



Job Description

Job Title:	Health & Safety Business Partner
Reports to:	Senior Manager Risk and Compliance
Service:	Corporate Services
Direct Reports:	Nil
Location:	140 Hobson Street, Home Ground

Te Tāpui Atawhai - Auckland City Mission

Ko wai mātou Who we are

Te Tāpui Atawhai Auckland City Mission supports Aucklanders in greatest need and is committed to upholding Te Tiriti o Waitangi as a core principle in achieving our organisational mission and vision.

Known as Te Tāpui Atawhai since July 2021, our Māori name symbolises our commitment to Tangata Whenua. We acknowledge that existing economic, health and social inequities for Māori are caused by breaches of Te Tiriti and the negative impacts of colonisation which are ongoing.

Our services have evolved as the city's social needs have. We respond with care and compassion while advocating for a reality where there are enough suitable homes, enough access to nutritious food, and accessible health care for all people and their families. Since our doors opened more than 104 years ago, this has been our 'why'. We offer support for however long and in whatever way needed – for some people that's simply accessing one of our many services, for others it's a complex journey with our full support.

Te Tāpui Atawhai Auckland City Mission is committed to fostering a diverse and inclusive workplace where staff feel valued and respected. This is foundational to our mission, vision and values as a Tangata Tiriti organisation.

Ratonga - Corporate Services

The Corporate Services team ensures the Mission's back-office functions – including IT, Property, Facilities, Risk, Legal, Compliance, Health & Safety and Business Services – deliver best value support services to keep kaimahi and whānau safe and to enable the Mission deliver to Aucklanders experiencing need.

Te Kaupapa o Te Tūranga - Position Purpose

The Health & Safety Business Partner plays a critical role in fostering a proactive, people-centred safety culture aligned with the values and kaupapa of our organisation. This role partners with leaders and kaimahi across the organisation to promote wellbeing, prevent harm, and ensure compliance with the Health and Safety at Work Act 2015, associated regulations, and industry standards.

Working collaboratively, the Health & Safety Business Partner provides expert advice, builds capability, and supports continuous improvement in health, safety, and wellbeing practices. This includes leading risk management initiatives, supporting incident response and investigations, and ensuring systems and processes are fit-for-purpose, culturally responsive, and accessible to all staff and volunteers. This role supports the organisation to uphold mana and wellbeing while responding safely to complex behaviours that can arise when working alongside whānau experiencing significant challenges. You'll help embed values-based, trauma-informed, and culturally grounded approaches to understanding and managing health & safety risk.

Through partnership and leadership, this role champions the hauora (health and wellbeing) of our workforce and those we serve, supporting a safe, inclusive, and resilient workplace that upholds both legislative requirements and our social mission.

Ngā Kawenga Matua - Key Responsibilities

Health & Safety Partnering

- Collaborate with Senior Manager Risk and Compliance and GM Corporate Services to implement organisation-wide health, safety, and wellbeing strategies and plans that support all services across the Mission.
- Maintain and monitor the organisation's health & safety risk registers via FlipView and support localised or programme-specific risk assessments.
- Support senior leaders to align safety plans with strategic goals and reduce health & safety risk.
- Provide specialist advice and oversight on health, safety, and wellbeing matters to support informed decision making and risk management across all operational levels.
- Partner with leaders on the management of health and safety resources and support key initiatives.
- Build and foster collaborative relationships across all departments and services to promote a proactive and engaged safety culture where health and safety management is championed and prioritised.
- Partner with the Senior Manager Risk and Compliance and GM Corporate Services to manage the Mission's external relationships with WorkSafe, ACC and other relevant external stakeholders.
- Lead the development and facilitation of Health & Safety trainings (including CPI Verbal Intervention).
- Oversee the function of the Safety Management Reporting System and chair the weekly Mission Safety Management Hui.
- Coordinate and co-chair the monthly Health & Safety Committee meeting.

- Oversee and support Health & Safety Representatives, including coordinating their learning and development to strengthen capability, engagement, and effective participation in health and safety governance.

Health & Safety Advisory, Compliance & Risk Management

- Maintain health and safety standards and compliance programmes across the Mission, ensuring alignment with regulatory requirements and internal best practice frameworks.
- Ensure compliance with all legal and regulatory requirements in relation to health & safety and report breaches as soon as they are identified to ensure timely resolution.
- Develop and maintain current knowledge of relevant health and safety legislation, national and international standards, and codes of practice, and ensure their effective integration into the Mission's Health and Safety Management System (HSMS).
- Develop health and safety initiatives by creating/reviewing risk assessments, providing constructive feedback to managers, and reporting insights to applicable Mission Leadership Teams to support proactive risk management.
- Oversee incident investigations and ensure follow-up via use of the Safety Management System and data analysis to identify risks or trends that require intervention.

Monitoring, Reporting & Continuous Improvement

- Prepare regular reports for the Board, Leadership Team, and Audit and Risk Committee, and attend meetings as needed with guidance.
- Monitor and report on hazard identification, risk mitigation, and the reporting and investigation of incidents to support continuous improvement and legal compliance.
- Track and assess the implementation of actions arising from incident investigations, ensuring completion within agreed upon and practical timeframes as well as the evaluation of their effectiveness.
- Review health and safety performance across the Mission including the investigation of significant incidents, near misses and ensure corrective actions are implemented and monitored for effectiveness.
- Lead and support health and safety audits to ensure compliance, identify improvements, and drive continuous improvement across all operations.
- Ensure workplace safety improvement initiatives are identified and delivered, leading to quantifiable improvements in safety performance.

Emergency Management & Incident Response

- Oversee the day-to-day functioning of Safety Management reports and documentation of incident investigation and corrective actions.

- Partner in staff training on emergency roles and response.
- Where required, support the design and maintenance of emergency plans across all sites.
- Support the investigative response to serious incidents —facilitating root cause analysis and corrective action planning.
- Where required, assist the People team in injury management processes and development of return-to-work plans.

Tikanga - Culture and relationships

- Demonstrate through actions commitment to Te Tiriti o Waitangi and the Mission's values of Manaakitanga, Atawhai, Rangapū and Mana Tika, Mana Ōrite.
- Demonstrate Cultural Safety principles when engaging with Māori: (Reflective Practice; Minimise Power Imbalance; Awareness of Colonisation; Appropriate Communication).
- Demonstrate cultural awareness when engaging with all people.
- Demonstrate empathy and understanding of issues including colonisation in NZ, trauma, mental health, addiction, poverty and homelessness.
- Ability to communicate clearly and effectively with people from all walks of life and at various organisational levels.
- Advocate for social justice, improved social conditions and a fair sharing of the community's resources

Health and Safety, Quality and Compliance, Ethics

- Act within the professional boundaries outlined in the Mission Code of Ethics and Code of Conduct in all dealings with co-workers, clients and external agency stakeholders. Fulfil Te Tāpui Atawahi Auckland City Mission policies and procedures with particular attention to safeguarding health and safety, equality, equity and diversity.
- Lead a culture of positive and engaged health and safety practice. Meet requirements of health and safety policy and the Health and Safety at Work Act NZ. Take responsibility to work safely by taking reasonable care of your own health and safety and ensuring your actions or omissions do not pose harm to yourself or others. Additionally, it is essential to comply with any reasonable instructions, policies or procedures provided to ensure a safe and healthy work environment for all.

Other

- Comply with any other reasonable request from your manager or team leader.

Ngā Whēako – Ngā Tohu Mātauranga
Qualifications, Experience, Knowledge and Skill Requirements

The skills, experience and knowledge outlined below may be obtained from many different experiences. For example, from paid work, voluntary work, work undertaken within your Marae, Church, or from specific iwi/whānau responsibilities. The list below outlines transferable skills, knowledge and experience we are seeking for this role.

If qualifications are required for the role, they are also outlined below. If no qualifications or preferred qualifications are outlined, we will consider equivalent experience for the role.

Ngā Pūkenga Nui - Essential	Tūranga Motuhake - Role-specific
• Commitment to actively uphold Te Tāpui Atawhai - Auckland City Mission Te Tiriti o Waitangi policy and strategy. • Proven experience applying te Tiriti o Waitangi into organisational practice. • Empathy and understanding of issues including impacts of colonisation on Māori, trauma, mental health, addiction, poverty food insecurity and homelessness. • Values aligned to the Te Tāpui Atawhai Auckland City Mission brand and culture. • Ability to work successfully within an NGO environment. • A relevant tertiary qualification and/or equivalent experience. • Willingness to advocate for improved social conditions and a fair sharing of community resources. • Excellent administrative and organisational skills. • Excellent written communication skills. • Ability to collaborate and work as part of a team.	• Strong knowledge of the Health and Safety at Work Act 2015 and relevant regulations, codes of practice, and industry standards • At least 2–4 years' experience in health and safety advisory or business partner roles • A formal qualification in occupational health and safety, or a related field. • Proven ability to develop and implement safety strategies that align with organisational goals • Skilled in risk assessment, incident investigation, and continuous improvement practices • Excellent relationship-building and communication skills across all levels of an organisation • Confidence in providing specialist advice, training and coaching to leaders, managers, and staff • Ability to interpret and apply legislation in practical and culturally responsive ways • Strong analytical and reporting skills, including the ability to prepare Board-level reports • Experience in working with or alongside regulatory bodies such as WorkSafe and ACC • Skilled in facilitating training and building safety capability across teams • High level of integrity and ability to handle sensitive information with discretion • Demonstrated commitment to health, safety, wellbeing, and equity in the workplace • Proficiency with health and safety systems and tools (e.g., risk registers, incident tracking software)

	• Ability to work autonomously and collaboratively in a fast-paced, values-based environment
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Haere Mai - Why join us?

Cultural Respect: Be part of an organisation that values and integrates te ao Māori into its core values and operations.

Career Growth: Access to professional development and internal career progression opportunities.

Supportive Environment: Engage with a diverse network of colleagues and participate in culturally enriching events and activities.

Tō Mātou Kaupapa Our Mission: We provide immediate relief and pathways to long-term wellbeing for people in greatest need, through connection and access to kai, kāinga and hauora.

Tō Mātou Kitea Our Vision: A Tāmaki Makaurau where everyone can thrive.

OUR IMPACT STATEMENTS

- Homelessness is brief, rare and non-recurring with affordable and healthy homes a reality for every person in Tāmaki Makaurau.
- Everyone has access to enough good kai to sustain themselves and their whānau needs.
- Health care is accessible for all, including people living with the effects of colonisation in Aotearoa, trauma, mental unwellness and substance abuse.