

# Position Description

## Health and Safety Business Partner

### Company Overview:

Heritage Lifecare is a provider of Residential Aged Care Facilities throughout New Zealand. We aim to add value and enhance performance for all those in our care homes and villages. Our employees are united in our common purpose, mission and values and strive to ensure the delivery of respectful and caring services, in an environment that is safe for clients. Heritage aims to enable the continued pursuit of excellence in care through monitoring, auditing, actioning and evaluation of service whilst respecting and valuing our residents, families/ Whānau and staff.

As an organisation we are committed to providing 'A Better Everyday' for our residents, their whānau and friends, and our employees by aligning our actions to our company values.

Our pursuit of excellence comes from the things we value the most:



**People First** - Enhance the health, safety & wellbeing of our people.



**Nurture Success** - Seize opportunities every day, and in every moment.



**Better Together** - Work together in respect and harmony to empower everyone.

At Heritage Lifecare Limited we are committed to embracing diversity by ensuring we apply the principles of merit, equality, fairness and transparency to our working practices which enable decisions and actions to be free from discrimination, conflict of interest and favouritism. We do this with a commitment to the Principles of Te Tiriti o Waitangi – partnership, participation and protection.

Heritage Lifecare is committed to Ngā Paerewa Health and Disability Services Standards, supporting a person and whānau-centred health and disability service, where people are empowered to make decisions about their own care and support in order to achieve their goals.

### Position Overview:

The Health & Safety Business Partner (H&S BP) is a trusted advisor responsible for operationalising and embedding the organisation's Health & Safety strategic priorities across assigned regions.

Working in close partnership with operational leaders, this role focuses on building capability, coaching leaders, and strengthening frontline ownership of health and safety. The H&S BP plays a critical role in ensuring frameworks, systems, and practices are consistently applied to reduce risk and improve safety outcomes.

This role is less about "doing H&S" and more about enabling others to do H&S well. It requires a highly credible, relationship-driven professional who can embed strategy through influence, coaching, and practical support at site level.



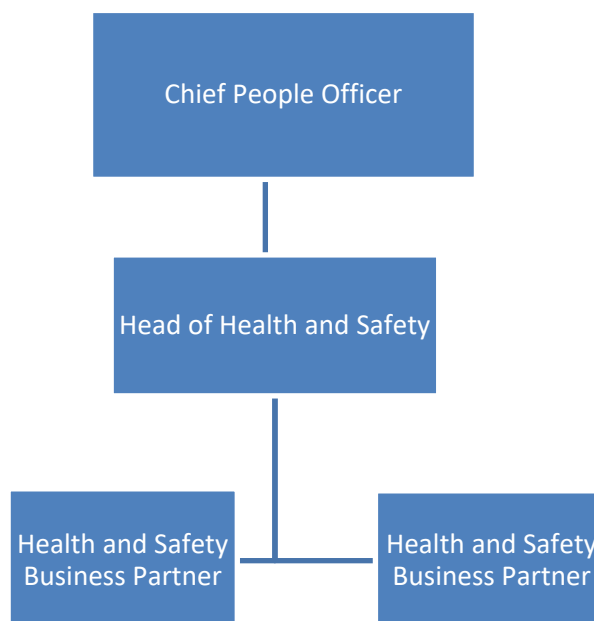
**Reports to:** Head of Health and Safety

**Direct Reports:** N/A

**Functional Relationships:** Care Home and Village Manager(s)  
Maintenance Coordinators  
Health & Safety Representatives  
Regional Business Managers  
Regional Property Managers  
HR Business Partners  
Health & Safety team

**External:** Contractors  
ACC, WorkSafe and relevant regulatory bodies (as required)  
Industry networks and training providers

**Team Structure:**



## Key Responsibilities

### 1. Business Partnering & Capability Building

- Act as a trusted advisor to operational leaders, supporting effective H&S decision-making
- Coach, mentor and influence CHMs, Maintenance Coordinators and H&S Reps to build capability and ownership
- Support leaders to meet their due diligence obligations and strengthen safety leadership
- Drive engagement and participation at site level to embed a strong safety culture

### 2. Operationalising H&S Strategy

- Translate strategic priorities into practical, site-level implementation plans



- Partner with operations to ensure alignment between H&S initiatives and business objectives
- Support consistent implementation across all sites within the region

### 3. Framework Implementation & Continuous Improvement

Lead and embed the following core frameworks across your Region:

- Critical Risk Framework
- Contractor Management Framework
- Injury Management Framework
- Safety Management System (SMS)
- Participation & Engagement Framework
- Monitor effectiveness and drive continuous improvement
- Ensure frameworks are practical, understood, and consistently applied

### 4. Risk & Assurance

- Support sites in identifying, assessing, and managing risks
- Assist with audits, inspections, and assurance activities
- Ensure critical risks are understood and appropriate controls are in place
- Promote proactive risk management and early intervention

### 5. Incident & Injury Management

- Support effective incident reporting, investigation, and learning
- Assist leaders with injury management and return-to-work processes
- Promote a learning culture with a focus on prevention

### 6. Data, Insights & Reporting

- Use data and insights to identify trends and risks
- Support reporting to drive decision-making and improvement
- Contribute to organisational H&S performance reporting

### Success Measures

- Improved H&S capability of site leaders
- Effective implementation of key H&S frameworks
- Increased engagement and participation in H&S
- Reduction in critical risks and incidents
- Strong alignment between H&S and operational priorities

### Key Competencies

- Strong relationship management and influencing skills
- Coaching and mentoring capability
- Ability to translate strategy into practical action



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- Systems thinking and continuous improvement mindset
- Strong communication and stakeholder engagement
- Resilience and adaptability in a complex environment

## Experience & Qualifications

### Experience

- 3+ years in Health & Safety advisory or business partnering roles
- Experience working in operational, multi-site environments
- Proven ability to influence leaders and drive behavioural change
- Experience implementing H&S frameworks and systems
- Healthcare or high-risk industry experience (desirable)

### Qualifications

- Tertiary qualification in Occupational Health & Safety or related field
- Professional membership (e.g., NZISM, HASANZ) desirable

### Health and Safety

Heritage Lifecare is committed to a process of continuous improvement in order to achieve excellence in the management of health and safety at all of our workplaces. We recognise the positive impact that the values and benefits of enhanced health and safety bring to the organisation, our employees and our communities.

There are two key points to health and safety:

- The safety of our people and the communities in which we operate always comes first
- We are all empowered and expected to challenge any unsafe situation at work

### Financial Authority

N/A



### Core Competencies

<b>Trusted Partner</b>	Values and builds long term relationships, puts the clients interests in front of their own, is genuinely interested in their client and their business challenges, works hard to understand the clients strategy and approach not just surface wants. Is reliable – does what the say they will do. Develops and maintains credibility, is genuinely passionate and enthusiastic whilst maintaining authenticity.
<b>Driving for Results</b>	Setting high goals for personal and group accomplishment; using measurement methods to monitor progress toward goals; tenaciously working to meet or exceed goals while deriving satisfaction from that achievement and continuous improvement.
<b>Tenacity</b>	Distinguishes between challenging circumstances and those that are exploitive / dangerous / illegal actions. Addresses difficulties and draws skills, knowledge and understanding to find solutions to problems. Ensures that setbacks and challenges inform the review and evaluation processes. Recognises all peoples learning and contribution to feedback. Maintains an energetic and focused approach to new or repeated challenges.
<b>Business Acumen</b>	Displays a keenness in understanding and dealing with a "business situation" in a way that is likely to lead to a good outcome. Uses their approach to improve financial performance and leadership development.
<b>Deal with Ambiguity</b>	Anticipates impact of change; plans how to shift gears Uses ingenuity to compensate without having the total picture. Rises to the challenge, accepting risk and uncertainty as normal. Accepts change in job requirement, schedules, or work environments as part of job. Adaptable with the unknown
<b>Courage</b>	Display professional courage by seeking feedback and listening, say what really needs to be said in a professional manner, communicate openly and frequently, embrace change, make decisions and move forward, give credit to others and hold yourself and others accountable.
<b>Transfer skills to Business</b>	Is able to learn from past experiences across a variety of different industries, organisations and circumstances and can appropriately identifies transferable skills for their current role/ project / situation to add value and achieve a positive outcome for the business.
<b>Facilitating Change</b>	Encouraging others to seek opportunities for different and innovative approaches to addressing problems and opportunities; facilitating the implementation and acceptance of change within the workplace.

*The intent of this position description is to provide a representative summary of the major duties and responsibilities, and the competencies expected to be performed by employees in this job classification. Employees may be requested to perform job related tasks other than those specified in this Position Description.*