment
- Adhere to Zealandia Te Māra a Tāne’s code of conduct to support a healthy, safe and enjoyable work environment
- Ensure health and safety is addressed in day-to-day activities for all staff, volunteers and visitors working at Tē Māre a Tāne
- Ensure your workspace is a safe working environment through adherence to the Health and Safety at Work Act 2015 and implementation of Zealandia Te Māra a Tāne’s policies on safety

3. Biosecurity

- We have a shared responsibility that the valley is maintained as an environment free of key animal and plant pests, allowing restoration progress to be made against the 500-year vision
- All employees must take Zealandia Te Māra a Tāne’s biosecurity seriously, so the risk of accidental introductions is minimised
- Ensure all visitors and groups visiting with you adhere to biosecurity processes

NOTE: the above responsibilities and expectations are provided as a guide only. The precise performance measures for this position will need further discussion between the jobholder and manager as part of the performance management process.

Key relationships

Internal:

- Staff and volunteers
- Interns
- Researchers

External:

- Contractors
- Wellington City Council
- National and local peers
- Zealandia Te Māra a Tāne Members and visitors

Person specification

Qualifications and experience

- Health and Safety focused qualification (certificate or diploma) or relatable experience
- 5+ years' experience in a similar role
- Knowledge of or working for a Not-for-Profit organisation is advantageous
- Can demonstrate a thorough understanding of Health and Safety at Work Act 2015 and other related legislation and regulations
- Excellent written and oral communication skills
- Demonstrated experience in the management and provision of health and safety services and systems to diverse and groups
- Good analytical skills
- Demonstrated ability to describe a hazard management system and implement a hazard identification programme; assess hazards and risks; implement hazard controls and create systems for monitoring hazards and ideally lead safety audits.
- Training and experience in accident and incident investigation and root cause identification.
- Demonstrated ability to motivate, train and support others in the application of best practice
- Proven skills in information analysis and presentation of insights and learnings
- Microsoft suite and online health and safety reporting software experience

Personal Attributes

- Collaborative, focused on team culture and connections.
- Planning and organising abilities, known to meet timelines
- An open approachable communicator – communicating effectively with all staff, stakeholders, and suppliers
- Experience influencing across an organisation.
- Self-managing while being a team player with a can-do approach

Current: June 2024