

Position Description

Position title:	Health and Safety Administrator	Created:	October 2025
Division:	H&S	Location:	Waipukurau
Reports to (title):	Senior Health & Safety Advisor	Salary Band:	D
Team function:	<p>The Health and Safety team ensures:</p> <ul style="list-style-type: none"> Centralines health and safety business risks are identified and managed effectively. Centralines has the systems and processes to comply with all applicable laws and regulations. That in conjunction with Senior Management, the safety & wellbeing of our workforce is Centralines top priority 		
Prime function / Purpose of Position	<p>The Health and Safety Administrator plays a key role in supporting the Senior Health and Safety Advisor for the effective delivery of Centralines' Health and Safety Management System (HSMS), Public Safety Management System (PSMS), and associated wellbeing and compliance programmes.</p> <p>This role ensures that all health, safety and training data, documentation, systems and processes are maintained accurately and efficiently, enabling the Senior Health and Safety Advisor to focus on strategic, advisory and field-based activities.</p> <p>The primary function of this role is to support and provide administration functions to the Senior Health and Safety Advisor at Centralines.</p>		
Staff Supervision:	Direct: 0 Indirect: 0		
Cost Centre Budget:	Cost Centre budget responsibility	\$	
Delegated Financial Authority:	Maximum purchasing authority per item (Opex)	\$ nil	
	Maximum purchasing authority per item (Capex)	\$ nil	
Key stakeholder relationships and linkages:	Internal	External	
	<ul style="list-style-type: none"> Centralines Field and Office Staff Lines Supervisor Works Performance Advisor Vegetation Control Coordinator Operations Manager Centralines Unison Networks and Operations group. Centralines Electrical Team Leader General Manager Centralines 	<ul style="list-style-type: none"> Unison Asset Managers Unison Health and Safety Management team Consultants External Contractors 	

Key Responsibilities

Administrative Support

- Provide day-to-day administrative support to the Senior Health and Safety Advisor.

- Maintenance of the Vault Health & Safety database, including updating records for PPE, testing inspections, training, staff details etc
- Maintain and update documentation including policies, procedures, risk assessments, and hazard registers.
- Coordination of PPE issuing and replacement process.
- Support the preparation of Board and management reports by compiling H&S statistics and updates.
- Manage scheduling and documentation for health and safety meetings, toolbox talks, training, and audits.
- Ensure accurate records of incident reports, investigations, inductions, training, and corrective actions are maintained.
- Maintain the hazardous substance register and coordinate regular reviews and training schedules.
- Assist with coordination and documentation of return-to-work and rehabilitation programmes.

System and Process Coordination

- Administer and maintain Centralines' HSMS and PSMS systems including the contractor management, safety event platforms and School public safety visits..
- Track, update, and follow up on actions from audits, investigations, inspections, or assessments.
- Ensure all health and safety records are stored in accordance with privacy and compliance requirements.
- Support the implementation and continuous improvement of HSMS/PSMS processes.

Training and Development Support

- Schedule and coordinate internal and external health and safety and compliance training events.
- Maintain training records and competency matrices for Centralines employees and contractors.
- Liaise with managers and team leaders to support training needs analysis and development planning.
- Coordinate logistics and materials for health and safety training sessions and workshops.

Event and Communication Support

- Assist with the planning, promotion, and coordination of H&S initiatives, campaigns, and awareness events.
- Support the Wellbeing Programme through scheduling, communication and documentation.
- Draft internal health and safety communications including alerts, newsletters, and awareness materials.

Health & Safety:

Comply with the Company's Health and Safety requirements and in particular:

- Ensure your own safety at work;
- Ensure that no action or inaction on your part while at work, harms any other person;
- Report any hazard identified within the workplace or arising out of the work;
- Report and record injuries/illnesses arising out of the work or the work environment; and

- Participate in emergency drills and training sessions in occupational safety and health, as required.

Key Relationships

Internal

- Senior Health and Safety Advisor
- Centralines Staff and Supervisors
- Operations Manager and General Manager
- People & Capability and Training Teams

External

- Contractors and consultants
- Health and safety training providers
- Health and safety plant/PPE/equipment suppliers
- Unison Health and Safety team
- Unison Marcoms Team

Person Specification

Essential

- Strong administrative and organisational skills with attention to detail.
- Experience managing data, systems, and documentation.
- Proficient in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).
- Strong interpersonal and communication skills.
- A proactive and collaborative team member.
- Able to manage multiple priorities in a dynamic environment.

Desirable

- Experience in a health and safety, training, or compliance role.
- Exposure to an industrial or utilities environment, preferably electricity distribution.
- Familiarity with health and safety legislation and practices in New Zealand.
- Working knowledge of contractor prequalification systems or safety databases.

	Essential	Desirable
Formal Education & Training:	<ul style="list-style-type: none"> • NCEA accreditation • Clean Drivers Licence 	<ul style="list-style-type: none"> • Diploma level qualification
Experience (Years & Type)	<ul style="list-style-type: none"> • A minimum of 2-4 years in an administration role 	<ul style="list-style-type: none"> • Experience in H&S • Experience in the electricity sector

Competency Requirements

- Committed to living the Company values of Safety, Teamwork, Integrity, Openness and Passion and role modelling the supporting behaviours.
- Committed to supporting the Company in achieving our vision.

- Varied work requiring new and existing skills to achieve results.
- Excellent all-round communication skills, both written and oral.
- Strongly self-motivated with a passion for safety, able to lead and promote change.
- Develop and build relationships with people internally and externally in a positive manner.
- Good organisational skills, able to work to agreed schedules and timeframes and achieved defined goals and objectives and time management skills.
- Have a strong desire to maintain high standards of accuracy and service.
- The ability to use initiative, manage workload requests and issues to meet changing priorities and firm deadlines.
- Able to work as part of a team and be flexible and adaptable.
- Have a personality that is continuous improvement minded and comfortable challenging the norms.
- Have a strength in conflict resolution and seeing opportunities from a holistic business approach.
- A high level of computer literacy and accuracy, including skills in the Microsoft suite, in particular Word, Excel, PowerPoint and Outlook.

Compliance Requirements

Business Compliance:

Ensure a sound understanding of, demonstrate commitment to and comply with all legislation and Centralines Policy relevant to your role and all activities undertaken in that role.

Health and Safety:

Undertake all work in a safe manner and follow all company and workplace health and safety procedures.