






# Health & Safety Advisor

The Health & Safety Advisor plays a pivotal role in championing a proactive health and safety culture across the organisation and the wider rugby system. This role leads and supports the implementation, maintenance, and continuous improvement of our Health & Safety Management System in alignment with ISO 45001:2018. By providing expert guidance, practical solutions, and ongoing support, the Advisor ensures safe environments for athletes, staff, volunteers, and spectators across all national and regional operations, while also strengthening organisational resilience and compliance.

				
Location	Team	Leader	Employment Type	Direct Reports
Wellington	People, Safety & Wellbeing	Head of Health, Safety & Injury Management	Fixed Term - Full Time	Nil
<b>Key Stakeholder Groups:</b> <b>Internal</b> - Management Team, NZR Employees, Provincial Unions & Super Rugby Clubs, Players, Coaches & Referees <b>External</b> - ACC, Worksafe, Injury Prevention vendors & providers, Evotix (SHE Assure) and Auditors				

## What You Do

### ISO 45001 System Implementation & Maintenance

- Support the continued development and implementation of an ISO 45001-compliant Health and Safety Management System.
- Maintain documentation, procedures, and records to meet certification requirements.
- Assist in internal audits and coordinate external audits with certification bodies.
- Coordinate the annual management system review with Senior Leaders and Board members.

### Risk Management

- Conduct risk assessments across national and regional sporting events, facilities, and operations.
- Develop and implement control measures to mitigate identified risks.
- Monitor and review risk registers and ensure alignment with organisational risk appetite.
- Ensures all hazards are promptly assessed for their significance and managed.

### Incident Management & Investigation

- Lead or support investigations into incidents, near misses, and injuries.
- Ensure timely reporting and root cause analysis.
- Recommend corrective actions and track implementation.
- Work with Super Clubs, Unions, and Teams in Black on injury prevention strategies.

## Training & Capability Building

- Deliver health and safety inductions and training for staff, volunteers, and contractors.
- Ensure all Super Clubs undertake compliant induction sessions for contracted players and staff.
- Develop resources and toolkits for regional sub-units to build local capability.
- Promote a proactive safety culture through education and engagement.
- Actively encourage employee and player participation in health and safety.

## Compliance & Legislative Monitoring

- Ensure compliance with relevant health and safety legislation across all jurisdictions.
- Monitor changes in legislation and standards and update policies accordingly.
- Liaise with regulatory bodies as required.
- Maintain Health & Safety policy in line with 'best practice'

## Support for Super Clubs and Provincial Unions

- Provide guidance and support to regional health and safety representatives.
- Facilitate regular communication and knowledge sharing across these locations and teams.
- Coordinate national safety campaigns and initiatives with local implementation.

## Reporting & Continuous Improvement

- Prepare regular health and safety performance reports.
- Analyse trends and recommend improvements.
- Support the development of strategic health and safety objectives.
- Monitor health and safety actions across all franchises on a monthly basis to ensure continued compliance and opportunities for improvement

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## What You Bring

### Key experience and skills include:

- Tertiary qualification in Health and Safety, Occupational Health, or related field.
  - Minimum 3 years' experience in a health and safety advisory role.
  - Experience with ISO 45001 implementation or auditing.
  - Strong understanding of risk management and incident investigation.
  - Experience in sporting or event environments is highly desirable.
  - Excellent communication and interpersonal skills.
  - Strong analytical and problem-solving abilities.
  - Ability to work independently and collaboratively across diverse teams.
  - Commitment to fostering a positive safety culture.
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