

Position Description

Title:	Health and Safety Manager	Reports To:	Head of Safety & Visitor Services
Directorate:	People & Organisation	Direct Reports:	Nil
Status:	Permanent 1.0 FTE	Date:	August 2025

About The Museum

Tāmaki Paenga Hira Auckland War Memorial Museum is one of New Zealand's largest museums, caring for more than 4.5 million taonga. We are Auckland's home of commemoration, New Zealand's oldest research institution, an education facility, and a major tourism destination. We employ approximately 300 people and have over 200 volunteers who kindly donate their time to us.

We offer a rich and fulfilling work life where we embrace diversity and nurture our bicultural capability as demonstrated in our Teu le Vā and He Korahi Māori strategies. We also offer a great range of benefits such as flexible work and leave, insurances, and an award-winning wellbeing programme.

Purpose & Context for the Role

The Health and Safety Manager is responsible for leading the development, implementation, and continuous improvement of health and safety systems across the Museum. The role ensures compliance with the Health and Safety at Work Act 2015 while fostering a proactive and inclusive safety culture grounded in the principles of just culture - promoting accountability, learning, and fairness in how health and safety matters are understood and addressed. Operating across all Museum functions, the role provides expert advice, supports organisational capability, and ensures that risk management practices are practical, proportionate, and aligned with the Museum's unique operational and heritage context.

The Museum is a bicultural workplace and the person in this role will uphold the principles of He Korahi Māori and Teu Le Vā.

Accountabilities

Key Tasks:	Key Activities:
Leadership and Policy Development	<ul style="list-style-type: none"> Develop, implement, and review health and safety policies and frameworks that support both compliance and continuous learning. Champion a 'just culture' approach that encourages open reporting, supports psychological safety, and balances accountability with system improvement. Provide strategic advice on health and safety risk to senior leaders and governance bodies.

	<ul style="list-style-type: none"> • Integrate health and safety into business planning and organisational decision-making.
Operational Risk Management	<ul style="list-style-type: none"> • Oversee robust risk and hazard identification, assessment, and control processes across all Museum activities. • Provide assurances that compliance and legislative requirements are being met. • Ensure incident management processes are thorough, transparent, and oriented toward learning and prevention rather than blame. • Lead emergency preparedness and resilience planning, including for fire, seismic events, medical incidents, and hazardous materials.
Training, Capability and Culture	<ul style="list-style-type: none"> • Design and deliver tailored induction, refresher, and role-specific safety training that empowers staff and volunteers. • Build capability among leaders and teams to take shared ownership of health and safety, aligned with Museum values and Just Culture principles. • Promote and embed wellbeing and mental health awareness as integral parts of the Museum's health and safety approach. • Manage and monitor training schedules
Contractor and Site Safety Oversight	<ul style="list-style-type: none"> • Work with the Security Services Manager to ensure contractors are safely managed through clear systems of induction, monitoring, and permit-to-work processes. • Work in collaboration with Facilities and Security teams to maintain a safe, secure, and operationally ready site.
Monitoring, Reporting and Compliance	<ul style="list-style-type: none"> • Maintain and develop accurate records, consistent reporting, and performance data in line with legal requirements and best practice. • Monitor trends and use findings to support learning and continuous improvement. • Prepare regular health and safety reports and dashboards for leadership and governance, with insights on culture and risk. • Support external engagement with WorkSafe NZ and other regulatory bodies under the direction of the Head of Visitor Services, Safety & Security • Oversight and development of the Museum's centralised risk and hazard register
Collaboration and Engagement	<ul style="list-style-type: none"> • Build trusted relationships across departments, working collegially to integrate safe practices into diverse work environments (e.g. workshops, exhibitions, public events, collection handling). • Chair the Health and Safety Committee and other worker participation structures, fostering open dialogue and meaningful involvement. • Represent the Museum in relevant professional networks and sector forums.

Important Relationships

External:

- WorkSafe New Zealand and other relevant regulatory agencies
- Contractors, consultants, and service providers
- Sector and professional health and safety networks

Internal:

- All Museum departments
- Health and Safety Committee and elected health and safety representatives
- All staff, volunteers, and contractors

Our Expectations of our People

Ensure a healthy and safe work environment

- Takes reasonable care of their own health and safety and ensures that their actions don't cause harm to themselves or others.
- Complies with any reasonable instructions, policies or procedures on how to work in a safe and healthy way.
- Understands and adheres to emergency and evacuation procedures.
- Speaks up about health and safety matters that could affect them or their workmates.
- Actively participates in hazard identification and reporting.
- Makes suggestions on how to improve health and safety at work.

Cultural awareness

- Proactive awareness and engagement with a wide range of cultures and associated protocol and traditions within Auckland, with particular reference to the Māori Dimension (He Kōrahi Māori) and Pacific Dimension (Teu le Vā).
- Understands and demonstrates the principles and application of the Treaty of Waitangi and the implications for the work of the Museum.
- Demonstrates a thorough understanding of the Museum's specific obligations in Auckland's cultural landscape and actively contributes to its evolution from a colonial institution to a future museum.

Digital capability

- Almost every role at the Museum depends upon technology to fulfil its purpose, we also use technology to create, store, protect, use, and share our digital assets. All Museum workers are responsible for the appropriate use of technology, compliance with all cybersecurity instructions, and the wellbeing of our digital assets.

Develop self for current and future employment

- Knowledge and skills are developed and maintained for competent performance of current position.

He Waka Eke Noa – Values & Behaviours

He Waka Eke Noa describes our unique identity and how He Kōrahi Māori and Teu Le Vā underpin how we think, act, and feel as employees of Auckland Museum. It is a leadership

competency framework which sets out how we lead, behave and work with each other, our visitors, and communities.

- **Authentic** – Understanding our purpose, practicing our values, leading with our hearts
- **Customer Centred** – Creating memorable positive experiences for each other and our audiences
- **Respectful** – Honouring each other, valuing our differences
- **Connected** – Connected to each other, our work, and our communities
- **Growth Mindset** – We treat challenges as opportunities

Core Competencies Required

Generosity

- Displays goodwill towards colleagues and assumes the best of them, letting it go when mistakes are made and giving people another chance.

Customer Centred

- Is always ready to share with and help others, even if they need to go out of their way.

Resilience and Optimism

- Doesn't give up when faced with challenges; remains realistic, and hopeful.

Connected

- Exemplifies a mahi tahi approach and cooperates with others to benefit the whole.

Respectful

- Is committed to divesting themselves of colonial views and interpretations of people and taonga, values indigenous work views and knowledge.

Accountable

- Holds themselves accountable for their performance, is open to feedback and asks for it.

Inclusive

- Respects that people are free to be themselves and express their identities.

Additional Competencies Required for this Role

Success in this role requires the following additional competencies.

Integrity and Trust

- Acts consistently with organisational values, handles sensitive issues appropriately, and builds trust with staff at all levels.

Functional/Technical Skills

- Demonstrates depth of knowledge and expertise in health and safety practice and legislation.

Interpersonal Savvy

- Relates well to a wide range of people, builds relationships, and adapts communication for different audiences.

Problem Solving

- Uses rigorous analysis to uncover root causes and identify practical, effective solutions.

Skills & Experience Required for this Role

Success in this role requires the following foundations.

- 5+ years' experience in dedicated health and safety roles, with at least 2 years in a senior advisory or management capacity, preferably in a complex, multi-functional environment.
- Demonstrated experience leading and maintaining health and safety management systems, including policy development, hazard and risk management, and incident response.
- Strong understanding of contractor management, site safety planning, and interface with facilities, construction, or exhibition install teams.
- Experience in supporting or leading emergency preparedness and response planning (e.g. fire, earthquake, hazardous materials, crowd safety).
- Track record of building and influencing safety culture, including through leadership engagement, staff training, and consultation processes.
- Comprehensive knowledge of the Health and Safety at Work Act 2015 and associated regulations.
- Strong understanding of risk management methodologies, including hazard identification, root cause analysis, and corrective action systems.
- Familiarity with public sector and heritage contexts is highly desirable, including working within older buildings and with fragile or culturally significant collections.
- Competent in data analysis, safety performance reporting, and applying evidence to decision-making.
- Experience designing and delivering tailored health and safety training programmes.

Personal Attributes Required for this Role

Success in this role requires the following attributes.

- Integrity and Fairness - Demonstrates high ethical standards, acts with honesty, and applies consistent judgement—essential for leading within a just culture framework.
- Professional Maturity - Calm under pressure, exercises sound judgement, and balances empathy with accountability, particularly during sensitive incidents or investigations.
- Collaborative and Collegial - Works respectfully across teams, values others' expertise, and contributes to shared organisational goals.
- Adaptable and Pragmatic - Applies health and safety principles flexibly and proportionately to suit varied work contexts (e.g. public spaces, technical back-of-house, heritage settings).

- Inclusive and Culturally Responsive - Respects the diverse identities and values of staff, volunteers, and visitors, and integrates cultural safety into health and safety practices.
- Credible and Influential - Able to build trust, speak with authority on safety matters, and influence leaders and staff without relying on positional power.
- Learning-Oriented - Encourages a culture of continuous improvement and learning, and models a non-punitive approach to incident analysis and risk reporting.
- Self-Motivated and Accountable - Works independently, takes initiative, and follows through on commitments reliably and with attention to detail.

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