

Position Description

Position	Health, Safety & Wellbeing Advisor
Department	People Team
Reporting to	GM – Viticulture & Winemaking
Location	Marlborough
Date	July 2025

Position Purpose:

To support our people in identifying improvements and strategies to ensure compliance and reduce risk, champion a strong safety culture across teams, and collaborate with the QA and Sustainability Managers to align systems—driving continuous improvement and best practice in health, safety, and wellbeing.

Key Relationships:

External	Internal
<ul style="list-style-type: none">• Contractors• Suppliers• Service Providers• Intesafety (provides technical support and advice for compliance, culture, functions & audits)	<ul style="list-style-type: none">• Board Members• H&S Sub Committee• Management Team• People Leaders• H&S Reps• Our People

Key Accountabilities & Tasks:

Legislative Compliance

- Implement legislative changes and practice guidelines in accordance with the Health and Safety at Work Act 2015 and other relevant legislation to ensure obligations are met by the business.
- Maintain, consult, improve, monitor, and implement relevant policies and systems.
- Monitor compliance and report on exceptions to the Management Team, H&S Sub Committee of the Board, and the Board.
- Proactively identify hazards and risks across the business and ensure appropriate recommendations or controls are being implemented.

Health, Safety, and Wellbeing Culture

- Actively support a solution's focused HSW culture and build strong relationships across the business.
- Develop the Health, Safety & Wellbeing plan, while advising and leading relevant business KPIs/ objectives.
- Support and drive departmental Health, Safety & Wellbeing committees.
- Advise and guide the H&S Reps to ensure they are well supported, and actions are implemented within given timeframes.
- Advise the H&S Board Sub Committee to guarantee actions are implemented within given timeframes.
- Develop and deliver the monthly Board report, ensuring recommendations are clearly documented and associated actions implemented.

Key Accountabilities & Tasks:

Health, Safety & Wellbeing Functions

- Respond proactively to current issues, develop, and maintain systems, interventions, recommendations, and/or training to address these.
- Manage training and induction initiatives with managers to ensure certifications and licenses are held.
- Support managers to implement and maintain systems and records to include:
 - Document Control
 - Development and training of SOPs
 - Induction
 - Hazard and risk management
 - Chemical Management
 - Emergency Planning
 - Contractor Management.
- Monitor statistics, trend analysis and provide reports with recommendations to key stakeholders.
- Establish a proactive approach to mitigating accidents and injuries to minimise harm.
- Maintain and improve incident, accident, and near-miss reporting.
- Key role in leading investigations and reporting accidents within acceptable timeframes, ensuring technical advice is sought as and when required.
- Support managers to formalise rehabilitation and return to work programmes (work and non-work) and act as the interface between the business, relevant health providers, managers, employees, and where applicable HR.
- Contributes towards the development and management of the H,S&W budget.

Audit Preparation & Participation

- In conjunction with the HR Manager, maintain audits of health and safety practices and procedures, including but not limited to internal audits, SEDEX, ISO etc.,
- Ensure any corrective and preventative audit outcomes are communicated clearly along with recommendations and an action plan on how they are going to be addressed and/or mitigated.
- Review & maintain company accreditations.

Health, Safety, Compliance & Standards

- Always abide to relevant legislation and the company's policies and procedures whilst acting within the capacity as an employee or whilst acting on behalf of Yealands.
- In relation to Health and Safety, environmental management, ethics, quality, and food safety responsibilities:
 - Comply with relevant legislation and related company's policies, procedures and standards are always adhered to.
 - Actively participate in related training.
 - Identify to your Manager areas where conforming to existing procedures will adversely impact adherence.
 - Report improvements or incidents through the company's reporting system and ensure investigations are completed, improvements identified and implemented to manage risk.
- Work with 'best practice' in regards to food defence and food fraud procedures.
- Actively participate in other audits as required.

Person Specifications:

Education

- Relevant qualification in H&S (desirable).

Experience

- 2-3 years in an Advisor or Coordinator role.
- Experience within the FMCG or wine sector is desirable but not essential.

Specific Skills & Attributes

- Integrity, trust, accountability, and personal credibility.
- Problem solving and effective priority setting.
- Computer literacy with Microsoft Office Suite.
- Clear written and oral communication.
- Excellent interpersonal relations and influencing skills.
- Proven ability to lead/foster a solution's focused HSW culture and builds strong relationships across the business.

Core Competencies

- Ability to drive results by working autonomously and influencing key stakeholders.
- Capability to make critical decisions in a crisis and handle stress.
- Engaged coach that enables and encourages others at all levels in the business.
- Competence to manage multiple priorities on time and on budget.

This position description is intended to describe the general nature and level of work being performed. It is not an exhaustive list of all responsibilities, duties, or skills required, and the employee may be required to perform other duties (that they are skilled to perform) as needed.

Employee & Manager Acknowledgement:

Employee Signature

Date

Manager Signature

Date