

POSITION DESCRIPTION | TE WHAKAATUARAKI MAHI

Position Details	
Position Title	Team Leader Health and Safety
Reports to	Operations Lead
Location	Whitireia and WelTec Campuses
Date	October 2025

Whitireia and WelTec: Our Purpose (*Ko tōna iho*)

Whitireia (Te Kura Matatini o Whitireia) and WelTec (Te Whare Wānanga o te Awakairangi) are highly respected institutes of technology established under the Education Act. In 2012 the institutes formed a strategic partnership to build on the strengths of the existing institutions through greater collaboration. The key driver of the partnership is putting ākonga first and together we serve ākonga in the Wellington region and across New Zealand.

Whitireia and WelTec change lives. We provide professional, vocational, and foundation education where ākonga learn the real skills they need to build careers and successful productive lives. We work collaboratively with employers to ensure our training is relevant and we contribute to the economic and social well-being of our communities by providing people with the applied and life skills needed for success. We do this for school leavers, those in employment who are upskilling, and those returning to work or changing careers. We offer all levels from Foundation courses to specialised master's degrees, across a range of subjects.

Our Guiding Principles (*Ngā Mātāpono*)

We put people at the heart of everything we do. Key principles that underpin the way we operate include:

Te Tiriti o Waitangi – Uphold the commitment made by the Crown to Rangatira, including the acknowledgement of rangatiratanga and responsiveness to Māori. Understanding that Te Tiriti o Waitangi is foundational to every aspect of the education system and the relevant principles need to be operationalised in our organisations.

Flexibility – providing for the diverse needs of learners through blended and adaptable teaching and learning models and engaging and valuing ākonga as individuals with unique needs and aspirations.

Community engagement – engaging actively with Iwi and priority groups to encourage participation and success; alignment with secondary schools to provide seamless transitions into tertiary study; close involvement with local communities and economic bodies.

Active collaboration – working hand-in-hand with industry and employers to ensure the relevance of vocational education to the needs of industry. Providing real-world learning experiences for ākonga, increasing industry productivity through sharing knowledge and research, and collaborating with Government to align with broader New Zealand objectives and resources.

Leadership – providing a framework and a vision for the vocational sector in New Zealand that garners support from education providers, Government, industry, learners, their influencers, and the communities we serve.

Advancement of New Zealand – providing measurable economic and social benefit to New Zealand through increasing capability and employability of ākonga, supporting international ākonga engagement (onshore and offshore), building economic resilience, entrepreneurial capability and a skill base that is transferable and transportable on a global basis.

Whitireia & WelTec's Vision (Whakakitenga)

Learning together. Transforming lives. Te ako ngātahi. Te whakaahua kētanga o te tangata.

Whitireia & WelTec's Values (Ngā Kaupapa e whā)

Our values are what define us as one of New Zealand's most honoured tertiary institutions. Our faculty, kaimahi and ākonga follow and live by our values.

- Whakapapa (A sense of belonging for all learners)
- Whanaungatanga (Connected through partnerships)
- Manaaki (Supporting, growing, challenging)
- Tikanga (Doing things the right way, according to values)

Position Purpose (Take Tūranga)

The purpose of this position is to be responsible for the management and development of health and safety services, along with managing the health and safety team. As part of the leadership team for Health and Safety, the role will actively contribute to group wide developments, projects and initiatives that require health and safety input/oversight in accordance with the Health and Safety at Work Act 2015 and various Regulations/ASNZ Standards.

To work with ākonga, kaimahi and others on strengthening our health and safety processes and practices.

Key Accountabilities (Ngā takohanga matua)

Responsibilities of this position are expected to change over time as Whitireia and WelTec respond to changing needs.

The incumbent is expected to adapt and develop as the environment evolves.

To ensure the focus of responsibilities remains up to date, the intention is for the high-level description below to be supported by short term (e.g. six months) roll-over action plans prepared by the incumbent and agreed with their manager.

Key Accountabilities

- Develop a high-performing team who build strong partnerships and provide high-quality, reliable advice to leaders and managers in the business division.
- Influence and support the achievement of our health and safety vision across campuses.
- Provide advice and guidance to a wide range of stakeholders, including leaders, managers and kaimahi on health and safety matters, including guidance on policy and procedure requirements.
- Oversee the design, development and delivery of our health and safety strategy.
- Drive excellent ākonga and kaimahi engagement, participation and representation on health and safety matters.
- Oversee or participate in and learning reviews of successful work and of events that did not go according to plan.
- Provide timely monthly reporting to Joint Leadership Team (JLT), highlighting any risk/issues that need further discussion/input.

- Oversee the design and lead the development and delivery of health and safety frameworks, processes, and practices.
- Manage the delivery of health and safety strategy initiatives and workplan deliverable across campuses ensuring alignment with priorities, plans, and policies.
- Apply sustainable finance practices and seek opportunities for financial efficiencies.
- Engage and build proactive partnerships with regulatory and other relevant external agencies.
- Ensure activities and initiatives are communicated effectively within own team and across the wider team.
- Keep up to date with professional developments and trends through professional development, reading and participation in research that supports the responsibilities of the role.

Health and Safety

- Maintain knowledge of Health and Safety procedures and actively support safe work practices in your work area.
- Take all practicable steps to ensure you don't harm yourself or anyone else.
- Comply with health and safety procedures as outlined in Taikura, reporting all incidents and proactively identify hazards and support their management.

People Management

- Effectively manages their team in a way that ensures all staff clearly understand what is expected of them and delivers this to a high standard.
- Provide Team Members with career development and performance appraisals.
- Ensure all staff members within the health and safety group participate in Performance Appraisal processes.
- Adhere to and actively practice human resources policies of WelTec and Whitireia.
- Develop a collaborative culture that ensures silo's do not develop and the big picture is considered with each initiative.

Collaborative Relationships

- Develop and maintain strong relationships with ākonga support, People & Culture, properties and facilities management, and other functions through open communication, sensitivity, honesty, and collaboration.
- Work with others collaboratively and constructively to achieve successful outcomes.
- Support the work of the Team and wider Institute campuses by actively learning and developing and responding to constructive feedback in order to continually improve the quality of work produced.
- Develop and maintain the trust, respect, and confidence of colleagues.

Valuing and Nurturing Diversity

- Recognise and positively respond to the different needs of particular groups and individuals within the Institutes' communities.

Culture

- Support and maintain a culturally safe environment and recognise the role of the Treaty of Waitangi (te Tiriti o Waitangi) in providing a framework for this in Aotearoa/New Zealand.

Other Duties

- Any other duties as requested by your Manager/HOS/Director.
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Position Dimensions (<i>Te rahinga o te tūranga</i>)	
Financial delegations	Yes
HR delegations	Yes
People Management	Yes
Key Internal Relationships	• Governance, executive and senior leadership teams • Heads of Schools • Academic staff • Finance/ Campus Services/IT • People and Capability • Academic Success • Registry and Enrolments
Key External Relationships	• WorkSafe NZ, local government and industry bodies, unions, and kaimahi representative, contractors and suppliers, other educational institutions. • External stakeholders • Public • Iwi/Mana Whenua
Person Specifications (<i>Tātai pūmanawa</i>)	
Qualifications and Experience	• Minimum tertiary level qualification in health and safety (Degree or Master level Qualification or related field) or equivalent. • Demonstrable knowledge of health and safety gained through experience or minimum of 5 years' experience in a similar role. • Experience leading and working in a health and safety role providing support and advice across a large complex organisation. • Experience in supporting and/or leading the inclusion and application of Te Tiriti o Waitangi practices in a workplace setting. • Experience in supporting and advocating the use of te reo, tikanga and mātauranga Māori in the workplace. • Demonstrated practice in promoting and supporting approaches that promote equity and prioritise the needs of priority groups. Desirable: • Understanding of the vocational education sector and the recent reforms. • Change management experience, with an understanding of how to apply people practice across the organisation. • Sound analytical, report writing and project management skills with a focus on continual improvement.
Specialist Knowledge and Skills	• Confidence in using information and communication technologies, with the ability to upskill quickly. • Intermediate to Advanced competence and experience in Microsoft Office. • Comprehensive knowledge of New Zealand health and safety legislation and compliance frameworks • Highly developed written and oral communication skills • Effective liaising, persuade and influence skills.

Personal Attributes

- Highly effective organisational skills, including strong ability to prioritise, problem-solve, show initiative and plan.
 - Adaptable and flexible, with a 'can-do' attitude.
 - Highly developed customer service skills, with the ability to relate to a broad cross section of people.
 - The ability to cope with multiple competing demands.
 - A team player, but able to work alone as required.
 - Able to learn the new technology quickly.
 - High standards of confidentiality and personal integrity.
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