

Wellbeing and Safety Manager

Kaupapa | Purpose

Scope:

The Wellbeing and Safety Manager is responsible for leading and embedding a proactive culture of health, safety, and wellbeing across the organisation. The role ensures compliance with relevant legislation, manages risk, and supports a safe and healthy environment for all employees, students, contractors, and visitors. This position also plays a key role in strategic planning, policy development, and continuous improvement of wellbeing and safety systems, while also providing senior-level advice and guidance on wellbeing and safety matters.

Reports to: Wellbeing and Safety Lead – Rohe 2

Team: EIT | Te Pūkenga team

Location: Hawke's Bay with frequent travel to EIT's other campuses

Remuneration: \$

Date: February 2025

Ngā Hononga Mahi | Working relationships

Internal:

Executive Leadership Team, Deans, Heads of Schools, and People Managers, People & Culture Teams, Facilities and Operations Teams, Wellbeing and Safety Representatives and Committees, Academic and Administration Staff, Students across all EIT campuses

External:

WorkSafe NZ, Local Government and Industry Bodies, Unions and Employee Representatives, Contractors and Suppliers, Other Educational Institutions

Resource delegations and responsibilities:

Financial: As per the financial delegation

People: Not applicable

Leadership and Strategy

- Champion a values-based, proactive approach to health, safety, and wellbeing.
- Develop and implement a strategic Well-being and safety Framework aligned with organisational goals.
- Provide expert advice and guidance to executive leadership, management teams, and a wide range of stakeholders.
- Promote best practice in wellbeing and safety, integrating leading research and compliance requirements.
- Build and maintain strong relationships with key stakeholders, both internal and external.
- Collaborate across the sector to enhance and share wellbeing and safety knowledge.
- Drive excellent staff and student engagement, participation, and representation in wellbeing and safety matters.

Compliance and Risk Management

- Ensure compliance with the Health and Safety at Work Act 2015 and other relevant legislation.
- Lead the identification, mitigation, and monitoring of critical risks.
- Oversee the management of workplace hazards, incidents, and near-misses, ensuring appropriate investigations and corrective actions.
- Engage with regulatory agencies such as WorkSafe NZ and industry safety organisations.
- Provide oversight of contractor and supplier health and safety compliance.
- Participate in and lead learning reviews of successful work and incidents.

Emergency and Incident Management

- Act as a key member of the organisation's Incident Control teams.
- Ensure preparedness for emergencies, including planning, training, and provision of equipment.
- Lead investigations into serious incidents and notifiable events, reporting to relevant authorities.
- Support staff and students following critical incidents, ensuring appropriate debriefs and interventions.

Training and Capability Development

- Develop and implement an annual training programme for staff and safety representatives.
- Ensure compliance training and inductions are delivered effectively.
- Promote a learning culture by sharing insights, lessons learned, and industry best practices.
- Advise on and ensure compliance with inductions and job-specific training requirements.

Wellbeing and Support Programmes

- Develop and implement employee wellbeing initiatives.
- Oversee injury prevention and rehabilitation programmes, ensuring best-practice case management.
- Support managers in fostering a psychologically safe workplace.
- Contribute to the design, development, and delivery of wellbeing and safety frameworks, processes, and practices.

Monitoring, Reporting, and Continuous Improvement

- Develop and manage internal safety audits and assurance programmes.

- Provide regular reports on safety performance, risks, and trends to executive leadership and governing bodies.
- Oversee wellbeing and safety systems, ensuring accurate data management and continuous improvement.

General

- Comply with EIT policies and procedures.
- Contribute to a healthy workplace by implementing safe work practices and strategies to effectively manage personal wellbeing.
- Undertake additional responsibilities and tasks relevant to this position as requested by the position manager.

Demonstrate commitment to:

Te Tiriti o Waitangi. Through our developing understanding of our obligations and our connection with Te Tiriti o Waitangi as both individuals and as an organisation.

Ākonga at the Centre. Through prioritising the experience, wellbeing, and success of our ākonga in our decision-making process.

Equity. Through recognition, empowerment, and inclusion we can give greater acknowledgement of the unmet needs of Māori, Pacific and disabled ākonga and their whānau.

Vocational Education and Training Excellence. Through quality provision for all ākonga, meeting the regional needs of employers and communities.

Pūkenga | Have

Qualifications and Experience:

- Relevant tertiary qualification in Health & Safety, Wellbeing, or a related field.
- Professional accreditation in Health & Safety (e.g., NZISM membership) preferred.
- Minimum of 2 years' experience in a senior health and safety role within a complex organisation.
- Demonstrated experience in leading cultural change and embedding wellbeing and safety best practices.
- Strong knowledge of New Zealand health and safety legislation and compliance frameworks.

Key Skills and Attributes:

- Strategic leadership with the ability to develop and implement effective policies and frameworks.
- Excellent communication and relationship-building skills across all levels.
- High-level analytical and problem-solving abilities.
- Ability to coach and mentor staff to enhance organisational safety capability.
- Strong project management skills with a focus on continuous improvement.

- Commitment to Te Tiriti o Waitangi principles and equity in the workplace.
- Understanding of the vocational education sector and relevant reforms.
- Experience advocating for and applying te reo, tikanga, and mātauranga Māori in a workplace setting.
- Demonstrated practice in promoting approaches that support equity and prioritise the needs of priority groups

Waiaro | Be

This section for people leader:

Authentic and Inclusive: Promote an environment of inclusion and authenticity, where all contributions are valued. Be courageous to disrupt inequities for all, including Māori, Pacific and disabled peoples. Hold the conviction that meaningful partnerships with Māori/iwi will contribute to progress for all.

Connected: Integrate waiora-sustainable thinking into your everyday mahi, meeting the needs of the present, without compromising our ability to meet our needs for the future.

Collective: Seek progress over perfection, moving forward with aroha, empathy and persistence. Maintain a focus on results and delivery to build a sustainable, world class, vocational education and training network. Lean into transformation, challenge the status quo and choose courage over comfort to create better results for EIT | Te Pūkenga, employers, ākonga and their whānau.

Self-awareness: Navigate yourself, and lead others through change with confidence, understanding how to create the conditions you and others need to thrive. Demonstrate humility, be reflective and self-aware, always seeking to grow personally and as a leader.

Ako: Hold lifelong learning as vital in connection, hauora, and continuous improvement both personally and professionally. No matter your role, recognise your mahi contributes to making a positive difference for our ākonga and their whānau, and their ability to create thriving communities. Recognise Te Tiriti o Waitangi as a powerful mechanism for taking positive action in Aotearoa, and a pathway to achieve equity for all.

Mana tāngata: Contribute to a connected, creative, compassionate workplace, where teams are committed to growth, learning and achieving our shared purpose. Create a safe environment for learning and development, in all you do, including Te Tiriti, equity, academic and professional excellence. Recognise kaimahi and whānau wellbeing are interconnected, when we support personal and professional growth we contribute to Te Oranga/participation in society.