

HSW Coordinator

Reports to:	National Manager – Health, Safety and Wellbeing	Position Status:	Permanent
Unit:	People and Transformation	Location:	To be agreed
Direct Reports:	Nil	Budget & Delegated Authority:	Nil
Career Step:	4	Job Family:	People and Facilities
Career Path:	Corporate	Date:	October 2025

Purpose

The Health, Safety and Wellbeing (HSW) Coordinator provides essential coordination and administrative support to enable the effective delivery of HSW activities across our multi-site organisation. This role ensures HSW systems and records are accurately maintained, supports the implementation of health and wellbeing programmes, and facilitates compliance with legislative and organisational requirements. The position works collaboratively with internal teams and external providers, helping to foster a safe, healthy, and inclusive workplace culture, supporting leaders and staff to meet their HSW responsibilities.

Position Priorities and Responsibilities

- Provide administration support for the Health, Safety and Wellbeing team, including meeting coordination, minute-taking, and document management.
- Maintain HSW systems and databases, ensuring accurate and timely data entry, reporting, and record-keeping, and trend analysis.
- Coordinate incident reporting and follow-up processes, including documentation, investigation support, and tracking of corrective actions.
- Liaise with internal teams and external providers to ensure smooth delivery of HSW services, including contractors, occupational health providers, and training vendors.
- Maintain registers for hazards, risks, incidents, and training records, ensuring they are up-to-date and accessible.
- Coordinate medical monitoring and health screening programmes, supporting staff participation by facilitating appointments arrangements where needed and ensuring participation is tracked and records are maintained.
- Support the delivery of HSW training, inductions, and wellbeing initiatives, including logistics, materials preparation, and attendance tracking.
- Assist with the preparation of HSW reports, communications, and resources such as newsletters, posters, and intranet content.
- Advise and assist the business by providing HSW information related to client requests and

prequalification requirements as needed.

- Support internal and external audits by preparing documentation, scheduling activities, and following up on actions.
- Contribute to the development and review of HSW procedures, forms, and guidance documents.
- Assist in the organisation of wellbeing events, campaigns, and awareness activities across the organisation.
- Coordinate the monitoring and replenishment of HSW supplies such as PPE, first aid kits, and wellbeing resources as required.
- Participate in HSW meetings, working groups, and forums, providing administrative and coordination support.
- Provide frontline support to staff with HSW queries, directing them to appropriate resources or personnel.

Responsibilities of all Employees

- Comply with all Earth Sciences NZ's policies, procedures and frameworks, and act in line with the organisational values.
- Contribute to our healthy and safe workplace by following Health, Safety and Wellbeing (HSW) expectations outlined in and integrated into our operational practices and HSW Frameworks, including undertaking HSW training and participating in health monitoring programmes relevant to your work.
- Work effectively as a team member by fostering good relationships and supporting others by providing coverage of other functions as required and ensuring workloads are evenly spread.
- Have the flexibility to adapt and develop as the organisation and its environment evolves.

Key Working Relationships

Internal	External
• Staff and leadership	• HSW service providers

Person Specification

Qualifications and Experience

Essential

- 4–5 years' experience in a health and safety coordination or similar co-ordination role.

Desirable

- Experience supporting incident investigations and reporting.
- Exposure to wellbeing initiatives and employee engagement activities.
- Familiarity with HSW systems and tools (e.g., risk registers, incident reporting platforms).

Skills, Knowledge and Attributes

- Excellent time management and organisational skills.

- Attention to detail in data entry, reporting, and document control.
- Ability to manage multiple tasks and priorities effectively.
- Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Experience using HSW software platforms (e.g., ecoPortal)
- Comfortable with digital tools for training, reporting, and communication.
- Proactive and solutions focused.
- Team player, approachable, with a genuine interest in wellbeing.
- Resilient and adaptable in fast-paced or changing environments.
- Previous experience working in a multi-site or operational environment.