



POSITION DESCRIPTION

Be part of our mission:

***To improve the lives of vulnerable people
by mobilising the power of humanity
and enhancing community resilience.***

To find out more about our kaupapa, and what we stand for, visit redcross.org.nz

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| Job Title: | Manager Health Safety and Wellbeing |
| Group: | People Experience and Support |
| Location: | Wellington |
| Reports to: | Director People and Capability |
| Position status: | Permanent - Full Time |
| Version date: | February 2026 |

OUR PURPOSE

New Zealand Red Cross (NZRC) has always been about good people doing good things. We're part of the world's largest humanitarian network, helping vulnerable people and those affected by disaster and conflicts. We've been working in New Zealand for more than a century and today you'll find us lending a hand in communities throughout Aotearoa New Zealand – we're here for humanity.

DIVERSITY AND INCLUSION

We are committed to providing an environment where all people feel welcomed, valued and seen in their identities.

THE TREATY OF WAITANGI

New Zealand Red Cross is working towards understanding our obligations under the Te Tiriti o Waitangi principles. New Zealand Red Cross engagement with Te Tiriti o Waitangi is recognised as ethical best practice in relation to the application of the Red Cross Fundamental Principles and the desire of New Zealand Red Cross people to build meaningful relationships with Māori as tāngata whenua.

WHAT WE STAND FOR

The Red Cross Fundamental Principles guide all we do, whether we're helping people in New Zealand communities or providing urgent relief in an international disaster.

ABOUT THE GROUP

People Experience and Support

The People Experience and Support Group builds and maintains the capability of all Red Cross people, nationally and locally. Its key focus is realising the potential of Red Cross people, developing future leaders, and shaping a culture which emphasises empowerment, involvement and innovation, high productivity and standards. The Group supports Red Cross people to be successful, make a meaningful, valued contribution and go home safe and well each day.

POSITION PURPOSE

The primary purpose of this role is to provide technical expertise and guidance in health, safety and wellbeing (HSW) as well as maintain continuous improvement through the development of NZRC's HSW management system (this includes development and review of documentation, reporting, training programmes and other initiatives).

This role leads the HSW team function, including day to day management of the HSW team and overseeing the HSW workplan and embedding an inclusive and positive HSW culture at all levels of the organisation.

KEY RESPONSIBILITIES

The Manager Health, Safety and Wellbeing will:

- Lead the HSW team, including the day-to-day management, coaching and development of direct reports.
- Oversee and manage multiple priorities of the team and re-prioritise tasks as required.
- Develop, implement and oversee the HSW workplan, leading projects as required and providing regular updates on performance.
- Lead the development, implementation, monitoring and review of the HSW management system, including the HSW framework, associated documentation and reporting.
- Model best practice HSW leadership and ensure specialist and strategic advice, practical guidance and support is available to all areas of the organisation.
- Provide accurate and regular dashboard reporting on HSW performance to Director People and Capability, for the Executive Leadership Team and the National Board.
- Develop and deliver in-house training and education sessions on a range of HSW topics aligned to key HSW projects and support direct reports to contribute to delivery of in-house training.
- Lead or have oversight of HSW audits and investigations.
- Collaborate with key stakeholders to ensure consultation on HSW projects, policy and activities across the organisation.
- Maintain up-to-date knowledge of applicable regulatory requirements, including the HSWA 2015, regulations and ISO standards.
- Build and maintain positive, supportive and collaborative working relationships with internal and external stakeholders to enhance HSW outcomes for NZRC.

HEALTH SAFETY AND WELLBEING

- Proactively ensure your actions or omissions do not adversely affect the Health, Safety and Wellbeing (HSW) of yourself or others.
- Participate in HSW induction, training, programmes and activities.
- Follow all reasonable instructions to comply with HSW legislation and regulations.
- Follow NZRC HSW policies, standards and procedures.
- Do not undertake any activities you are not adequately trained for .
- Use designated personal protective equipment (PPE) for specific work activities.
- Report hazards/risks, incidents and near misses as soon as possible after the event.

RELATIONSHIPS

Internal

- ELT and National Board
- Directors
- NZRC People (Volunteer and Paid)
- Key People Leaders and teams
- Other Support Service Functions

External

- ACC, External Audits
- Government agencies
- Consultant organisations
- Suppliers of services
- Relevant medical and occupational Health/ healthcare professionals
- Other External Stakeholders including Legal Advisors

PEOPLE REPORTING TO THIS ROLE

Direct

2

Indirect

Nil

PERSON SPECIFICATION

Knowledge

- A working knowledge of the HSWA 2015, regulations and relevant ISO Standards.

Qualifications and/or experience

- A tertiary or postgraduate qualification(s) in health and safety or a related discipline.
- At least 6 years' experience in a Health and Safety Senior Advisor or Manager role.
- Experience in providing HSW advice and reporting at executive level.
- Proven capability in achieving Health and Safety performance improvement and experience leading cultural change within health and safety.
- Experience in developing, implementing and managing a HSW work programme.
- Proven experience with Health and Safety Audits.
- Understanding of WorkSafe NZ and its regulatory role, including requirements for notifiable incidents and events.
- Experience in managing and coaching direct reports is preferred.
- Member of a professional body (such as NZISM) and a track record of continuous professional development in the field of health, safety and wellbeing.

Skills and other attributes

- Highly effective communication skills both oral and written at all levels to successfully achieve outcomes, including presenting information for a range of audiences.
- Ability to work in a complex work environment, build strong working relationships and deal with ambiguity.
- Takes responsibility for achieving results and maintains effective work behaviours, leading by example.
- Demonstrates appropriate engaging and influencing skills aligned with Red Cross objectives.
- Empathy with humanitarian causes.
- Enthusiasm for, and the commitment to, the work of New Zealand Red Cross.

TRAVEL

The appointee may be required to undertake travel for this role.

DRIVER LICENCE

A current car driver licence is required for this role.

DELEGATIONS

Financial: Tier 4

Employment: Tier 4

NOTE

This job description is not intended as an exhaustive list of duties and responsibilities. The job is expected to evolve and change, and New Zealand Red Cross may amend this job description after consultation with the job holder.