

Position description

Position title: Health, Safety and Facilities Manager

Position type: Full Time Permanent

Location: Zealandia Te Māra a Tāne, 53 Waiapu Road, Karori, Wellington

Supervisor: Chief Financial Officer

Purpose of the role

The person in this position will lead a small team to care for the maintenance and management of Zealandia's facilities. They will also play a key role in mobilising the Zealandia community through effective strategy to continuously improve the Health and Safety systems and culture. They will work collaboratively with the Strategic Leadership Team (SLT) and other Team Leads to achieve these outcomes.

This role will help future-proof Zealandia facilities management through the development and implementation of effective asset management systems. They will have a good awareness and understanding of Health and Safety laws and regulations, and will be able to identify where Zealandia needs to seek external expertise and support to advance our practices, policies and processes.

The person in this role will deliver effective reporting to the Strategic Leadership Team and the Karori Sanctuary Trust Board on Health and Safety. 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 15,000+ 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 ūnā 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.

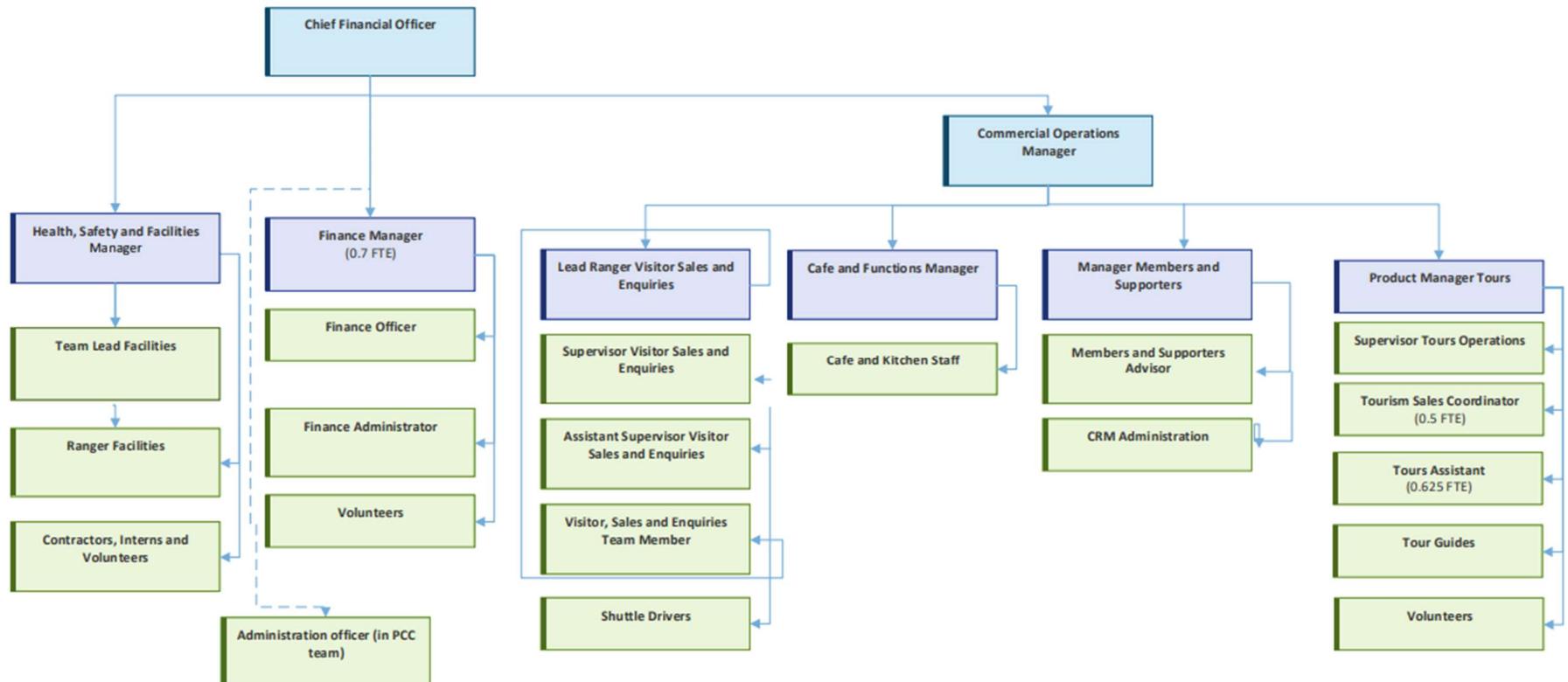
About this position description

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 Health, Safety and Facilities team

The Health, Safety and Facilities team cares for the maintenance and management of Zealandia's facilities. They also play a key role in mobilising the Zealandia community through effective strategy to continuously improve the Health and Safety systems and culture. They work collaboratively with the Strategic Leadership Team (SLT) and other Team Leads to achieve these outcomes.



Key responsibilities

1. Health and Safety Strategy, Planning and Systems improvement

- Play a key role in Zealandia's Health and Safety system as the Safety Officer. This involves:
 - Being available, or ensuring a designated person is available, to answer a phone to support operational safety matters where required.
 - Ensuring the Chief Executive is briefed on emerging matters relevant to Health and Safety, and provide frank advice to SLT and the Chief Executive as necessary.
 - Maintaining oversight of the Health and Safety Framework.
 - Ensuring Zealandia complies with WorkSafe requirements following an incident or during any investigation/enquiry.
 - Advising the Chief Financial Officer or Chief Executive where required to ensure Worksafe NZ is notified as soon as practicable if a notifiable incident, injury or illness occurs.
 - Lead the cross-organisational Health and Safety Committee meetings.
- Take an enabling approach to Health and Safety, mobilising teams through a participatory approach with SLT and other team members.
- Maintain a rolling three-year plan of systems and process improvements for Health and Safety.
- 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.
- Seek external advice where needed to review systems, policies, processes and practices.
- Carry out a rolling evaluation of Critical Risks across the years.
- Develop and deliver clear and effective Health and Safety reporting approaches for SLT and the Board.
- 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'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.
- Implement regular audits of the operating environment to ensure early identification of risks and flag any issues identified for improvement to the relevant manager or team.
- Obtain specialist advice on risks and hazards where needed.
- Maintain and potentially improve Zealandia'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.
- Develop strategies and actions to reduce the frequency and severity of work-related injuries and illnesses.

2. Facilities Management

- Foster a positive, service focused approach in the facilities team of staff and volunteers.
- Support a team of rangers and volunteers to workplan, and to deliver cost-effective solutions to facilities maintenance and management for Zealandia's exhibits, buildings, facilities, plant and vehicles ensuring compliance 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 Te Māra a Tāne are assessed from a health and safety perspective.
- Maintain and enable a close, positive working relationship with the Wellington City Council on facilities management, particularly where assets are owned by WCC.
- Maintain and enable a close and positive working relationship with other contractors and service partners.
- Develop and implement effective asset management approaches alongside the Chief Financial Officer.
- Maintain oversight of budgets associated with facilities management.
- Constantly look forwards to improve efficiency and service delivery.
- Maintain a high standard of facilities management through the staff and volunteer workforce.
- Ensure the team of staff and volunteers maintain safe working practices.

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'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 Te Māra 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 policies on safety.

3. Biosecurity

- Ensure the facilities team maintains a biosecure environment through their work in or around the sanctuary.
- 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'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
- Knowledge of and experience in facilities management.
- 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: March 2025