

# Position Description

<b>Position Title:</b>	<b>Health, Safety and Quality Manager</b>	
<b>Reports to:</b>	Head of Operations	
<b>Direct Reports:</b>	N/A	
<b>Full/Part time:</b>	Permanent Full Time Position	
<b>Location:</b>	Ohinewai, with occasional travel to Auckland Head Office	
<b>Key Relationships:</b>	<ul style="list-style-type: none"><li>▪ Abodo Whanau specifically Sales, ops and production teams</li></ul>	<ul style="list-style-type: none"><li>▪ Key suppliers</li><li>▪ Key customers</li></ul>

## Main Purpose (Summary)

Responsible for overseeing and managing all aspects of health, safety, quality, and compliance within our organization. The role involves developing, implementing, and maintaining comprehensive strategies and systems to ensure the highest standards of health and safety, quality control, and regulatory compliance across all operations.

## What you will do (Key accountabilities and tasks)

On a day-to-day basis, the role will:

### Health, Safety and Wellbeing

- Develop, implement, and continuously improve health and safety policies, procedures, and practices in alignment with WorkSafe guidelines and industry best practices.
- Conduct regular risk assessments, hazard identification, and safety inspections to mitigate potential risks and hazards in the workplace.
- Provide leadership, guidance, and support to all employees to foster a culture of safety awareness, accountability, and wellbeing.
- Coordinate and deliver effective health and safety training programs for employees at all levels.
- Investigate incidents, accidents, and near misses, and implement corrective actions to prevent recurrence.
- Collaborate with relevant stakeholders to promote employee wellbeing initiatives and programs.

### Quality Management Systems

- Develop, implement, and maintain a robust quality management system (QMS) to ensure compliance with industry standards and customer requirements.
- Establish quality control procedures and performance metrics to monitor and measure product quality throughout the production process.
- Conduct regular audits and inspections to verify compliance with quality standards and identify areas for improvement.
- Lead continuous improvement initiatives to enhance product quality, efficiency, and customer satisfaction.
- Provide training and support to employees on quality management principles and practices.

### Compliance Programs

- Ensure compliance with regulatory requirements set forth by the Ministry of Primary Industries, Code Mark, and Forest Stewardship Council (FSC).
- Develop, implement, and maintain compliance programs and procedures to meet regulatory standards and certification requirements.
- Monitor changes in regulations and standards and update policies and procedures accordingly.
- Prepare and submit necessary documentation and reports for regulatory agencies and certification bodies.
- Coordinate internal and external audits to assess compliance performance and address any non-conformities
-



**What you will bring – (Technical and role related experience)**

- Bachelor's degree in Occupational Health and Safety, Quality Management, Environmental Science, or related field.
- Proven experience (5+ years) in health, safety, quality, and compliance management roles, preferably within the timber or manufacturing industry.
- In-depth knowledge of health and safety regulations, quality management systems, and compliance standards.
- Strong leadership abilities with excellent communication, interpersonal, and problem-solving skills.
- Demonstrated ability to develop and implement effective strategies, policies, and procedures.
- Experience in conducting audits, inspections, and incident investigations. • Relevant certifications (e.g. ISO 9001) preferred.

**What is important to us - (Our Values)**

Our Values are about why and how we do things and how they form the foundation of our culture.

**Take Pride**

We don't take chances. We will ensure we are a reliable supplier of carefully crafted products and services

**Solve Problems**

We provide solutions to our customers' problems and our own internal problems with a spirit of innovation.

**Propel Change**

Our impact is to make a difference. We go beyond sustainability in the way we work. We leave things better than where we found them

**Champion People**

Our solid bond helps to create a Better Tomorrow for everyone. Be there for your team, show up and own your role. Be bold, share your voice.

The duties contained in this Position Description may be modified and updated by the Employer from time-to-time following agreement with the Employee. This above information is intended to describe the general nature and level of work being performed and therefore does not imply that the duties/skills listed are the only duties/skills to be performed by the incumbent. From time to time, employees may be required to perform duties outside of their normal responsibilities as needed.

PD Created:		PD Last updated:	
Manager: (Signature)		Position Holder: (Signature)	
Updated by:			