

Zero Harm Co-ordinator, Regional Facilities

CBD based role

- Diverse and challenging portfolio
- Development opportunities

Regional Facilities Auckland is a Council Control Organisation which manages leading edge venues such as The Aotea Centre, Auckland Town Hall, The Civic, Auckland Conventions Centre, Auckland Art Gallery, Auckland Zoo and Mt Smart Stadium. Regional Facilities Auckland is committed to Health and Safety across all its venues and has a vision of achieving zero harm.

An opportunity has therefore been created for a passionate and enthusiastic Zero Harm Co-ordinator to come and join the wider Zero Harm team.

Reporting to the Zero Harm Program Manager this role will be responsible for providing administrative support to ensure that Regional Facilities Auckland is compliant with relevant HSE Act as well as organisational policies and procedures.

In addition, this role will be responsible for:

- Providing general administration support to deliver upon Live Zero Harm program initiatives across the group
- Co-ordinating the company's Health & Safety performance reporting requirements in a centralised Health and Safety database
- Co-ordinating training and logistics for various Health & Safety training modules
- Coaching and mentoring staff in Health & Safety policies and procedures
- Administering the company's contractor management and injury management processes
- Co-ordinating the administration requirements of the company's Health & Safety audit program

The successful applicant will be expected to bring good attention to detail; well-developed communication and relationship building skills by working alongside staff in the organisation to promote and improve the company's safety culture and practices.

Our ideal candidate will have some Health & Safety learning and development and/or human resource experience in a similar administrative role.

So if you have the drive, resilience and take a solutions-based approach to tasks and would like to help Regional Facilities Auckland on their safety journeys, then apply today!

This position is deemed a safety sensitive position and will require pre-employment drug testing. To apply for this job, please click [here](#) or go to our job site and enter the job code 28811.

