



Safety Advisor

POSITION DESCRIPTION	
TITLE	Safety Advisor
REPORTS TO	Southern Regional Manager
LOCATION	Wellington
DIRECT REPORTS	N/A
DATE	April 2025

Site Safe

Our Vision

Proud to be Safe





Our Mission

Building Safer and Healthier Workplaces Together

Who We Are

Established as a not-for-profit society in 1999, Site Safe's goal is to help reduce harm in the New Zealand construction industry. A membership-based organisation with over 7,000 members, we provide leadership, advocacy and a range of services to support the industry to be safe. We help develop future health and safety leaders, provide education and resources, and give advice to businesses on solutions that make a real difference and ensure everyone goes home safe at the end of each day.

Our Values

	Safety	Safety and health are at the forefront of what we do and who we are.
	Attitude	We are respectful and honest. We believe with passion and work with integrity.
	Fairness	Our willingness to listen and learn enables continuous improvement towards excellence. We have inquiring minds and are open to change for the best outcomes.
	Engagement	Our sense of team and trusting relationships enables robust debate and best practice development.



Purpose of the Position

To contribute to the improvement of health and safety in construction and related industries through:

- Delivering Site Safe training and related assessment
- Providing health and safety advice and services
- On-site audit, review and inspection services
- Engaging with customers, potential customers and members
- Promoting Site Safe membership and services

Key Responsibilities

1. Training delivery and assessment

- Deliver Site Safe Training courses on-site and at other venues and locations (both physical and online through the use of online webinar platforms).
- Undertake preparation, administration and follow-up work prior to, and following, course delivery.
- Maintain 'away' training kits.
- Develop and facilitate seminars and workshops with clients.
- Take opportunities to promote Site Safe's products and services.
- Mark assignments received from learners who have attended Site Safe courses that include a post course assessment component.

2. Site Reviews (audits) and Inspections

- Undertake on-site health and safety site reviews (audits), using Site Safe's review tool or client-requested tool as relevant.
- Identify areas of risk and offer workable solutions.
- Provide information to assist with the benchmarking of companies' review results.
- Write comprehensive and useful reports following reviews.
- Provide feedback and support to companies following their reviews.
- Assist clients in closing out safety improvement reports.
- Promote Site Safe's site review and consultancy services.
- Participate in Site Safe's auditor community of practice.

3. Consulting

- Undertake consulting services in conjunction with Site Safe products.
- Scope and develop proposals for delivery of consulting work.
- Assist in developing and implementing effective on-site safety management systems and practices.



- Develop and/or facilitate toolbox talks, safety meetings, and/or workshops on a variety of topics.
- Assist with implementation of incident/accident reporting systems and carry out investigations if requested.
- Assist members/customers to conduct task analysis/safe work method statements/job safety analysis (TA/SWMS/JSA) and other related safety documentation.
- Assist members/customers to develop Site Specific Safety Systems (SSSP) documentation.
- Promote Site Safe consulting services and actively pursue opportunities, including SiteWise and SiteSmart promotion and assistance.
- Respond to customer enquiries via phone, email and in-person.
- Maintain reporting and invoicing requirements using the relevant tools.

4. Promotion, engagement and regional growth

- Actively work with the Regional Manager to identify opportunities for new business to support growth in the region.
- Visit/contact assigned Site Safe member companies on a regular basis to develop the relationship.
- Promote Site Safe services and membership.
- Build and sustain key relationships with industry companies/organisations/sectors.
- Develop and/or facilitate presentations, seminars and workshops with stakeholders.
- Arrange and facilitate client meetings to identify needs and recommend service options.
- Organise and facilitate safety related gatherings such as meetings, forums or liaison groups.
- Participate or lead industry events.
- Speak / Present at industry meetings/events.

5. Support to the wider Regional and National teams

- Provide back-up and support to the wider Delivery team.
- Provide input and feedback on the development of new, and the review of existing products, materials and resources.
- Participate in peer review/observation processes and provide useful and constructive feedback to other team members.
- Participate in Communities of Practice to share knowledge and support the delivery of our services.



- Maintain up-to-date knowledge of relevant health and safety application within the construction industry.

6. Reporting

- Provide reporting to Regional Manager on regular basis as required.
- Maintain customer interaction information in the Customer database.

7. Health, Safety and Wellbeing

- Ensure personal and team responsibility in the application of Site Safe health and safety policies and procedures.
- Identify and report on potential improvements to health and safety within the workplace.
- Complete any required organisational health and safety related training or education.

Key Relationships

Internal	External
Safety Advisors	Members and Customers
Learning Facilitators	Employers
Regional Managers	The wider construction and related industries
Other members of the Delivery Teams across the three regions	Regulatory bodies (eg WorkSafe)
The broader Education Development and Delivery team	Safety and Industry networks, forums and groups
The rest of Site Safe	Learners



Person Specification

Experience, Knowledge and Qualifications

- Experience in facilitating classroom and online training with knowledge of adult learning techniques, ideally backed up with a Certificate in Adult Teaching (level 4) or equivalent
- Up to date and practical knowledge of Health and Safety principles, practices and legislation, ideally backed up with a Health and Safety qualification, ideally at level 6 or above.
- Professional membership of NZISM, and ideally registered on the HASANZ framework.
- A strong understanding of leadership and behavioural safety, alongside an understanding of legislation and technical requirements.
- Experience in providing Health and Safety advice and expertise, ideally in a construction, or related, environment.
- Proven experience engaging with businesses, with the ability to establish and maintain relationships with customers and stakeholders and ascertain and understand business needs.
- Excellent written and oral communication skills, including presentation skills.
- Competence in the Microsoft Office suite of products.
- Experience with digital/online audit, safety and reporting tools.

Personal Attributes

- Excellent communication and relationship building skills
- Customer service focus
- Ability to present ideas and gain acceptance and buy-in from stakeholders
- Is innovative, forward thinking and open minded
- Able to interact and be responsive to the needs of diverse groups
- Passion and motivation for teaching and training
- Demonstrates commitment to the Site Safe Values