

POSITION DESCRIPTION

Position Title:	Senior Health & Safety Advisor Southern Region		
Reporting to:	Safety & Wellness Manager		
Direct reports:	0	Location:	Christchurch
Indirect reports:	0		
Date created:	5 August 2024	Date last updated:	02 Dec 2025

About Us | Mō Mātou

Citycare Property builds, operates, maintains, and renews Social Infrastructure and our purpose is to **enhance the wellbeing of our communities** through our shared values of **We Discover, We Deliver, and We Care**. Citycare Property operates in multiple locations throughout Aotearoa (New Zealand) and employs approximately 900 kaimahi (employees). Of these kaimahi, 700 are employed within Citycare Property, with 200 employed within our subsidiary, Spencer Henshaw.

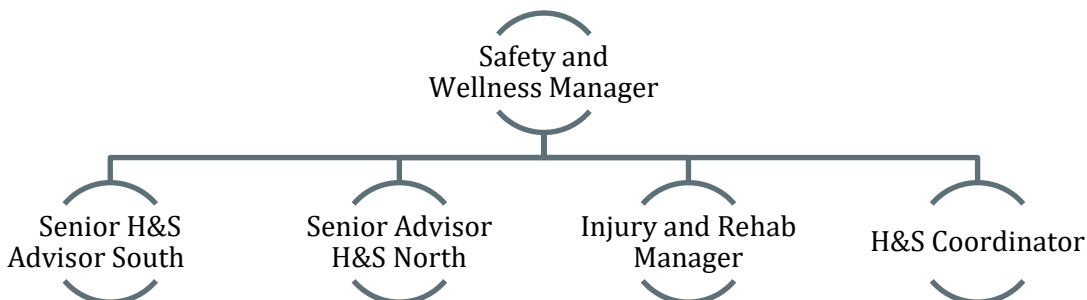
Towards 2030 is Citycare Property’s strategy that defines the ideal future state for our business and provides the detail to secure and optimise that future state. The strategy is built around five strategic priorities called the “**High5**”. These five priorities provide clear direction on what will matter most in our business through to 2030. They enable Citycare Property to focus investment (time, money and resources), decision making, and action on a clearly defined strategy that is all-encompassing and interlinked in creating value for our shareholder, customers, employees and the wider community.

Primary Focus | Te Arotahi Matua

To implement, oversee and maintain “good practice” health and safety systems, procedures, assurance, advice and leadership to Citycare Property and its contractors.

To promote excellence and maximise company performance through direct involvement, monitoring, communication and improvement of health and safety at Citycare Property and compliance with health and safety related legislative requirements.

Your Team | Tō Kapa



Key Accountabilities | Ngā Kawenga Takohanga

<p>Delivering the “Toward 2030” Strategy through the “High5” priorities</p>	<ul style="list-style-type: none"> • Decisions and actions taken are made in alignment with Citycare Property’s strategic priorities: <ol style="list-style-type: none"> 1. We are for Social Infrastructure 2. We are a Good Kiwi Company 3. People and Their Safety are at the Heart of Everything We Do 4. We deliver a World-Class Service 5. We Build, Operate, Maintain, and Renew.
<p>Excellence in Health & Safety</p>	<p>Leadership:</p> <ul style="list-style-type: none"> • Champion health and safety throughout Citycare Property at all times. • Be a highly visible and actively engaged coach and business partner for health and safety at Citycare Property. • Promote the Citycare Property values and actively work towards improving the health and safety culture in the business. • Coach, support, advise, train and mentor staff regarding health and safety requirements with a specific focus on building relationships and positively influencing senior managers, line managers and field leaders. • Contribute to and support the development of the annual H&S plan for Citycare Property. • Take an active role in reinforcing and promoting Citycare Property’s health and safety vision, strategic objectives, visible leadership, safety and risk management, health and wellness, and systems and assurance programmes. <p>Structured and risk-based approach to Health and Safety:</p> <ul style="list-style-type: none"> • Support the assessment and ongoing understanding for Southern Region of critical risk, controls, and effectiveness of controls. • Support the H&S system for the Southern Region (i.e. an understanding of the wider system which can easily be conveyed to others) • Provide assurance over controls, particularly in regard to critical risks (i.e. work in the field to ensure safety systems and related processes are working effectively). • Take a balanced and coordinated approach to advisory, assurance work and targeted business improvements (as outlined in the annual plan) • Provide active support of all communications/H&S governance processes in the Southern Region (e.g. toolbox meetings, regular team H&S catch ups). • Work with managers and staff to identify health and safety training needs – coordinate, facilitate and/or deliver training as required. • Create and deliver health and safety related presentations and training as required. • Work with staff to ensure that all incidents, near misses, hazards and risks are recorded in SafetyNetIdentify uncontrolled or poorly controlled risks/hazards and ensure that appropriate action is taken to reduce the risk to an acceptable level. • Monitor corrective actions recorded in SafetyNet , follow up with individuals and escalate overdue actions where required. • Assist with the provision of health and safety information for tenders and contracts as required.

	<ul style="list-style-type: none"> • Provide support, advice, coaching and mentoring to health and safety representatives and other staff with designated health and safety responsibilities. • Attend operational meetings as invited, provide quality information and promote health and safety requirements. <p>Management:</p> <ul style="list-style-type: none"> • Take the lead for the Southern region and implement H & S practices in line with the national plan and strategy. • Inform the National Safety & Wellness Manager- Property immediately of any major threats/ non-compliance or intended non-compliance to health and safety. • Conduct and take a leading role with ICAM investigations as required. • Support the National Safety & Wellness Manager to deliver reporting including the monthly Board report. •
Excellence in compliance	<ul style="list-style-type: none"> • As required, contribute to the development, review, modification, improvement, simplification, delivery, training and monitoring of: <ul style="list-style-type: none"> • The health and safety risk and/or hazard registers • Health and safety policies, procedures, systems, documentation, forms and templates • Health and safety related training and competency requirements • Injury prevention and wellness programmes • Monitor and conduct audits relating to health and safety compliance of Citycare Property and contractors as required. • Directly influence managers and others regarding adherence to contractor management requirements. • Take a leading role in the assessment and safety improvement of new and existing machinery, plant and equipment. • Monitor compliance with the ACC Accredited Employer Programme and ISO45001 and advise staff regarding requirements. • Maintain an up-to-date awareness of current health and safety legal requirements and assist with determining any changes to assist Citycare Property to meet full compliance.
Organisational Citizenship	<ul style="list-style-type: none"> • Upholds and exemplifies Citycare Property's Values every day. • Honours the principles of Te Tiriti o Waitangi and actively promotes cultural diversity and inclusion within the business and our activities. • Undertakes all requirements for training and development in tikanga Māori, te reo Māori, Mātauranga Māori, and Te Tiriti o Waitangi to ensure that the cultural confidence of the business unit is aligned to business expectations. • Participates in the implementation of sustainability and environment initiatives within the business. • Upholds and complies with approved Citycare Property's policies, plans, and programmes. • Undertakes all personal development and competency training to stay current and able to deliver changing requirements of the role. • Works collaboratively with other professionals (internal and external), ensuring the sharing of knowledge and experience. • Takes all practical steps to ensure communication to kaimahi and outside agencies is professional, timely. and supports the best interests of the business. • Establishes and maintains credibility and respect by building strong working relationships across the business. • Develops and supports colleagues, being quick to identify and problem solve any issues.

Additional Duties	<ul style="list-style-type: none"> Any other duties of a similar type, as required by the Employer. From time to time, it may be necessary to consider changes to the key accountabilities of this position so that we are able to adapt to changes in our business environment.
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Health, Safety and Wellbeing | Te Whare Tapa Whā

All kaimahi are responsible for and required to:	<ul style="list-style-type: none"> Be personally responsible for your own and others' Health, Safety and Wellbeing at work. Promote and participate in Health, Safety and Wellbeing, maintain a safe workplace, and ensure that all equipment is always used in a safe and correct way. Be familiar with Health, Safety and Wellbeing procedures. Always establish and insist upon safe methods and safe practices. Report all hazards, incidents, and injuries (including near miss incidents) according to procedure and within specified timeframes. Refuse to do work if you deem it to be unsafe and notify relevant people accordingly.
All People leaders are personally accountable for:	<ul style="list-style-type: none"> Managing the Health, Safety and Wellbeing performance of work areas over which they have control, ensuring all work is performed in a safe manner and in a safe environment. Ensuring all kaimahi and contractors understand and accept their responsibility to promote a safe and healthy workplace. Ensuring Health, Safety and Wellbeing requirements are always adhered to, including ongoing assessment, training, and recording of kaimahi competencies. Ensuring all new kaimahi and temporary kaimahi are adequately supervised and trained to reduce the risk of injury, accident, or incident. Continuing their own development and management competence to deliver Health, Safety and Wellbeing requirements.

Key Relationships | Ngā Hononga Matua

Internal	<ul style="list-style-type: none"> All Citycare Property kaimahi including: <ul style="list-style-type: none"> Property H&S Team Citycare Property Executive Team Senior Managers, sector, business unit, operations and line managers Administrators and support personal Health and safety representatives Members of health and safety committees Union representatives Other staff, management and sectors as required
External	<ul style="list-style-type: none"> Positively interact with City Care clients and customers, both internal and external and represent City Care in a professional manner at all times Contractors and sub-contractors; suppliers of goods, services, plant and equipment. Consultants, auditors, technical specialists, local authorities, WorkSafe, WellNZ, ACC and the general public. (All media enquiries to be directed to the appropriate senior manager

Qualifications | Ngā Tohu Mātauranga

Essential	<ul style="list-style-type: none"> • A health and safety related tertiary qualification • Class 1 License • First Aid certificate
Ideal	<ul style="list-style-type: none"> • Other tertiary qualifications applicable to the role

Experience | Ngā Pukenga

Essential	<ul style="list-style-type: none"> • A minimum of 5 years' experience in a dedicated Health and Safety role • Excellent written and oral communication and reporting skills. • Good level of computer literacy and in particular good word processing, spread-sheeting and power-point skills. • Excellent Interpersonal skills
Ideal	<ul style="list-style-type: none"> • Knowledge of one or more of the following industries (preferred): <ul style="list-style-type: none"> ○ Infrastructure ○ Construction ○ Civil works ○ Open Spaces maintenance • Experience in using large, computerised databases and familiarity with tablets • An understanding of environmental compliance requirements • An understanding of business improvement and quality systems

Agreement | Whakaaetanga

I have read and understood this position description and, by signing below, accept and agree to deliver these responsibilities.

Signed by Kaimahi (Employee):

Date:

Signed on behalf of the Employer:

Date:

Disclaimer | Te Whakakape

This position description serves to provide an overview of the primary responsibilities inherent in this role. It also provides a summary of how this position collaborates with other roles within the organisation. It is acknowledged that to remain current, regular amendments will be required. This is to be coordinated in association with the relevant Leader and the Head of People.

This document will be supported by the development of a performance agreement which will be drafted by the incumbent in association with their Leader to provide clear goals and objectives, against which individual performance will be managed.