

Your Position

Your job	Senior Advisor Health & Safety Kaitohutohu Matua Hauora me te Haumarutanga
Your group	People and Capability
Your team	Health, Safety and Workforce Development
Your manager	Manager Health, Safety and Workforce Development, Sandra Rodgers
Your base	Council Premises within Porirua

What's most important to us

Porirua City is our place. A great place to live, work and raise a family. We want everyone to feel welcome, whether they are visiting, living or working here.

Our strategic priorities are to:

- Commit to the health of Te Awarua-o-Porirua Harbour and its catchment through investment, advocacy and regulation
- Build towards a low carbon city and proactively address the challenges of climate change
- Create thriving communities where everyone can be safe and healthy – at home, work or play
- Keep tamariki and rangatahi at the heart of our city

How we work together:

- Whakakotahi - Team up
Mā te mahi tahi e puta ai he hua ki tō tātou hapori
Together we make a difference for our community
- Mahi Atamai - Work smart
Ka whakapātari i a tātou anō kia pai ake ai ngā hua
We challenge ourselves to do things better
- Whakatinanatia - Make it happen
Mā te whakapeto ngoi, me ngā pūkenga e tutuki ai ngā whāinga
We use our energy and skills to get things done

Your team's purpose

People and Capability's purpose is to:

- Provide professional support services to managers and staff. This includes strategic policy, operational advice and services in the areas of human resources, employee relations, payroll, health and safety and emergency management.

Your purpose

The Senior Advisor Health & Safety

- Promotes a healthy and safe working environment by embedding a positive, proactive safety culture, and establishing a systematic approach to health and safety management, in accordance with the Health & Safety at Work Act 2015.
- Acts as a trusted business partner, supporting managers and teams in embedding effective, practical H&S practices, and championing continuous improvement across Council.

Who you'll be working with

Your direct reports	<ul style="list-style-type: none"> • None
Your indirect reports	<ul style="list-style-type: none"> • None
External people and groups	<ul style="list-style-type: none"> • Government, public organisations, and business • Members of the public and community organisations • Other local authorities • Contractors, consultants, and suppliers • Industry groups
Internal people and groups	<ul style="list-style-type: none"> • Executive Leadership Team, managers, and staff at all levels of the organisation

Your responsibilities

What you'll do	How you'll do it
Strategic & Operational Planning	<ul style="list-style-type: none"> • Review, update, and improve health and safety related policies and procedures, and ensure they are fully compliant with the Health and Safety at Work Act 2015 and associated regulations and guidelines.
Operational Delivery	<ul style="list-style-type: none"> • Provide expert Health & Safety (H&S) advice to staff, managers, and executives. Act as the key advisor who knows the most about what's happening with H&S across the whole business and industry. • Lead the identification, assessment, and management of critical risks. Ensuring effective controls are applied, monitored, and maintained, and that risk registers and frameworks are fit for purpose. • Lead and facilitate incident investigations, identify root causes, and implement robust corrective actions to prevent recurrence. Oversee follow-up and support for injury management and communications with the HR Services team. • Coordinate internal and external audits of Council's safety systems, ensuring regulatory compliance and driving a continuous improvement ethos.

	<ul style="list-style-type: none"> • Monitor, analyse, and accurately report on safety performance and trends to Executive Leadership Team (ELT), H&S Committees, and managers. You will manage PeopleSafe issues, system replacements, and other upcoming projects. • Regularly visit operational sites, engaging with employees and contractors to ensure H&S policies are understood and being implemented—building presence and visibility on the ground. • Plan tailored H&S training, workshops, and inductions, building organisational competence and confidence. • Oversee the H&S contractor engagement process, from pre-qualification through to post-contract reviews. • Lead and support continuous improvement projects and initiatives to build the Council's H&S maturity. Proactively recommend and drive positive changes. • Contribute to and execute the plan around H&S projects and frameworks, including risk, policy, guidelines, and management system reviews. • Coordinate and lead Health and Safety committees. • Provide support to the wider People and Capability team as required.
Relationship Management	<ul style="list-style-type: none"> • Act as a trusted partner and coach to People Leaders, empowering them to take accountability for H&S within their teams. • Establish and maintain positive, professional working relationships with internal and external stakeholders. • Represent Council and the People and Capability team at appropriate conferences, seminars and other events.
Corporate Responsibilities	<ul style="list-style-type: none"> • Build commitment of our vision, strategic directions, values, and services. • Willingly undertake any duty required within the context of the position. • Adhere to our Code of Conduct. • Undertake civil defence and emergency management tasks as directed including participation in pre-event training and rostered duties during an emergency event.

Your skills, experience and qualifications

It's essential that you have:	<ul style="list-style-type: none"> • Minimum 5+ years of experience in Health & Safety, and related tertiary qualifications. • Broad, practical experience with implementing and improving H&S tools, systems, and processes in a variety of environments. • Strong, up-to-date knowledge of New Zealand H&S legislation and regulatory frameworks and ability to assimilate it into policy and planning documentation and processes. • Excellent analytical and critical thinking skills for evidence-based decision making. • Technical awareness and skills: Proficient in H&S management systems, MS Office, and data analysis. • Excellent interpersonal skills and a willingness and ability to work cooperatively with colleagues and the public. • Proactive attitude, self-motivated, able to work independently and multitask. • Clear, pragmatic communication style—both written and verbal.
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	<ul style="list-style-type: none"> • Collaborative team player approach with a resilient and adaptable nature. • Ability to engage, influence, advise and coach people leaders at all levels. • High EQ; able to positively influence and negotiate, building trust and buy-in. • Pragmatic and solutions-oriented approach, not afraid to recommend better ways forward. • Current and valid NZ Drivers Licence (Class 1). • Understanding and commitment to diverse workplaces. • Understanding and commitment to the Treaty of Waitangi and bicultural issues.
<p>It'd be great if you also have:</p>	<ul style="list-style-type: none"> • Relevant post-graduate qualification. • Project planning experience. • Experience in engagement and collaboration to understand diverse expectations and develop win-win solutions. • Experience in Local Government.

Last updated April 2026



Porirua City Council supports an inclusive and welcoming environment and is a member of Te Uru Tāngata.