

POSITION DESCRIPTION | TE WHAKAATUARAKI MAHI

Position Details (*Ngā Taipitopito Tūrangā*)

Position Title	Health and Safety Advisor
Business Area	Health and Safety
Reports to	Team Leader Health and Safety
Date	October 2025
Location	Whitireia and WelTec Campuses

Whitireia and WelTec: Our Purpose (*Ko tōna iho*)

Whitireia (Te Kura Matatini o Whitireia) and WelTec (Te Whare Wānanga o te Awakairangi) are highly respected institutes of technology established under the Education Act. In 2012 the institutes formed a strategic partnership to build on the strengths of the existing institutions through greater collaboration. The key driver of the partnership is putting ākonga first and together we serve ākonga in the Wellington region and across New Zealand.

Whitireia and WelTec change lives. We provide professional, vocational, and foundation education where ākonga learn the real skills they need to build careers and successful productive lives. We work collaboratively with employers to ensure our training is relevant and we contribute to the economic and social well-being of our communities by providing people with the applied and life skills needed for success. We do this for school leavers, those in employment who are upskilling, and those returning to work or changing careers. We offer all levels from foundation courses to specialised Masters degrees, across a range of subjects.

Our Guiding Principles (*Ngā Mātāpono*)

We put people at the heart of everything we do. Key principles that underpin the way we operate include:

Te Tiriti o Waitangi – Uphold the commitment made by the Crown to Rangatira, including the acknowledgement of rangatiratanga and responsiveness to Māori. Understanding that Te Tiriti o Waitangi is foundational to every aspect of the education system and the relevant principles need to be operationalised in our organisations.

Flexibility – providing for the diverse needs of learners through blended and adaptable teaching and learning models and engaging and valuing ākonga as individuals with unique needs and aspirations.

Community engagement – engaging actively with Iwi and priority groups to encourage participation and success; alignment with secondary schools to provide seamless transitions into tertiary study; close involvement with local communities and economic bodies.

Active collaboration – working hand-in-hand with industry and employers to ensure the relevance of vocational education to the needs of industry. Providing real-world learning experiences for ākonga, increasing industry productivity through sharing knowledge and research and collaborating with Government to align with broader New Zealand objectives and resources.

Leadership – providing a framework and a vision for the vocational sector in New Zealand that garners support from education providers, Government, industry, learners, their influencers and the communities we serve.

Advancement of New Zealand – providing measurable economic and social benefit to New Zealand through increasing capability and employability of ākonga, supporting international ākonga engagement (onshore and offshore), building economic resilience, entrepreneurial capability and a skill base that is transferable and transportable on a global basis.

Whitireia & WelTec's Vision (Whakakitenga)

Learning together. Transforming lives. Te ako ngātahi. Te whakaahua kētanga o te tangata.

Whitireia & WelTec's Values (Ngā Kaupapa e whā)

Our values are what define us as one of New Zealand's most honoured tertiary institutions. Our faculty, kaimahi and ākonga follow and live by our values.

- Whakapapa (A sense of belonging for all learners)
- Whanaungatanga (Connected through partnerships)
- Manaaki (Supporting, growing, challenging)
- Tikanga (Doing things the right way, according to values)

Position Purpose (Take Tūranga)

The purpose of the Health and Safety Advisor is to support the Team Leader Health and Safety in all aspects of Health and Safety delivery. To champion and promote a positive Health and safety practice and culture across Whitireia and WelTec campuses. Ensure that policies and commitment to Health and Safety are implemented, communicated and supported by kaimahi, ākonga, contractors and visitors; through the provision of education, training, resources and the application of sound procedures and systems for all aspects of health, safety and wellbeing.

Key Accountabilities (Ngā takohanga matua)

Responsibilities of this position are expected to change over time as Whitireia and WelTec respond to changing needs. The incumbent is expected to adapt and develop as the environment evolves. To ensure the focus of responsibilities remains up to date, the intention is for the high-level description below to be supported by short term (e.g. six months) roll-over action plans prepared by the incumbent and agreed with their manager.

The responsibilities of this position are expected to change over time to encompass the Whitireia and WelTec strategic partnership. Any changes will be discussed and agreed with the incumbent. The incumbent is expected to adapt and develop as the environment evolves.

Core Competencies

The Health and Safety Advisor's core competencies are as follows:

- Understand Whitireia and WelTec's H&S system and help others apply it.
- Identify common risks and hazards and provide best-practice advice on how to manage them.
- Seek/research authoritative guidance or best practice if needed.
- Undertake simple projects with well-established parameters in a self-directed fashion.
- Communicate and build relationships effectively, demonstrating sensitivity to organisational culture.

Core tasks for the role are listed below:

Administer Whitireia and WelTec Risk Management Plan, including managing risks identified therein.

Support stakeholders to implement WelTec and Whitireia's Risk Management Plan ensuring effective management of identified risks within the plan.

- Understand and apply Whitireia and WelTec's HSW/risk management system and communicate its requirements to stakeholders.
- Navigate and apply Whitireia and WelTec's administrative systems and policy/procedure architecture.

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- Audit business units' performance against those systems, procedures and policies (either structured audits, trend analysis or ad-hoc review).
 - Support internal clients to apply or comply with the system.
 - Apply a basic risk management process, and support internal clients to do so.
 - ❖ Help guide stakeholders in applying a robust risk management process when risk is identified, including notation in risk registers and promulgation of lessons learned.

Support Internal Clients to Manage Common or Generic Risks

Identify and manage common risks, administrate risk control processes, and communicate effectively about those risks to stakeholders.

- Identify common or generic risks associated with WelTec and Whitireia activities (such as heights access, slips and falls, security).
- Identify common best practices for common risks such as:
 - ❖ High risk work (such as hot work, confined space work, work at heights, use of powered plant, chemicals handling).
 - ❖ Common environmental risks (such as noise, dust and particulate).
 - ❖ Search out authoritative standards and guidance for these when needed.
- Identify where stakeholders need support or may not be managing a risk adequately.
- Communicate common best practices effectively and support stakeholders to implement.

Conduct and Administrate HSW Activities

Conduct, administrate and record common HSW activities:

- Understand and apply common enterprise-level risk management practices and facilitate day-to-day implementation (such as hearing testing, vaccination).
- Carry out administrative tasks related to HSW service delivery (maintain training or other registers, book training or medical testing, check currency/serviceability of first aid kits and fire safety equipment).
- Conduct administrative tasks associated with Health and Safety team functioning (such as purchasing, receipting, booking of contractors, administration of fire compliance training).

Triage and Respond to Reported Hazards and Incidents

Assess the severity of reported incidents or hazards, provide appropriate guidance on response to stakeholders:

- For minor events, investigate what occurred, identify key stakeholders (including those with operational control of the area), assess the severity of the incident/hazard, collaborate with stakeholders to find a proposed solution and review implementation.
- Identify where issues warrant input or oversight from the Team Leader Health and Safety or statutory reporting.
- Identify where support is needed for injured staff (incl psychological support).
- Identify where short-term or urgent controls are required.
- Identify where system failures contribute to an accident, near miss or risk.

Undertake HSW Projects

Support continuous improvement and upgrade of HSW policy and processes within WelTec and Whitireia's business units:

- Conduct reviews, audits or investigations to pre-established parameters.
 - Identify compliance requirements from legislation/best practices and review current practice against these requirements.
 - Support implementation of new HSW initiatives.
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- Work independently, self-manage and demonstrate initiative.

Personal Responsibilities and Culture

- Recognise individual responsibility for workplace Health & Safety under the Health and Safety at Work Act 2015, taking all practicable steps to ensure you don't harm yourself or anyone else.
- Support and maintain a culturally safe environment and recognize the role of te Tiriti o Waitangi in providing a framework for this in NZ.
- Partner in developing a culture that supports a positive HSS culture in the workplace through all activities such as internal and external communication, education and training.

Wellbeing, Diversity and Inclusiveness

- Maintains a current Wellness and Wellbeing Calendar
- Recognise and positively respond to the different needs of particular groups and individuals within the Institutes' communities.
- Coordinate and actively participate in the Health, Safety & Wellbeing annual calendar of events.
- Assist in the management return-to-work programs to ensure best recovery and premium minimisation.

Other Duties

- Any other duties as requested by your Manager/Director.

Position Dimensions (*Te rahinga o te tūranga*)

Financial delegations	No
HR delegations	No
People Management	No
Key Internal Relationship	• Team Leader Health and Safety • Joint Leadership Team • Faculty and Business Managers all levels • Staff and Students across Whitireia and WelTec
Key External Relationships	• Business • Industry peers • Community • Students • Unions • Government agencies • ITP's

Person Specifications (*Tātai pūmanawa*)

Qualifications & Experience	• Studying towards Health and Safety qualification • Administration experience • Proven Health and Safety knowledge and experience • Contractor Management Experience • Working knowledge of Databases, Microsoft office – Word, Excel and PowerPoint – intermediate to advanced <i>Desirable:</i> • Relevant tertiary degree or equivalent qualification and experience. • Health and Safety Specific experience • Web design, SharePoint, or social media skills
Administration Skills	• High level skills in office computing systems (incl. word processing, electronic document management, spreadsheet, email, database and presentation systems), and management reporting systems. ☐ Highly effective organisational and office management skills.
	• A high degree of initiative and ability to think and plan ahead. • Ability to adapt to, and reach a good level of competence in, new or altered administration systems and processes efficiently. • Ability to identify ways administration systems and processes can be improved to be more efficient and/or effective
Communication	• Communicates clearly and succinctly, both verbally and in writing. • Drafts reports and correspondence to a good standard. • Works in a way that is transparent and shares information and knowledge. • Listens actively and demonstrates understanding of other points of view
Personal Attributes – Role Specific	• Strong Customer service focus • Has a collaborative mind-set • Builds partnerships and networks • Demonstrates strong communication skills • Is innovative and focused on quality improvement • Is adaptive and resourceful in solving problems and finding solutions • Can work across geographical locations and use resources in a collaborative way to drive best practice • Works effectively within and across teams • Works with a high degree of diplomacy