

POSITION DESCRIPTION



SECTION A

Port Nelson Limited is owned by Infrastructure Holdings Limited which is owned equally by Nelson City Council and Tasman District Council. Our purpose is to facilitate regional prosperity.

POSITION:	Health & Safety Manager
REPORTS TO:	General Manager People & Safety
LOCATION:	Nelson

SECTION B

POSITION OBJECTIVE:	The Health & Safety Manager plays a critical leadership role in shaping and enhancing a proactive health and safety culture across the Port. This position is responsible for driving continuous improvement through a robust safety framework, managing agreed strategic safety project initiatives, and contributing to the overall safety strategy. The Health & Safety Manager will be a champion of safety change management, stay informed on industry best practices and ensure these are integrated into PNL's systems, fostering an environment of ongoing learning, compliance, and safety excellence.	
RELATIONSHIPS:	Internal	All senior and operational managers/supervisors Health & Safety Steering Committee Health & Safety Representatives People and Safety team
	External	WorkSafe and Maritime NZ Health and Safety Service Providers Safety Advisors within the Port Industry Port Industry Association PCBUs
DELEGATED AUTHORITY:	As per delegated authority guidelines.	
DIRECT REPORTS:	Senior Health & Safety Advisor; Health & Safety Advisor; Safety Support	

SECTION C

KEY TASKS AND ACCOUNTABILITIES

Key Accountabilities	Task
Strategic Leadership and Planning	<ul style="list-style-type: none"> Actively lead initiatives to foster a strong health and safety culture within PNL, promoting positive safety behaviours at all levels. With the GM People and Safety, develop a Health & Safety strategy in line with PNL's overall strategy.

	<ul style="list-style-type: none"> • Manage safety strategic initiative projects, ensuring alignment with the overall safety strategy. • Provide leadership input into safety strategy development and contribute to relevant People and Safety team projects. • Support the GM People and Safety with coordinating PNL's H&S steering committee and Rūnanga meetings and monitor progress on agreed-upon actions. • Build effective relationships with operational managers to support them in both complying with the Port's H&S management system as well as in leading safety with their teams. • Lead and champion Worker Engagement at PNL, including active involvement with the H&S representatives. • As a Health and Safety leader, provide guidance and support to managers/supervisors with the implementation of the Health and Safety Management Plan and Systems.
<p>Health and Safety Management System</p>	<ul style="list-style-type: none"> • Develop, maintain, and administer the Company's Health & Safety Management Plan, policies, procedures, and activity plan. • Ensure the H&S system is fit for purpose for the needs of the business and enables active engagement by our workers. • Hazard and Risk Management: Ensure a robust hazard/risk management system is in place, understood across PNL, and regularly updated with verified controls. • Be an integral part of the Emergency Response Readiness team, maintaining and updating emergency plans and procedures. • Ensure Company compliance with health and safety statutory requirements and any amendments. • Evolve and manage the safety audit program, undertaking audits as required. • Ensure all investigations are undertaken to the required standard and timeframes, and that recommendations are followed through. • Continuously benchmark against industry standards and incorporate best practices into PNL's HSMS. • Drive and identify opportunities for continuous improvement in health and safety performance, ensuring that systems evolve to meet changing needs and industry advancements.
<p>Stakeholder Engagement and Communication</p>	<ul style="list-style-type: none"> • Build and maintain relationships with internal stakeholders, including employees at all levels, to influence and strengthen PNL's health and safety culture. • Oversee the Port User Forum, championing Port User relationships and ensuring compliance with obligations. • Build and maintain relationships with safety teams in other Ports and relevant industries to stay informed on industry best practices and solutions. • Maintain good communication with the Regulator.

	<ul style="list-style-type: none"> • Keep the company informed of new developments in H&S and ensure PNL's teams and systems are updated accordingly.
Induction & Training	<ul style="list-style-type: none"> • With PNL's Safety & Training Advisors, develop and evolve the safety induction and training documentation for all Workers. • Monitor the progress and development of the work area H&S reps and ensure they have the required level of knowledge/skills to undertake their role. • Provide input and support for PNL's training programs.
Drug & Alcohol Program	<ul style="list-style-type: none"> • Oversee the Drug & Alcohol Program (including Policy and the random drug testing program) to ensure it is up to date and in line with best practice.
Health and Wellbeing	<ul style="list-style-type: none"> • Support the development and implementation of PNL's Wellbeing Framework. • Work with the People team to develop and maintain the health monitoring program for employees.
Systems and Reporting	<ul style="list-style-type: none"> • With the GM People and Safety, define health and safety indicators, including targets, and put in place processes to monitor performance regularly. • Implement a framework that captures all ideas on improving safety, and that includes a feedback loop. • Ensure all information/data (e.g. Event reports) is captured accurately in the system and reported on. • Review and analyse collected data/information, identifying and reporting on trends.
Continuous Improvement	<ul style="list-style-type: none"> • Supporting continuous improvement by actively identifying ways (i.e. ideas) to improve how we operate at PNL. • Any other project work or duties that may reasonably be required.
Professional and Personal Development	<ul style="list-style-type: none"> • Continually update knowledge of legislation and best practices relating to Health & Safety.

PERSON SPECIFICATION

Qualifications:	Hold a relevant Health & Safety qualification.
Experience:	<p>Minimum of 4-6 years of experience in a similar role within a high-risk environment.</p> <p>Demonstrated success in leading and managing teams.</p> <p>Experience in managing safety-related projects.</p>
Skills and Knowledge:	<p>In-depth knowledge of best practice safety systems and frameworks in safety-sensitive environments.</p> <p>Advanced understanding of relevant health and safety legislation.</p>

	<p>Strong skills in incident investigation, with formal training preferred. Proven ability to train and coach others in health and safety practices. Proficient in trend analysis and identifying areas for improvement.</p>
Personal Attributes:	<p>Strong interpersonal skills with the ability to relate to and influence. Highly organised with a systematic approach to tasks. Proven ability to drive change, including safety culture transformation. Goal-oriented, with a commitment to achieving agreed outcomes.</p>

BEHAVIOURS - ASPIRE

Accountability	To be accountable for our actions, our performance and the outcomes of these.
Safety	To act in a manner that prevents the risk of injury or danger.
Passion	To maintain a powerful and compelling enthusiasm about what we do at Port Nelson.
Integrity/Honesty	To be truthful, upright and act according to what is right.
Respect	To hold people around us in high esteem and show consideration.
Excellence	To continually strive to be the best at what we do.