

# Safety Business Partner

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## Kaupapa | Purpose

Provide strategic health and safety expertise that shapes a culture where wellbeing and safety are embedded in every decision and action. Partner with leaders to influence behaviours, build capability, and create an environment where kaimahi and ākonga thrive through proactive risk management and continuous improvement.

As part of the People, Culture and Wellbeing (PCW) team, the Safety Business Partner provides expert advice and guidance on health and safety legislation, policies, and best practice, ensuring risks are identified, assessed, and mitigated. This role combines strategic influence with operational delivery to shape a culture where safety and wellbeing are integral to every decision.

**Reports to:** Executive Director – People, Culture and Wellbeing

**Team:** People, Culture and Wellbeing

**Remuneration:** To be confirmed

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## Ngā mahi | Do

### Partnering Portfolio

For designated locations provide safety leadership through business partnership and hands on delivery of local safety responsibilities.

- Act as a trusted advisor to leaders, integrating health and safety into strategic and operational planning.
- Influence leadership behaviours to prioritise wellbeing and embed safety as a core organisational value.
- Lead proactive risk management by enabling leaders and kaimahi to identify and control hazards before they impact people or operations.
- Build organisational resilience by developing capability for emergency preparedness and response.
- Provide meaningful insights through reporting that goes beyond compliance, highlighting trends and opportunities to strengthen safety culture and performance.
- Champion continuous improvement by analysing trends, reviewing systems, and recommending enhancements to health and safety practices.
- Develop strong relationships with leaders and kaimahi, delivering a values led, customer centric approach to safety leadership.
- Collaborate across PCW and the wider organisation to integrate safety into all aspects of planning and delivery.

- Identify, assess, and monitor health and safety risks; maintain accurate records and ensure statutory compliance.
- Lead incident investigations and corrective actions; oversee contractor safety and induction processes.
- Deliver health and safety induction, training and awareness programs to foster a proactive safety culture.
- Partner with leaders and People, Culture & Wellbeing to enable effective rehabilitation and return-to-work processes.
- Implement, safety initiatives from specialist delivery in designated location.

### **Specialist Portfolio**

As the subject matter expert, lead a designated specialist portfolio across Toi Ohomai including the design, development, implementation and monitoring of designated areas of responsibility.

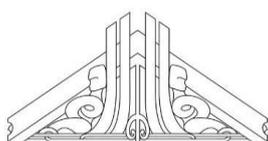
Work in collaboration with across PCW and the broader organisation to ensure delivery is compliant, enabling and meets organisational needs.

#### ***Portfolio one***

- **Compliance and Audits:** Establish and maintain a robust health and safety compliance and audit framework that supports continuous improvement and ensures Toi Ohomai adheres to legislative requirements.
- **Policy and Procedure:** Manage health and safety documentation, including policy and procedures, in accordance with Toi Ohomai policy standards and documentation frameworks. Apply a consultative approach to ensure documentation is compliant, practical, easy to use and adds value.
- **Frameworks and Standards:** Ensure frameworks and standards are current, relevant, enable good practice and continuous improvement. Work in collaboration with the business to develop and maintain frameworks and standards, and enable effective implementation and ongoing upskilling.
- **Incident management:** Oversee the incident management process, ensuring Toi Ohomai has organisation wide good practice. Provide support in the management of incidents across PCW and the wider business. Take a collaborative, capability building and continuous improvement approach to incident management.
- **Hazard and Risk Management:** Lead the identification and assessment of hazards and risks across Toi Ohomai, working in collaboration with kaimahi, leaders and the PCW. Develop and maintain an organisation wide hazard and risk register and establish practice that enables sound control measures which are known and understood by relevant stakeholders.

#### ***Portfolio two***

- **Contractor safety:** Lead and support contractor safety management organisation wide, working in collaboration with facilities, academic delivery and other business units to ensure contractors meet or exceed health and safety requirements.
- **Emergency management:** Lead development, implementation, and review of emergency management plans and procedures for Toi Ohomai to ensure organisational readiness.



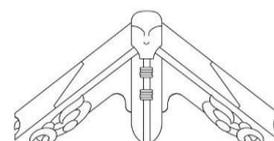
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- **Training and Induction:** Work in collaboration with Organisational Development (OD) and Ākonga Success to develop and implement health and safety training and induction programs that ensure kaimahi and ākonga understand their responsibilities and safe work practices. Proactively monitor participation and effectiveness to enable continuous improvement and a proactive safety culture.
- **Committee management:** Coordinate and support health and safety (and associated) committees to enable engaged and effective kaimahi participation. Take an business wide and collaborative approach to kaimahi participation that contributes to improved safety outcomes for Toi Ohomai.
- **Injury management:** Lead the coordination, management and continuous improvement of injury reporting and rehabilitation processes in line with Toi Ohomai policy and legislative requirements. Work collaboratively to ensure systems and processes enable timely notification, accurate records and safe and effective return to work outcomes. Develop, implement and maintain proactive strategies and initiatives to reduce and manage workplace injuries.

**Demonstrate commitment to:**

**Ākonga at the center** through ensuring positive outcomes for ākonga in all aspects of their learning journey.

**Te Tiriti o Waitangi and Māori Success** by positively championing and contributing to the success of partnerships with Iwi, Hapū and Mana Whenua, honoring Te Tiriti o Waitangi to uplift Māori success.

**Equity** by identifying and removing barriers to participation and achievement, and fostering inclusive, culturally responsive environments where all ākonga and kaimahi can thrive.

**Vocational Education Excellence** through building responsive provision and services to meet the needs of ākonga, and stakeholders and to enable future sustainability.

## Pūkenga | Have

Minimum degree level qualification in health and safety (or related field) or equivalent body of knowledge gained through experience.

Demonstrated experience working in a senior health and safety advisory position providing expert insight, advice and support across an organisation.

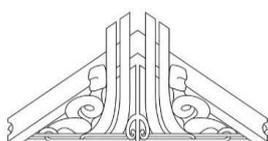
Previous experience in developing health and safety related frameworks, policies, standards and implementing these within the organisation

Excellent interpersonal skills, including a collaborative business partnering approach to achieving outcomes

Strong written and oral communication skills, in particular the ability to partner with others through relationship building and influencing across a diverse range of stakeholders.

Experience in supporting and/or leading the inclusion and application of Te Tiriti o Waitangi practices in a workplace setting.

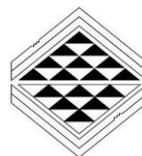
Experience in supporting and advocating the use of te reo, tikanga and mātauranga Māori in the workplace.



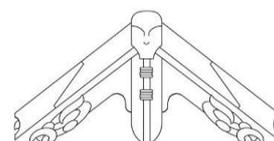
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Demonstrated practice in promoting and supporting approaches that promote equity and prioritise the needs of priority groups.

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## Waiaro | Be

**At Toi Ohomai, Toiohomaitanga describes our way of doing and being. It reflects how we care for each other, work together, and uphold our shared purpose. These behaviours apply to all kaimahi, with expectations scaled to the nature and level of each role. They guide how we show up in our mahi, contribute to our collective success, and reflect our commitment to Ā mātou ura | Our values in everyday practice.**

**Ako:** Demonstrates curiosity and a commitment to continuous learning. Applies new knowledge to improve practice and outcomes and actively contributes to a culture of shared growth. This supports toitūtanga by sustaining excellence and adaptability over time.

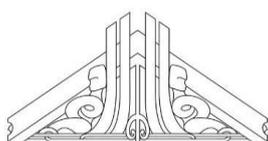
**Authentic and Inclusive:** Fosters inclusive environments where people feel safe, respected, and able to be themselves. Actively includes diverse perspectives, addresses inequities, and supports others to thrive. These behaviours reflect manaakitanga through care, generosity, and upholding the dignity of all.

**Connected:** Builds and maintains strong, trusting relationships across teams and communities. Fosters cross-functional collaboration by sharing knowledge, aligning efforts, and supporting others to achieve shared goals. Communicates with empathy and respect, contributing to a shared sense of purpose. This strengthens whanaungatanga by nurturing meaningful connections and collective wellbeing.

**Innovative and impactful:** Identifies opportunities to improve and applies evidence, creativity, and courage to drive meaningful change. Uses data and insights to inform decisions, challenge the status quo, and focus on outcomes that matter for ākonga, kaimahi, and communities. These behaviours reflect kotahitanga, recognising that lasting improvement is strengthened through collaboration and shared purpose.

**Engaged:** Actively participates in Toi Ohomai initiatives that advance our vision. Shares knowledge, supports others, and contributes to a positive, forward-focused culture. This is how we can live kotahitanga, working together with unity and purpose.

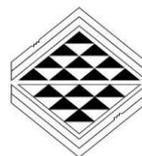
**Self-aware:** Demonstrates humility, reflection, and openness to feedback. Understands the impact of their actions and takes responsibility for creating conditions where others can thrive. This reflects toitūtanga through thoughtful and courageous practice that supports respectful relationships and sustainable ways of working.



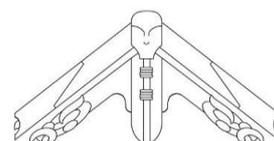
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## Ngā Hononga Mahi | Working relationships

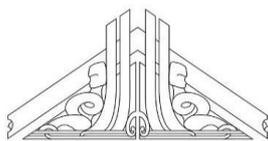
**Internal:** Leadership, kaimahi, ākonga, People, Culture and Wellbeing Team, Facilities, Academic Delivery

**External:** Contractors, Visitors, Suppliers, Government bodies (e.g. WorkSafe)

### Resource delegations and responsibilities:

**Financial:** Nil

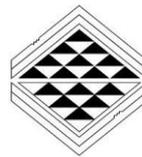
**People:** Nil



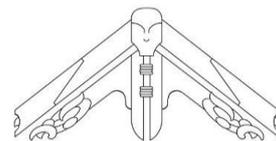
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