



Southern Operations Manager

POSITION DESCRIPTION	
TITLE	Southern Operations Manager
REPORTS TO	Southern Regional Manager
LOCATION	Christchurch
DIRECT REPORTS	10
DATE REVIEWED	March 2026

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 6,000 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 manage the Safety Advisor and Learning Facilitators in their day to day operations to ensure they are meeting expectations of Site Safe, customers, members and industry. A key focus of this role is to work with the Southern Regional Manager and the Southern Business and Customer Support Manager to ensure the right resources are in place to achieve this.

Key Responsibilities

1. Manage Southern Safety Advisor, Learning Facilitator and Contract Trainer Teams

- Lead and manage Safety Advisors, Learning Facilitators and Contract Trainers to ensure effective delivery of services to customer and members, including coaching, support and direction in their work.
- Provide health and safety expertise and guidance to support the work of Safety Advisors and Learning Facilitators
- Live and role model our organisational values.
- Create and lead an effective team through fostering a sense of connection and belonging, valuing diversity, planning and prioritising, and creating a positive work environment.
- Inspire and motivate others through communication of the organisational strategy and goals; setting clear, meaningful individual goals aligned with these; providing feedback and coaching; and recognition and celebration.
- Develop team members by providing regular support for development; constructive feedback; and coaching and training for the ongoing development of individuals.
- Communicate often and openly with individuals and the team; and build strong relationships with and across teams.
- Ensure the team have the tools, including technology, to enable them to deliver

2. Business Planning, Reporting and Review

- Contribute effectively to the leadership of the Southern Region.
- In conjunction with the Southern Regional Manager and Southern Business and Customer Support Manager, develop an annual delivery plan reflective of Site Safe's full range of service and product offerings to support the Southern Region customer requirements and national business plans.
- Regularly report on progress against plans.

3. Manage the Approval to Deliver and Moderation processes

- Manage the approval to deliver and moderation processes for Safety Advisors, Learning Facilitators and Contract Trainers in the Southern Region.
- Identify future Safety Advisor and Learning Facilitator capability requirements and recommend to the Southern Regional Manager for action.

4. Participate and contribute to national projects

- Represent the National Delivery team on organisational project initiatives.



- Work with the Education Manager and Assignment Coordinator on managing the Approval to Mark process.

5. Support the Southern Regional Manager

- Provide health and safety technical expertise and support to the Safety Advisors and Learning Facilitators, and customers as required
- Undertake connection and engagement with industry stakeholders as applicable
- Support the wider Southern regional team as required
- Act as Southern RM as required

6. 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
Southern Regional Manager	Site Safe Southern Region members
Southern Business and Customer Support Manager	Southern Region customers
Southern Regional Team	Contractors
Site Safe staff	Southern region construction industry
	In-house training organisations

Person Specification

Experience, Knowledge and Qualifications

Essential:

- Experience in Operational Management
- People leadership experience
- Strong relationship management skills
- Budgeting and financial skills
- Business planning and reporting skills
- Up to date and practical knowledge of Health and Safety principles, practices and legislation, ideally backed up with a Health and Safety qualification
- Experience in providing Health and Safety advice and expertise, ideally in a construction, or related, environment
- Communication and presentation skills,
- Computer literate and technology savvy including Microsoft office packages
- Strategic thinking with the ability to see the bigger picture and long-term solutions



- Task planning and management.
- Process improvement.
- Strong organisational skills

Desirable:

- Experience with customer databases
- Knowledge of the construction industry
- Management qualification

Personal Attributes

- Consistently delivers results that meet expectations
- Recognises problems, analyses them, and solves them in collaboration with others
- Demonstrates personal integrity, responsibility, reliability and strength of character
- Is innovative, forward thinking and open minded
- Works collaboratively with colleagues at all levels
- Demonstrated commitment to quality and meeting customer needs
- Pragmatism and flexibility
- Compassionate and understanding
- Demonstrates commitment to the Site Safe Values