

## POSITION DESCRIPTION

### Business Partner: Safety and Wellbeing Systems

<b>Reports to:</b>	Associate Director of Safety and Wellness
<b>Division:</b>	People & Capability
<b>Tenure:</b>	Permanent
<b>Location:</b>	Hamilton
<b>Date:</b>	February 2026

#### Vision

Ko te tangata

A research-intensive university providing a globally connected, innovative and inclusive studenty experience in an environment characterised by a commitment to diversity, respect for Indigenous knowledge, and high levels of community engagement.

#### Values

Ko te mana o Te Whare Wānanga o Waikato ka herea ki tō tātou:

- Tū ngātahi me te Māori
- Mahi pono
- Whakanui i ngā huarahi hou
- Whakarewa i te hiringa i te mahara

The University of Waikato places a high value on:

- Partnership with Māori
- Acting with integrity
- Celebrating diversity
- Promoting creativity

## 1. GENERAL

The Safety and Wellbeing team is part of the wider People and Capability team within the University of Waikato. The Safety and Wellbeing team provides coaching, advice, information, tools and resources for University Management and staff in all aspects of health, safety and wellbeing.

## 2. POSITION PURPOSE

The purpose of the Business Partner, Safety and Wellbeing Systems role is to:

- Support transformational change by ensuring an effective safety and wellbeing management system is in place. This includes but is not limited to S&W policies, procedures and practices, tools and programmes to enhance communication, effect change and ensure stakeholder engagement.
- Ensure systems support leaders to effectively lead safety and wellbeing for their respective areas.
- Be a trusted partner and deliver on key outcomes aligned with safety and wellbeing
- Provide high level advice, guidance and coaching to leadership teams and staff across the University on safety and wellness, management, and compliance.
- Provide advice and support to increase staff engagement and embed excellence in safety and wellness.
- Implement and manage systems to track, monitor and report on safety and wellness performance across the organisation.

## 3. ACCOUNTABILITY

The Business Partner: Safety and Wellbeing Systems role reports directly to the Associate Director, Safety and Wellbeing.

## 4. FUNCTIONAL RELATIONSHIPS

**Internal:** Director of People and Capability  
Associate Director, Safety & Wellbeing  
Organisational Development (OD) Team members  
Pro Vice-Chancellors  
Directors of Division(s) / Team(s)  
Internal communications and marketing teams  
ITS  
Deans / Heads of School / Managers  
People and Capability team  
University staff and Students

**External:** Professional and industry bodies and agencies  
Contractors  
Relevant Union Organisations  
Other tertiary institutions

## 5. KEY RESPONSIBILITIES

### Safety and Wellbeing System Management

- Collaborate with the Associate Director of Safety and Wellbeing and key stakeholders to develop a user-friendly Safety and Wellbeing Management System (SWMS) that helps ensure that the University is a safety place where people can thrive. The system must comply with relevant legislation, regulations, best practice guidelines and give effect to the principles of Te Tiriti o Waitangi.
- Partner with key stakeholders to help ensure the SWMS is implemented across the University, providing clear guidance to staff to ensure full operationalization.
- Partner with key stakeholders to help to develop frameworks for critical risks/critical systems and ensure these are integrated with the overall SWMS.
- Establish systems to ensure that employees are engaged in and can feed into the SWMS.
- Maintain processes to ensure that the SWMS is regularly reviewed for effectiveness.

### **Leading and supporting change**

- Support the deployment of initiatives by ensuring that the SWMS and S&W team have effective systems to ensure that change is managed effectively and sustainably.
- Collaborate with the broader Safety and Wellbeing team to identify risks to the effectiveness of the SWMS and contribute to the development of strategies and systems to mitigate them.
- Lead the deployment of any future online SWMS.
- Create and maintain a document control system.

### **Employee Engagement and communication**

- Champion Employee Engagement processes across the University by ensuring that health and safety representation is effective.
- Ensure an effective stakeholder map and communication plan are in place to keep staff informed about safety and wellbeing initiatives and systems.

### **Performance monitoring, evaluation and reporting.**

- Develop, track and evaluate key performance indicators and metrics to ensure that the SWMS is effective. Ensure information is shared in a meaningful way to the right stakeholders.
- Deliver, lead or support SWMS improvement projects aligned with the Universities strategic and tactical S&W improvement plans.
- Take a lead role in ensuring that the UoW complies with the ACC Accredited employer programme, including audit preparedness.
- Assist with the development and deployment of other audits, inspections and health checks as required.

### **General**

- Participate in the maintenance of a safe and healthy work environment for self and others including students. Comply with and undertake responsibilities set out in the University's Safety and Wellness Policy.
- Any other duties as required that are consistent with the position held, other than in exceptional circumstances such as rehabilitation after injury or sickness.

### **Team Contribution**

- Work effectively as a member of the Safety and Wellbeing Team and People and Capability Department to support other team members and provide support and/or coverage of functions.
- Work collaboratively to encourage transparency across activities, open sharing of knowledge, and the building of positive relationships to support a high-performance culture.
- Work with other team members on projects.
- Support a positive culture and morale.
- Comply with and undertake responsibilities set out in the University's Health and Safety Policy and associated standards.

### **Continuous Improvement**

- Actively contribute to the ongoing development and improvement of safety and wellbeing and people and capability systems and processes across the University.

**NOTE:** Staff have an annual Objectives, Development and Reflection (ODR) meeting with their manager.

## 6. PERFORMANCE STANDARDS

The Business Partner, Safety and Wellbeing Systems will be performing satisfactorily when:

- The SWMS is embedded and operational, and roles and responsibilities are clearly articulated and understood.
- Key performance indicators have been developed and are tracked, monitored, and updated as required.
- Effective stakeholder mapping, communication and reporting is in place.
- S&W engagement systems are in place and effective, particularly in relation to health and safety representatives.
- Leaders, stakeholders and staff are supported with professional, accurate and timely advice and guidance with a collaborative and engaging approach.
- Procedures, information systems and policies are documented and complied with.
- Management of change and project management practices are in place for the S&W team, and these helps ensure that projects are delivered in a consistent and timely manner and any change is sustained.
- Appropriate and agreed continuous professional development is undertaken.
- Internal and external relationships are professionally managed.
- There is evidence of continuous improvement including policies and processes being updated proactively with effective document management systems in place.
- Systems are in place for auditing and inspections that ensure that the university is always audit ready. Feedback processes ensure that stakeholders understand any gaps and improvement plans are in place to address.
- Updated legislative and industry-related changes are documented and shared.
- Safe and healthy work practices are followed; University policies, procedures, relevant work standards and statutory obligations are complied with.

# PERSON SPECIFICATION

## EDUCATIONAL QUALIFICATIONS

### Essential

- Relevant health and safety qualifications.

### Preferred

- Tertiary health and safety qualification.
- Qualifications in Project Management/Change Management.

## TRAINING, SKILLS and EXPERIENCE

### Essential

- Minimum of 4 years' experience in a Safety and Wellbeing role.
- Strong business acumen with an understanding of organizational challenges, and the ability to think strategically and turn innovative ideas into action.
- Knowledge of the New Zealand legislative and regulatory framework, including the Health and Safety at Work Act 2015.
- Practical experience in developing and implementing a Safety and Wellbeing Management System within a complex organization.
- Exceptional interpersonal and negotiation skills, with the ability to persuade, collaborate, influence, and challenge with tact and diplomacy.
- Confident in presenting and communicating with a clear and engaging style, both orally and in writing, with the ability to relate effectively to all organizational levels.
- Strong analytical skills with the ability to interpret and present data and propose solutions.
- High standards of work quality, with the ability to prioritize, meet deadlines, and perform under pressure.
- Proficient in using MS Office and health & safety-related applications and systems.
- Knowledge of the health and safety management system requirements for the ACC Accredited Employer Programme (AEP).

### Preferred

- Experience working within a tertiary environment.
- Experience in conducting risk assessments, internal audits, and addressing workplace concerns across all organizational levels.
- Proven experience in driving change and shifting organizational culture and behaviours.

## PERSONAL QUALITIES

### Essential

- Exceptional interpersonal and negotiation skills with the ability to persuade, collaborate, influence and challenge with tact and diplomacy.
- Actively able to identify opportunities for continuous improvement in processes and practices.
- Engaging team player who actively shares and contributes their own knowledge, skills and expertise to develop the knowledge, skills and expertise of others.
- Able to build effective relationships that lead to customer satisfaction.
- Commitment to a culture of openness, flexibility and co-operation to achieve excellence in academic programmes, research and service.

- Commitment to equal opportunity and to the University's partnership with Māori as intended by the Treaty of Waitangi.

**Preferred**

- Demonstrated ability to influence culture / behaviour within an organisation to achieve desired outcomes.

**Note:** Travel across our campuses in Hamilton and Tauranga is a requirement of this position, as well as other travel (as required). Therefore, the ability to travel and a clean driver's licence is essential.