

Position Description | Te whakaturanga ō mahi Health New Zealand | Te Whatu Ora

Title	Health and Safety Business Partner		
Reports to	District Health and Safety Delivery Manager		
Location	Based at a main health and safety services location for the District (to be specified by the District Health and Safety Delivery Manager)		
Department	People and Culture – Occupational Health, Wellbeing, Safety and Organisational Resilience		
Direct Reports		Total FTE	
Budget Size	Opex	Capex	
Delegated Authority	HR	Finance	
Date			
Job band (indicative)			

The Health System in Aotearoa is entering a period of transformation as we implement the Pae Ora/Healthy Futures vision of a reformed system where people live longer in good health, have improved quality of life, and there is equity between all groups.

We want to build a healthcare system that works collectively and cohesively around a shared set of values and a culture that enables everyone to bring their best to work and feel proud when they go home to their whānau, friends and community. The reforms are expected to achieve five system shifts. These are:

1. The health system will reinforce Te Tiriti principles and obligations.
2. All people will be able to access a comprehensive range of support in their local communities to help them stay well.
3. Everyone will have equal access to high quality emergency and specialist care when they need it.
4. Digital services will provide more people the care they need in their homes and communities.
5. Health and care workers will be valued and well-trained for the future health system.

Te Mauri o Rongo – The New Zealand Health Charter

The foundation for how we ensure our people are empowered, safe and supported while working to deliver a successful healthcare system, is Te Mauri o Rongo – the New Zealand Health Charter. It guides all of us as we work towards a healthcare system that is more responsive to the needs of, and accessible to all people in Aotearoa New Zealand.

It applies to everyone in our organisation and sits alongside our code of conduct as our guiding document.

Te Mauri o Rongo consists of four pou (pillars) within it, including:

Wairuatanga – working with heart, the strong sense of purpose and commitment to service that health workers bring to their mahi.

Rangatiratanga – as organisations we support our people to lead. We will know our people; we will grow those around us and be accountable with them in contributing to Pae Ora for all.

Whanaungatanga – we are a team, and together a team of teams. Regardless of our role, we work together for a common purpose. We look out for each other and keep each other safe.

Te Korowai Āhuru – a cloak which seeks to provide safety and comfort to the workforce.

These values underpin how we relate to each other as we serve our whānau and communities.

Together we will do this by:

- caring for the people
- recognising, supporting and valuing our people and the work we all do
- working together to design and deliver services, and
- defining the competencies and behaviours we expect from everyone.

About the role

This position reports to the relevant District Health and Safety Delivery Manager and provides senior advisory and operational leadership for health and safety within the assigned district. The role ensures compliance with Health NZ expectations, legislation, regulations, and industry standards, and supports the implementation of national and district health and safety initiatives.

The Health and Safety Business Partner provides expert advice, guidance, and technical support to the District Health and Safety Delivery Manager and works collaboratively with District Operations Managers to ensure consistent and effective service delivery. The role partners closely with District Occupational Health Teams and Health and Safety Delivery teams to embed best practice and operational excellence.

The role holds responsibility for coaching, training, and mentoring less senior health and safety practitioners, including Health and Safety Senior Advisors and Health and Safety Advisors, and may provide guidance to operational managers in a partnering capacity to strengthen local health and safety leadership.

The Health and Safety Business Partner also provides recommendations to the District Health and Safety Delivery Manager on the delivery of strategic initiatives and may lead the implementation of specific initiatives as directed. The role demonstrates Health NZ's expected behaviours and values, fostering a culture of accountability, collaboration, and excellence in health and safety across the district.

Key Result Area	Expected Outcomes / Performance Indicators
Health and Safety Programme	<ul style="list-style-type: none"> • Actively participate in the assigned District's Health and Safety Programme. • Contribute to the delivery and implementation of Health and Safety Plans for the District.
Operational Leadership	<ul style="list-style-type: none"> • Work collaboratively with other Health and Safety Delivery team members and undertake work requirements to ensure the delivery of an effective and efficient service across all District sites, shifts, and professional groups.

	<ul style="list-style-type: none"> Actively participate in the delivery and implementation of several interrelated operational efficiencies, service improvement, and change management projects. Support other Health and Safety Delivery team members with health and safety experience and expertise.
Investigations	<ul style="list-style-type: none"> Undertake high-level ICAM investigations and recommend corrective actions.
Training and Mentoring	<ul style="list-style-type: none"> Actively seek out and participate in health and safety-related training and, in collaboration with the Health and Safety Delivery Manager, coach and mentor other Health and Safety Delivery team members and/ or operations managers to increase capability within the assigned District's Delivery service and ensure continual improvement.
Monitoring and Compliance	<ul style="list-style-type: none"> Identifies potential health and safety risks (including ineffective controls and threats to control effectiveness), takes action to mitigate those risks, and escalates as appropriate. Monitor and report on health and safety performance for the assigned area of the District, escalating any significant incidents and advising the District Health and Safety Delivery Manager of any possible notification to WorkSafe requirements. Positively influence compliance with all relevant health and safety legislation, regulations, industry standards, and Health NZ policy and procedure requirements.
Stakeholder Engagement	<ul style="list-style-type: none"> Promotes the functions and delivery of health and safety services throughout the District, as well as the business partnering model. Collaborate with others to integrate health and safety into the Health and Safety Management Systems Programme, as well as integrating health and safety into the Districts Operational Management Programme. Establishes and maintains working relationships with key internal and external stakeholders, which include the Occupational Health and Wellbeing teams. Works in partnership with local, regional and national organisations to identify opportunities for common systems and ways of working. Provides a linkage at the District level between Health NZ and other government agencies.
Key Initiatives	<ul style="list-style-type: none"> Actively contribute to the development, delivery, and implementation of District health and safety initiatives, as agreed with the District Health and Safety Delivery Manager. Provide feedback and recommendations to the District Health and Safety Delivery Manager and the Group Manager, Health and Safety, on initiative delivery and implementation.
Te Tiriti o Waitangi	<ul style="list-style-type: none"> Remains focused on the pursuit of Māori health gain as well as achieving equitable health outcomes for Māori. Supports tangata whenua- and mana whenua-led change to deliver mana motuhake and Māori self-determination in the design, delivery and monitoring of health care. Actively supports kaimahi Māori by improving attraction, recruitment, retention, development, and leadership.

<p>Equity</p>	<ul style="list-style-type: none"> • Commits to helping all people achieve equitable health outcomes. • Demonstrates awareness of colonisation and power relationships. • Demonstrates critical consciousness and on-going self-reflection and self-awareness in terms of the impact of their own culture on interactions and service delivery. • Shows a willingness to personally take a stand for equity. • Supports Māori-led and Pacific-led responses.
<p>Culture & People Leadership</p>	<ul style="list-style-type: none"> • Leads, nurtures and develops our team to make them feel valued. • Prioritises developing individuals and the team so Health New Zealand has enough of the right skills for the future, supporting diversity of leadership to develop – Māori, Pacific, people with disabilities and others. • Provides leadership that shows commitment, urgency and is visibly open, clear, and innovative whilst building mutually beneficial partnerships with various stakeholders both internally and externally. • Implements and maintains People & Communications strategies and processes that support providing an environment where employee experience, development, and performance management drive achievement of the organisation’s strategic and business goals. • Ensures Business Unit culture develops in line with expectations outlined in Te Mauri o Rongo, ensuring unification of diverse teams whilst simultaneously supporting local cultures to be retained & strengthened.
<p>Innovation & Improvement</p>	<ul style="list-style-type: none"> • Is open to new ideas and create a culture where individuals at all levels bring their ideas on how to ‘do it better’ to the table. • Models an agile approach –tries new approaches, learns quickly, adapts fast. • Develops and maintains appropriate external networks to support current knowledge of leading practices.
<p>Collaboration & Relationship Management</p>	<ul style="list-style-type: none"> • Models good team player behaviour, working with colleagues to not allow silo thinking and behaviour at the decision-making level to get in the way of doing our best and collegially supports others to do the same. • Works with peers in Hauora Māori Service and Pacific Health Business Unit to ensure the voice of and direct aspirations of Māori and Pacific People are reflected in planning and delivery of services.
<p>Health & safety</p>	<ul style="list-style-type: none"> • Exercises leadership and due diligence in Health and Safety matters and ensures the successful implementation of Health and Safety strategy and initiatives. • Takes all reasonably practicable steps to eliminate and mitigate risks and hazards in the workplace that could cause harm, placing employee, contractor and others’ health, safety, and wellbeing centrally, alongside high-quality patient outcomes. • Leads, champions, and promotes continual improvement in health and well-being to create a healthy and safe culture.
<p>Compliance & Risk</p>	<ul style="list-style-type: none"> • Takes responsibility to ensure appropriate risk reporting, management and mitigation activities are in place. • Ensures compliance with all relevant statutory, safety and regulatory requirements applicable to the Business Unit. • Understands and operates within the financial & operational delegations of their role, ensuring peers and team members are also similarly aware.

Relationships

External	Internal
<ul style="list-style-type: none"> • Manatū Hauora (Ministry of Health) • Te Kawa Mataaho Public Service Commission • Professional Bodies • WorkSafe New Zealand • Accident Compensation Corporation (ACC) • Other government agency colleagues • Third Party Providers • District Union Partners • Contractors and Sub-Contractors 	<ul style="list-style-type: none"> • Group Manager Health and Safety • Regional Health and Safety Managers • Health and Safety Delivery Managers across Health NZ • Wider P&C team, including Occupational Health Team, Human Resources and Recruitment. • Local Infection Prevention Control teams • Local Public Health Service • Local District Operation Managers • Health and Safety /Representatives (HSRs) • National Shared and Specialist Services Team • National Technical Advisory Groups

About you – to succeed in this role

You will have

Essential:

- A relevant graduate and post-graduate qualification.
- Experience in implementing Te Tiriti o Waitangi in action.
- Up to 10 years of health and safety delivery experience in:
 - Positively influencing key stakeholders in Healthcare or a similar industry;
 - Local implementation and compliance management with the Health and Safety at Work Act 2015 (and Regulations), the Accident Compensation Corporation (ACC) Accredited Employer Programme (AEP), and ISO45001;
 - Local implementation of strategic and organisation-level programmes; and
 - Training and/ or coaching of Health and Safety Advisor and Health and Safety Senior Advisor level roles and/ or Operations Managers;
 - Incident investigation of serious harm or significant incidents and sharing lessons learnt;
 - Risk management, including the identification, development and monitoring of controls.
- Proven ability to work in a complex, ambiguous, and changing environment.
- Demonstrated ability to identify, prioritise, analyse, and resolve a range of issues and problems.
- The ability to develop and maintain relationships with key stakeholders at all levels and to work in a range of settings.
- Experience making decisions and problem-solving in ambiguous and complex environments in an operational setting. This is complemented by having strong verbal and written communication skills and by being highly adaptable and resilient.

- The ability to provide advice in the development and delivery of business cases and provide subject matter expertise to support national programmes of work and improvements in health and safety.
- Knowledge of the health sector.
- In-depth knowledge of health and safety legislation, regulations, and standards.
- A strong focus on developing a culture of care and excellence, with a team philosophy and collaborative working. Is calm, even, consistent, and mature.

Education:

- A qualification in Health and Safety or equivalent proven or assessed experience.

Working Knowledge (can perform tasks but may need occasional guidance) –

- **Foundation of Occupational Health and Safety**
 - Roles and responsibilities of Duty Holders
- **Hazards, Risks and Controls**
 - Drugs and alcohol management
- **Leading Safety Culture**
 - Resource management
 - Health and safety strategic development
 - Stress and workload management
- **Health and Safety Evaluation, Monitoring and Reporting**
 - Policy implementation

Proficient (can perform tasks independently) -

- **Foundation of Occupational Health and Safety**
 - Legislation - Foundation knowledge
 - Application of organisation-specific health and safety policies and procedures
 - Health and Safety Representatives and Committees
- **Hazards, Risks and Controls**
 - Risk register management
 - Injury prevention and risk mitigation
 - Bowtie risk assessment
 - Safety in design
 - Reporting on relevant risk data
 - Risk management systems
 - Injury prevention and risk mitigation
 - Risk factors for stress, fatigue and anxiety
- **Incident Reporting and Investigation**
 - General incident investigation
 - General investigation reporting
 - ICAM incident investigation and reporting
 - Interviewing skills
 - Crises' management
 - CIMS in Health
- **Leading Safety Culture**

- Mentoring and coaching
- Engagement with and presentation to senior/ executive leadership forums
- Leadership
- Stakeholder mapping
- Safety culture promotion
- Impacting human behaviour
- Courageous conversations
- Project management fundamentals
- Policy Development
- Training and induction programmes
- Develop and create training
- **Health and Safety Evaluation, Monitoring and Reporting**
 - Safety audits
 - Audit and review
 - Data analysis
 - Program evaluation
- **Contractor Management**
 - Pre-qualification process
 - Assessing contractor-specific documentation
 - Permit to Work
 - Management of contractors and overlapping duties
 - External stakeholder engagement
- **Additional Topics**
 - Hazardous Substances management and exposure risk
 - Conducting gap analyses to support the development of service-specific work plans

Expert (can teach others and handle complex scenarios) –

- **Hazards, Risks and Controls**
 - Hazard identification
 - Workplace assessment and inspection
 - Risk assessments in all work environments using a risk matrix
 - Knowledge of the hierarchy of controls

You will be able to

Essential:

- Demonstrate an understanding of the significance of and obligations under Te Tiriti o Waitangi, including how to apply Te Tiriti principles in a meaningful way in your role.
- Take care of own physical and mental well-being, and have the stamina needed to go the distance.
- Maximise the quality and contributions of individuals and teams to achieve the organisation's vision, purpose and goals.
- Establish and maintain positive working relationships with people at all levels within the public and private sectors, related industry and community interest groups and the wider national and international communities.
- Demonstrate a strong drive to deliver and take personal responsibility.

- Demonstrate self-awareness of your impact on people and invest in your own leadership practice to continuously grow and improve.
- Demonstrate the highest standards of personal, professional and institutional behaviour through commitment, loyalty and integrity.

This position description is intended as an insight to the main tasks and responsibilities required in the role and is not intended to be exhaustive. It may be subject to change, in consultation with the job holder.