

Position Description: People and Safety Lead

POSITION DETAILS

Position Title	People and Safety Lead
Reports to	Chief Executive
Location	QEII Head Office, 138 The Terrace, Wellington
Salary Band	Band 5
Date updated	May 2026
Direct Reports	This role has no direct reports

OUR VISION

A thriving network of protected places, cherished for generations to come

ABOUT QUEEN ELIZABETH II NATIONAL TRUST

QEII National Trust / Ngā Kairauhi Papa (QEII) plays the leading role in private land conservation in Aotearoa / New Zealand. We are an independent statutory organisation established in 1977 under our own Act of Parliament. QEII was established to encourage and promote, for the benefit and enjoyment of present and future generations, the provision, protection, preservation and enhancement of special areas of land or bodies of fresh water.

POSITION PURPOSE

The People and Safety Lead leads the People and Culture (P&C) and Health, Safety & Wellbeing functions at QEII, owning the organisation-wide workforce planning roadmap and ensuring a positive, productive and safe end-to-end journey for all employees and contractors.

As a subject matter expert and strategic policy leader for people, culture and health & safety, this position provides essential support and trusted advisory services to the Chief Executive (CE), the Board, and the Senior Leadership Team (SLT), as well as to managers¹ throughout QEII. Their knowledge and experience add value to projects, collaborative work and discussions. They identify opportunities to improve processes, policies, and systems, implementing necessary changes.

This position oversees health, safety & wellbeing (including Health and Safety Management System administration), people and recruitment, contracts, onboarding/offboarding (including contractors), performance cycle, employment relations, HR policy, organisational development, organisational culture, and learning coordination.

This position also oversees the employee payroll function to ensure compliance with employee agreement terms, conditions, and legislative requirements.

¹ The term 'managers' in this position description refers to all individuals responsible for managing staff and independent contractor contracts, including those in both Manager and Team Leader roles.

REPORTS TO

This role reports to the Chief Executive.

KEY EXTERNAL RELATIONS

Inland Revenue Department

ACC

External H&S advisors / auditors

Payroll system vendor

QEII Vendors

EAP provider

Other stakeholders

KEY INTERNAL RELATIONS

QEII Board

Chief Executive

Senior Leadership Team

All employees and independent contractors, including Reps

Operations team

Land Protection team

Communications team

KEY RESPONSIBILITIES

KEY RESPONSIBILITY

Human Resources

Provide HR advice and strategic support to the CE, SLT and people leaders to ensure the successful delivery of all operational elements of the workforce experience.

INDICATORS OF SUCCESS

- Lead and own workforce planning, including developing and maintaining the organisation-wide workforce roadmap.
- Support managers to run best practice end-to-end recruitment/engagement processes including:
 - Draft advertisements and position descriptions
 - Shortlist applicants and advise on selection criteria and fit
 - Prepare for and participate in interviews where required
 - Undertake reference checks and negotiate offer terms
- Prepare employment documentation including offer letters, contracts for services, individual employment agreements, and variations for flexible working and parental leave.
- Support leaders with the induction and onboarding of new team members — including contractors — to ensure an effective, seamless and welcoming start at QEII.
- Manage the offboarding of departing staff and contractors, including conducting exit interviews.

	<ul style="list-style-type: none"> • Facilitate and implement the performance review and remuneration review process. • Provide guidance and support to managers on behaviour, performance management and employment relations (ER) matters. • Maintain legally compliant and up-to-date key people documentation including individual employment agreements.
<p>Workforce Planning & Organisational Development <i>Lead QEII’s workforce planning and organisational development (OD) initiatives to build a sustainable, capable and future-focused organisation.</i></p>	<ul style="list-style-type: none"> • Own and maintain the organisation-wide workforce planning roadmap, identifying current and future capability gaps and advising SLT on workforce strategy. • Design, develop and implement OD programmes that support leadership capability, team effectiveness, and individual growth. • Provide advice and support on organisational design, change management and restructuring. • Lead initiatives that strengthen QEII’s organisational culture, fostering a values-led, inclusive and high-performing environment. • Lead learning and development planning to ensure targeted capability investment. • Support the CE in preparing Board papers, reporting and advice on people, workforce and culture matters.
<p>Payroll <i>Provides oversight of QEII’s employee payroll system.</i></p>	<ul style="list-style-type: none"> • Provide Subject Matter Expert advice on employee payroll process ensuring it is accurate, timely and legally compliant, including processing for new employees, terminations and variations, and all leave types. • Liaise with external agencies (IRD, ACC, etc.) when required.
<p>Health, Safety and Wellbeing <i>Lead and coordinate QEII’s health, safety and wellbeing function, including the management and continuous improvement of the Health and Safety Management System (HSMS), to support a safe and positive working environment for all employees and contractors.</i></p>	<ul style="list-style-type: none"> • Ensure QEII’s and RSNTL’s HSMS is fit for purpose, comprehensive and regularly reviewed — ensuring risks and hazards are identified, assessed and managed appropriately in accordance with the Health and Safety at Work Act 2015 (HSWA). • Lead the design, implementation and ongoing improvement of QEII’s HSMS, including all policies, procedures, safe systems of work, hazard registers, risk frameworks, and incident reporting processes. • Coordinate and Chair the Health and Safety Committee and the Health and Wellbeing Committee.

	<ul style="list-style-type: none"> • Oversee and be primary point of contact for QEII’s lone worker risk management systems (including, where required, after-hours response). • Manage the Employee Assistance Programme (EAP) service contract. • Provide H&S training, guidance and support to managers. • Maintain QEII’s H&S data and reporting systems, preparing regular reports for SLT and Board. • Ensure all incidents and near misses are appropriately recorded, investigated and followed-up. • Manage own personal health and safety and comply with relevant safety and wellbeing policies, procedures, safe systems of work and incident reporting requirements.
<p>Organisational Culture <i>Actively lead and support the development and stewardship of QEII’s organisational culture across the organisation.</i></p>	<ul style="list-style-type: none"> • Champion QEII’s values and cultural aspirations, embedding them into people practices, policies, and day-to-day experience. • Design and deliver initiatives that strengthen employee engagement, belonging, and a positive team culture. • Monitor and provide insights on cultural health through surveys, exit interviews, and workforce data, advising CE and SLT on findings and recommendations. • Support the CE and SLT in navigating cultural change. • Model and promote inclusive, values-led leadership behaviours.
<p>Board and Chief Executive Support Provide people, culture and H&S advisory support to the Chief Executive and Board as required.</p>	<ul style="list-style-type: none"> • Prepare and present relevant Board papers, updates and reports covering people strategy, workforce planning, H&S performance, and organisational culture. • Provide the CE with timely, evidence-based advice on people, safety and culture matters. • Attend Board or Board Committee meetings as required, in an advisory capacity. • Maintain an understanding of QEII’s governance framework and ensure people and safety practices align with Board expectations and obligations.
<p>Administration <i>Maintain accurate and up-to-date people records and documentation to support QEII’s people and safety functions.</i></p>	<ul style="list-style-type: none"> • Maintain accurate and up-to-date employee records and personnel files across the full employee lifecycle. • Ensure employees’ personnel files are comprehensive and current.

	<ul style="list-style-type: none"> • Provide support for regional representatives' contract renewals and work schedule management where required.
<p>Information Management and Privacy</p>	<ul style="list-style-type: none"> • Maintain complete, concise and up-to-date provider record information in business systems to inform effective decision-making. • Maintain the integrity of sensitive and confidential information ensuring it is only disclosed to those with appropriate authority.
<p>Relationship Management <i>Manage constructive working relationships with work colleagues and external stakeholders to enhance understanding and co-operation needed to achieve desired results</i></p>	<ul style="list-style-type: none"> • Develop effective working relationships with QEII people to transfer knowledge and learning across the organisation. • Build and maintain effective relationships and partnerships with internal and external stakeholders.
<p>Organisational Commitment <i>Role models the standards of QEII.</i></p>	<ul style="list-style-type: none"> • Build commitment to QEII's vision, mission, values and services. • Willingly undertake any duty required within the context of the position. • Comply with all legislative requirements, guidelines and policies and report breaches as soon as they become known.

PERSON SPECIFICATION

EDUCATION / QUALIFICATIONS

A tertiary qualification in Human Resources, Organisational Development, Health & Safety, Business, or a related field, supported by relevant experience.

EXPERIENCE AND KNOWLEDGE REQUIRED

Human Resources & Organisational Development

- Proven experience in a senior HR generalist role (typically 5+ years' experience), ideally in a sole charge or lead advisor role.
- Proven experience providing strategic advice on HR, people management and workforce matters to senior leaders and/or a Chief Executive.
- Demonstrated experience in organisational development (OD), including designing and implementing OD programmes, capability frameworks, and change management initiatives.
- Demonstrated experience leading workforce planning, including developing and owning organisation-wide workforce roadmaps and capability strategies.
- Proven experience building and stewarding organisational culture, including employee engagement programmes and values-led culture initiatives.

- Demonstrated experience operating as a trusted strategic advisor at CE and/or Board level on people, culture and health & safety matters.
- Solid understanding of NZ employment law and payroll related legislation including the Holidays Act 2003, Employment Relations Act 2000, KiwiSaver Act 2006, Parental Leave and Employment Protections Act 1987, etc.
- Excellent knowledge of Microsoft Office software including Word, Excel, SharePoint and Teams.

Health, Safety & Wellbeing

- Proven experience leading or coordinating health, safety and wellbeing functions, including policy development and initiative delivery.
- Demonstrated experience in the administration and continuous improvement of a Health and Safety Management System (HSMS), including hazard and risk management frameworks.
- Solid understanding of the Health and Safety at Work Act 2015 (HSWA) and associated regulatory obligations.
- Experience with lone worker risk management systems is desirable.

Payroll

- Knowledge gained through previous New Zealand payroll experience is essential, with at least five years' experience in end-to-end payroll processing.
- Comprehensive knowledge and experience of a computer-based payroll system, preferably Employment Hero.

SKILLS AND PERSONAL ATTRIBUTES

- High degree of detail and accuracy in all areas of work.
- Strategic thinker with the credibility and communication skills to influence at CE and Board level, combined with a willingness to operate hands-on at an operational level.
- Resourceful problem solver with an adaptable approach.
- Proven ability to establish effective working relationships in an open and approachable manner with a variety of people.
- Excellent communication (both written and oral) and influencing skills, able to convey information clearly and achieve consensus.
- Strong team player with a positive, professional and flexible approach to work.
- A high level of integrity with the ability to manage highly sensitive information confidentially.
- Demonstrated customer-focused service delivery at CE and leadership team level.
- Strong self-management skills including planning and organising, time management and the ability to work independently.
- Demonstrated commitment to and capability in building positive organisational culture.
- A sound understanding of, and appreciation for, the bicultural context of Aotearoa New Zealand.