

DAIRYNZ Position Description

Health & Safety Coordinator

Position

Position Title: Health & Safety Coordinator
Direct Reports: Nil
Budget: Nil
Management Position: No

Reports to: Health, Safety & Wellbeing Lead
Career Level: Team Member
Revenue: Nil
Delegated Authority: Nil

Purpose of DairyNZ

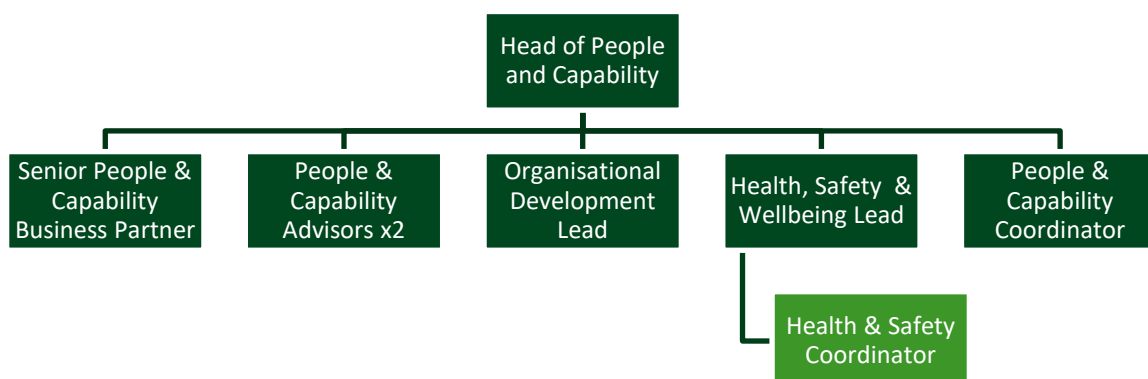
Our Purpose: ***Progressing a positive future for New Zealand dairy farming.***

That's why we exist for farmers, working along them and others to leverage our collective strength and create purposeful change.

Purpose of the position

To enable DairyNZ's Health, Safety & Wellbeing (HS&W) function to deliver a safe, healthy, and compliant workplace. The position will manage, coordinate and provide administration for systems that support health and safety processes, wellbeing initiatives, and compliance requirements. This role ensures our HS&W activities are efficient, accurate, and aligned with organisational priorities.

Team organisation chart



Key position deliverables

Key deliverables of the role to be reflected in the Performance Agreement and Individual Performance Targets.

Key Performance Requirement:	Key Indicators:
Health & Safety Systems & Data Management	• Maintain and update HS&W records, including staff details, training records, and risk registers. • Upload and manage safety documents (SOPs), ensuring version control. • Enter incidents from near-miss hotline and assign investigations to managers. • Track corrective actions and ensure timely completion. • Assist with data collation and reporting of HS&W metrics.
Incident & Compliance Coordination	• Coordinate contractor health and safety prequalification and assess documentation. • Support policy and procedure reviews; ensure current versions are accessible. • Assist with ACC documentation and claims. • Monitor compliance with legislative and organisational requirements.
Wellbeing Programme Support	• Book and coordinate staff flu vaccinations, health monitoring, workstation assessments, and random drug/alcohol testing. • Support health education and awareness initiatives (e.g., mole mapping).
Committee & Communication Support	• Schedule HS&W Committee meetings, prepare documentation, take minutes, and track actions. • Prepare monthly HS&W updates for internal communications (e.g., Let's Kōrero, Moogle). • Monitor HS&W inbox and respond to general queries.
Learning & Development	• Assist in creating health and safety online learning modules and 'how-to' guides. • Support development of new safety compliance inspection modules.
Project & Continuous Improvement Support	• Contribute to HS&W improvement projects and initiatives. • Assist with delivery of HS&W strategy and plan milestones.

How We Work	• Support and role model DairyNZ values and principles: Connectedness, Curiosity, Courage and Credibility. • Understand and adhere to company policies and guidelines. • Actively support and contribute to DairyNZ organisational culture of one team. • Actively support and encourage continuous improvement to drive our organisation forward. • Strive to provide a safe and healthy workplace • Role model industry safe working practices • Take appropriate action to ensure correction of any condition or practice, which may cause harm to yourself, others or the environment. • Actively promote DairyNZ Health, Safety & Wellbeing Policies and procedures • Support and encourage employee participation and consultation in all aspects of Health, Safety and Wellbeing management. • Comply with legislative requirements and relevant standard.
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Key relationships

Internal	External
Head of People and Capability	Contractors
GM People and Capability	Health Service Providers
People & Capability Team	ACC
Corporate Services	Safety Vendors
All DairyNZ Staff	

Qualifications and experience

Essential:	Preferred:
Diploma-level qualification in health and safety, administration, or business studies, or equivalent practical experience.	Tertiary qualification in Health & Safety or related field.
At least 3 years' experience in a coordinator or administrator role in a busy, multi-faceted environment.	Experience in HS&W coordination, including incident management and wellbeing programmes.
Knowledge of NZ health and safety legislation and compliance requirements.	Familiarity with HS&W systems and reporting tools.
Strong organisational skills and attention to detail.	
High level of computer literacy, including MS Office Suite.	

Job specific & technical competencies

Competency	Descriptor/Evidence
Attention to detail	Is thorough in accomplishing a task. Monitors and checks work or information and plans and organises time and resources efficiently. Checks for accuracy, maintains consistently high standards, including using resources efficiently. Provides information on a timely basis and in a usable form to others who need to act on it. Carefully monitors the details and quality of own and others' work. Expresses concern that things be done right, thoroughly, or precisely. Completes all work according to procedures and standards.
Trustworthy	Ability to manage highly confidential information with a high degree of confidentiality and professionalism.
Communication	Articulates ideas and intentions clearly and succinctly. Is honest, tactful, and diplomatic in interactions. Writes clearly and succinctly; can get messages across that have the desired effect. Provides the information people need to know to do their jobs and to feel good about being a member of the team, unit, and/or the organisation. Provides information so others can make accurate decisions; is timely with information.
Organisational skills	Exceptionally well planned and organised, with the demonstrated ability to follow through to stay on top of and anticipate priorities/needs. Self-management skills – work independently and within a team environment. Can marshal resources (people, funding, material, support) to get things done; can orchestrate multiple activities at once to accomplish a goal; uses resources effectively and efficiently; arranges information and files in a useful manner.
Interpersonal savvy	Relates well to all kinds of people – up, down and sideways, inside and outside the organisation; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact. Is discreet, understands the importance of confidentiality and maintains boundaries when party to confidential information.
Problem solving	Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn't stop at the first answers.
Collaboration	Actively seeks to collaborate. Can demonstrate successful collaborations. Collaborates when appropriate to do so. Influences with ability to generate cohesion and inspire collaboration within areas of influence.
Quality focus	Production of detailed, accurate and precise work. Ability to tackle multiple tasks and successfully manage conflicting priorities
IT Literacy	Capable of utilising all of MS Office suite to develop and deliver documentation and reporting of the required standard at an advanced level. Advanced user of Microsoft Suite, including Word, Excel, PowerPoint and Outlook

Career level competencies – Team Member

Competency	Descriptor/Evidence
CUSTOMER FOCUS	Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.
PRIORITY SETTING	Spends his/her time and the time of others on what's important; can quickly sense what will help or hinder accomplishing a goal, eliminates roadblocks; creates focus
DRIVE FOR RESULTS	Can be counted on to deliver goals successfully; is constantly striving to achieve; very bottom-line/results oriented; steadfastly pushes self and others for results.

Values

