

Position Description

Health Safety and Wellbeing Manager

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 and Safety Manager is responsible for leading and coordinating health and safety strategies, systems, and initiatives across the organisation to ensure a safe working and living environment for employees, residents, contractors, and visitors. This role ensures compliance with the Health and Safety at Work Act 2015 (HSWA) and other applicable standards, with a focus on the unique needs of the aged care sector.

The position plays a critical role in fostering a proactive health and safety culture and collaborates closely with operational leaders and care teams to embed best practices into daily operations.

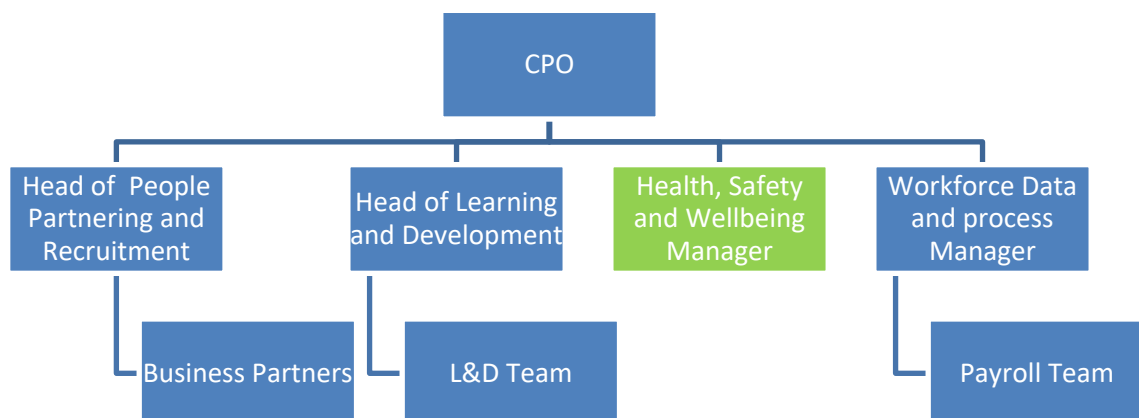
Reports to: Chief People Officer

Direct Reports: N/A

Functional Relationships:

- CPO
- Executive Team
- Head of Quality and Compliance
- Regional Clinical and Quality Managers
- Care Home and Village Manager(s)
- Clinical Services Manager(s)
- Registered Nurses
- Care Home and Village employees
- People and Culture Team
- Support Office Teams
- Wider employee network

Team Structure:



Key Accountabilities:

Health and Safety Leadership

- Lead the development, implementation, and review of the organisation's Health and Safety Strategic and Management System.
- Provide expert advice to the Chief People Officer and leadership team on all matters related to health, safety, and wellbeing.
- Act as the subject matter expert on health and safety legislation and aged care-specific risks.

Compliance and Risk Management

- Ensure compliance with the HSWA 2015, associated regulations, and aged care sector guidelines.
- Identify, assess, and manage risks across facilities, with emphasis on fall prevention, infection control, manual handling, and emergency response.
- Develop and maintain a robust incident management and investigation process, working with key business stakeholders to develop and implement risk mitigation plans.

Training and Capability Building

- Design and deliver health and safety training for staff, including induction programs and refresher training.
- Support managers to fulfil their health and safety obligations, including risk assessments, audits, and hazard management.

- Promote staff wellbeing initiatives in collaboration with the People and Culture team.

Monitoring and Reporting

- Maintain health and safety data and provide regular reports to the Chief People Officer and executive team.
- Track and analyse incident trends, leading indicators, and corrective actions.
- Lead internal and external audits, including engagement with regulatory agencies such as WorkSafe NZ.

Culture and Engagement

- Champion a positive, learning-based safety culture across all levels of the organisation.
- Facilitate health and safety committees and worker participation groups.
- Communicate safety messages clearly and regularly to all stakeholders.

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.

As a leader you are required to demonstrate leadership in all health and safety matters for your area of responsibility. This means ensuring that Heritage Lifecare complies with its obligations under the Health and Safety at Work Act 2015 (Act) and that workers are operating in an environment where health and safety hazards and risks are appropriately identified, eliminated and minimise, so far as is reasonably practicable.

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

We will achieve these by:

- Building a positive health and safety culture
- Aiming for zero harm
- Taking reasonably practicable steps to identify, eliminate or minimise risk
- Reporting hazards and incidents
- Managing contractors
- Communicating and consulting regularly about health and safety issues
- Developing our knowledge about our roles in managing health and safety
- Investigating and learning from incidents
- Ensuring competence to do the job

Financial Authority

N/A

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.