

Job Title: Senior Health, Safety and Resilience Advisor

Function: Corporate Services

Reports to: Head of Safety and Compliance

Last review date: September 2026

*Ngā hapori pakari. Ngā whānau māia. Ngā tamariki houkura.
Strong communities. Confident whānau. Thriving children.*

Whānau Āwhina Plunket – who we are and what we are about

Whānau Āwhina Plunket is a charity organisation and the largest service supporting the health and wellbeing of tamariki under-five and their whānau in Aotearoa. We're proud to visit over 80% of all newborn babies in Aotearoa and to support pēpē, tamariki and their whānau.

We aim to be a cohesive and effective national organisation grounded in evidence and best practice, with the needs of New Zealand whānau/families at the centre of everything we do.

Our Whānau Āwhina Plunket Goals are:

Pae Ora: Healthy Futures:

- **Mauri Ora:** Healthy babies and children
- **Whānau Ora:** Healthy confident families
- **Wai Ora:** Healthy environments and connected communities

We are on a pro-equity journey where we strive to give life to Te Tiriti o Waitangi principles of Tino Rangatiratanga, partnership, active protection, equity and options in our mahi/work to ensure healthy tamariki, confident whānau and connected communities.

Whānau Āwhina Plunket Values

In this role you will be expected to operate in a way that embodies and demonstrates Whānau Āwhina Plunket values as follows:

- **Māia** – to be courageous and lean into discomfort and challenge as we walk the path of pro-equity
- **Tūhono** – to connect and stand in relationship in calm and safe spaces (āhuru Mōwai)
- **Manaaki** – to care, love, nurture, support and mana enhancing. Respects mana atua, mana tīpuna, mana whenua, mana tangata
- **Māhaki** – to be humble as we share our knowledge experience to understand and learn from each other and foster trust.

Overview of the Corporate Services Function

The Corporate Services function creates the operating conditions for success, by providing services that enable our frontline kaimahi to make a difference to whānau every day. We steward the financial and physical resources, hold the enterprise view of strategy, performance and risk, and build the systems and frameworks that enable Plunket to deliver on its strategy - reliably, compliantly and sustainably.

The Corporate Services Leadership team are accountable for the leadership of Plunket's support functions, across three pillars: Value, Direction and Protection, delivered by teams in Finance and Commercial; Property; Fundraising; Strategy, Risk and Planning; and Safety and Compliance.

Purpose of the Position

The Senior Health, Safety and Resilience Advisor is the senior specialist within Plunket's Safety and Compliance function. The role owns the operational layer of the health and safety system: the part that turns policy and framework into practice on the ground, and verifies that it is working.

Working alongside the Head of Safety and Compliance, the role provides senior technical expertise, coaching and assurance across the safety management system, critical risk and control verification, contractor and property safety, hazardous substances and health monitoring, business continuity, emergency management, and health and safety legislative compliance.

It is a self-directed role for an experienced practitioner who can design and run systems independently, coach leaders across the organisation, and hold the technical line without close supervision. The role provides senior depth and continuity so that Plunket is not reliant on a single person for its safety and resilience capability.

Key Dimensions of the Position

Delegations

The position's full delegations are set out in the Schedule of Delegations and may be amended from time to time.

Functional relationships

The following are the main positions that this role will coordinate with; they are not intended to be exhaustive, exclusive or limiting:

Internal

- Head of Safety and Compliance
- Safety and Worker Engagement Advisor
- Safety, Privacy and Compliance Coordinator
- Commercial and Property team
- Regional Operations Managers, Community Services Managers and site leaders
- Clinical leaders and clinical leadership teams
- People and Culture team

External

- WorkSafe New Zealand
- NEMA
- NZISM
- Contractors and service providers
- Health and safety and risk management system suppliers
- Building compliance and specialist safety providers

Accountabilities

Safety management system

- Design, implement, maintain and continuously improve Plunket's health and safety management system as an integrated whole, aligned to ISO 45001 and the Health and Safety at Work Act 2015.
- Own the architecture of the safety system: how risk, controls, procedures, competency, verification, reporting and improvement fit together and reinforce one another.
- Establish and operate the core system processes, including hazard and risk management, safe systems of work, competency and training requirements, and the cycle of monitoring, review and improvement.
- Translate the annual health and safety strategy and work plan into operational systems, tools and templates that managers can use with support from the rest of the Safety and Compliance Team.
- Maintain oversight of system performance, identifying gaps and driving remediation so the system stays effective as the organisation changes.

H&S critical risk and control verification

- Establish and maintain Plunket's H&S critical risk programme: a defined set of named critical risks with clear controls and named control owners. For a mobile, community-based workforce this includes risks such as lone and remote working, driving, and psychosocial harm.
- Design and run critical control verification, so leaders confirm in the field whether critical controls are present and effective, not simply that a form has been completed. This is distinct from routine site inspections, which is led by the Safety and Worker Engagement Advisor.
- Develop leading and capacity indicators, maturing reporting beyond lag measures.
- Lead and support the investigation of significant health and safety incidents, using a learning-focused approach that identifies systemic causes and control failures, and translates findings into improvements tracked to completion. Routine incidents are managed by the Safety and Worker Engagement Advisor and escalated to this role where they are significant.
- Establish and oversee health monitoring where workers are exposed to health hazards, including biological exposure, driving and manual handling, ensuring monitoring obligations are identified and met.

Contractor, property and facilities safety

- Own contractor safety and overlapping duties under the Health and Safety at Work Act 2015: prequalification proportionate to risk, contractual safety expectations, mobilisation, induction and in-work verification.
- Partner with the Commercial and Property team on the safety obligations embedded in property (building compliance, fire and evacuation systems, asbestos, seismic and working at height). Property owns delivery; this role owns the safety obligation and its verification.
- Support the delivery of safety inductions for workers, contractors, volunteers and visitors.

Business continuity, emergency management and resilience

- Develop and maintain Plunket's business continuity framework, aligned to ISO 22301 and CIMS, including business impact analysis for critical services, recovery objectives and tested plans.
- Own site-level emergency and evacuation planning, ensuring every site has current emergency procedures, evacuation schemes and trained wardens, and that these are tested and kept live, in partnership with Property.
- Maintain the emergency preparedness and exercise programme, including simulations and lessons-learned reviews.
- Support the Head of Safety and Compliance in maintaining crisis management capability and in responding to significant disruption.

Health and safety legislative compliance

- Own Plunket's health and safety legislative compliance: identify obligations under the Health and Safety at Work Act 2015 and its regulations, ensure practical mechanisms are in place to meet them, and hold evidence that they are being met.
- Provide the health and safety compliance content into the organisation's obligations register (ComplyWith), ensuring H&S obligations are accurately reflected and self-assessments are well evidenced.
- Establish a health and safety compliance review step at the point of contracting, so H&S obligations are identified before commitments are made rather than discovered afterwards.
- Support Plunket's environmental and sustainability obligations, including alignment with ISO 14001 where relevant, working with Property and other teams across waste, energy and the property footprint.

Leadership, coaching and capability

- Act as a senior point of technical expertise and escalation for site leaders and managers across health, safety and resilience.
- Coach and build the capability of leaders and managers to own their responsibilities, rather than doing it for them.
- Provide day-to-day guidance to other members of the function on shared work, and deputise for the Head of Safety and Compliance on operational matters.
- Support the development and mentoring of other team members, sharing knowledge to lift the capability of the whole team.

- Role model a positive, proactive safety culture and Plunket's values in all workplace activities.

Continuous improvement

- Champion continuous improvement of the safety management system, identifying gaps and prioritising remediation proportionate to risk.
- First-year priority: deliver a gap assessment of the safety management system with a prioritised remediation plan.

Focus on Equity

Work in partnership across Whānau Āwhina Plunket to embed Te Tiriti o Waitangi and pro-equity principles into day to day practice by:

- Demonstrating our organisational values Māia, Māhaki, Tūhono and Manaaki
- Participating fully in all Māori cultural training and development opportunities provided
- Role modelling culturally appropriate practices and language

Personal Health and Safety

- Manage own personal health and safety at all times and observe health and safety practices in all workplace activities.
- Understand the responsibility individuals have in health and safety.
- Complete relevant training and can demonstrate safety actions in an emergency situation that are specific to the workplace.
- Comply with relevant safety legislation, policies, procedures, safe systems of work and event reporting.
- Identify and report all incidents, accidents, and near misses in accordance with policy.

Position Description and Scope of Duties

The job holder is expected to perform such other duties as can reasonably be regarded as incidental to the position description, and such other duties reasonably within their experience and capabilities as may be from time to time assigned following consultation.

Once appointed a programme of work will be developed with the appointee that will set out the specific tasks and time frames to achieve the key deliverables for this position. Progress will be monitored through Whānau Āwhina Plunket's performance and development programmes.

Person Specification

Essential

- A relevant tertiary qualification in health and safety, risk management or a related field, or equivalent experience.
- Substantial medium-to-senior experience (5+ years) designing and operating a health and safety management system in a complex, multi-site organisation.
- Deep working knowledge of the Health and Safety at Work Act 2015 and its regulations, including overlapping duties, officer due diligence and worker participation.
- Demonstrated experience in critical risk management and critical control verification.
- Proven experience in contractor management and prequalification.
- Demonstrated ability to coach and influence leaders and managers, and build organisational capability.
- Ability to work independently and drive activity through ambiguity and on incomplete information.

Preferred

- Experience in business continuity (ISO 22301) and emergency preparedness.
- Experience in property or facilities safety compliance.
- Familiarity with obligations management tools such as ComplyWith.
- Proficiency in ISO 45001 and ISO 45003 frameworks.

- Experience in the health sector, NGO or not-for-profit environment.

Key Competencies

- **Systems thinking** – designs and holds an integrated management system, rather than administering parts of it.
- **Senior judgement and technical authority** – acts as a trusted expert reference point that others rely on.
- **Coaching and influence** – builds capability and influences leaders without direct authority.
- **Self-direction** – operates with autonomy and drives work through ambiguity.
- **Verification mindset** – checks that controls work in practice, not just that a form was completed.
- **Cultural awareness** – understands tikanga Māori and is committed to equity, diversity and inclusion.