



## Health, Safety and Operational Excellence Business Partner Position Description

<b>Position Title:</b>	Health, Safety and Operational Excellence Business Partner
<b>Department:</b>	Health & Safety
<b>Location:</b>	Auckland
<b>Reports to:</b>	National Health & Safety Manager
<b>Number of Direct Reports:</b>	Nil
<b>Date:</b>	Jan 2026

### Company Profile

Booth's is a nationwide logistics company differentiated by our innate way of identifying people's needs and delivering on them.

Maybe it's our experience, maybe it's our upbringing. We like to think that finding a way is just a natural part of who we are. If customers have challenging requests, we'll throw everything at it. When we just think that the team might need it, we'll throw on the barbie.

It's this sixth sense that's our not-so-secret secret to how we roll.

Our 'can do will do' attitude is as much for our people, as it is for our customers. This natural way of being that's in our DNA feeds a culture of thinking outside the box, empowering each other to make decisions and following through on what we say we're going to do.

This ability to see a need and deliver on it offers growth and opportunity for our people. If we can help every person feel valued by listening to their needs and finding a way, then we can help everyone reach their somewhere by being their somehow.

## Purpose

The Health & Safety Business Partner will play a critical role in ensuring the effective implementation and continuous improvement of health, safety and operational excellence practices across Booth's Logistics.

This position, will be responsible for a designated geographical area (Upper North Island) partnering with key stakeholders to foster a safe and healthy work environment by providing technical support, coaching and guidance.

This position will be responsible for driving injury management initiatives, leading H&S meetings, and co-leading Branch Toolbox meetings. Additionally, the Health & Safety Business Partner will be actively involved in project work aimed at enhancing critical risk programs, developing the H&S database, and creating Standard Operating Procedures (SOP) and e-learning modules.

## Key Responsibilities and Duties

### 1. Safety Culture Coaching

- Champion a strong safety culture throughout Booth's Logistics by fostering an environment where safety is valued, prioritised, and embraced by all team members.
- Lead by example, demonstrating a strong commitment to safety excellence in all actions and decisions.
- Establish and maintain effective working relationships across Booth's Logistics, building a strong brand of H&S across the business.
- Partner with leaders and employees to build a culture where safety is a shared value, actively embraced by all employees.
- Together with the National Health & Safety Manager and leadership teams to develop and implement engaging initiatives that enhance safety culture, such as recognition programs, safety committees, and employee engagement activities.
- Regularly assess and evaluate the effectiveness of safety culture initiatives and make recommendations for continuous improvement strategies.

### 2. Internal Technical Support and Coaching

- Partner with and provide expert advice and guidance to General Managers, Branch Managers and Warehouse Managers on all aspects of health and safety.
- Offer coaching and support to leaders in implementing effective safety protocols and risk management best practice to prevent accidents and injuries.
- Partner with Leaders to foster a caring and supportive safety culture, building their capability in nurturing safety awareness and promotion of employee wellbeing.
- Provide expert advice and guidance on H&S matters to management and staff, fostering a culture of risk awareness and prevention.
- Provide expert guidance on best practices and relevant regulations to foster a proactive safety mindset across Booth's Logistics.
- Provide coaching and guidance on the effective use of safety systems such as incab cameras.
- Conduct initial training sessions for leaders and drivers on safety systems.



- Work collaboratively with People & Capability and Operational teams to develop and deliver engaging H&S training programs for staff members.
- Focus on identifying and mitigating risks before incidents occur.
- Ensure consistency of approach within designated geographical area and the wider Health & Safety team.
- Support leaders with identifying capability and training needs of team members, ensuring operational requirements are met.

### **3. Workplace Wellbeing and Incident Support**

- Partner with leaders to develop and implement comprehensive workplace wellbeing programs, with a focus on preventing injuries and supporting employee recovery.
- Conduct and lead investigations, with a focus on sharing lessons learned and preventative actions for all serious incidents and significant potential near miss events.
- Identify root cause of incident and develop strategies to prevent future occurrences.
- Assist leaders in supporting employees who experience an injury, including incident investigations, rehabilitation plans, and return-to-work programs.
- Collaborate with relevant stakeholders to create a supportive environment for employee wellbeing after incidents.

### **4. Employee Empowerment and Engagement**

- Develop and implement effective H&S programs and proactive safety initiatives that promotes a culture of safety. Actively engage Booth's Logistics employees in developing safety initiatives.
- Empower employees to build a culture of safety and a strong sense of responsibility to operate safely, responsibly and reliably at all times by providing ongoing guidance and support.
- Facilitate regular meetings with Health & Safety Representatives and committee members to discuss safety concerns, initiatives, and updates and drive positive engagement.
- Provide training and support to H&S Reps and committee members to empower them in their roles and enhance abilities to identify and mitigate workplace hazards.
- Provide ongoing training and education to all employees, to deepen their understanding of the importance of safety and wellbeing in the workplace and enhance their abilities to contribute to a safe working environment.
- Create open communication channels and pathways for feedback from employees whilst recognising and rewarding safety contributions.
- Partner with leaders to co-lead Branch Toolbox meetings, focusing on safety topics, toolbox talks, and sharing risk management best practices.
- Serve as the scribe for toolbox meetings, ensuring effective communication of H&S initiatives, accurate documentation and follow-up on action items.

### **5. Compliance & Auditing**

- Identify, understand and implement practical strategies to manage risks associated with business operations.
- Ensure practices are in accordance with current legislation and as per company policies.



- Conduct regular audits and inspections to ensure compliance with health and safety policies, procedures and regulations.
- Assist the National H&S Manager with any external workplace audits and investigations.
- Ensure adherence to internal standards and policies and external regulatory requirements through proactive monitoring and auditing processes. Undertake duties and supervision of others in accordance with policies and procedures.

## **6. Project Work**

- Contribute to the development and implementation of Booth's Logistics H&S strategy, focusing on continuous improvement of risk management practices.
- Lead or contribute to projects aimed at enhancing critical risk programs, developing the H&S database, and building SOPs and e-learning modules.
- Collaborate with cross-functional teams to ensure successful project outcomes and implementation.

## **7. Operational Excellence and Process Improvement**

- Identify opportunities for process improvements within the Health & Safety and operational teams.
- Working across all levels of the organisation, provide coaching and support across operations empowering and enabling improvement practices.
- Design and Implementation of Continuous Improvement Programmes.
- Proactively identify, scope and lead initiatives to improve processes and lift business performance.
- Support implementation of Operational Excellence frameworks.
- Implement best practices to enhance safety culture and effectiveness of safety systems, ensuring initiatives align with Booth's Logistics goals and objectives.
- Maintain a thorough understanding of relevant health & safety legislation, regulations, and best practices.
- Actively seek learning opportunities to enhance skills and knowledge.

### **General Responsibilities**

All Booth's Transport employees are expected to take responsibility for:

#### **Health and Safety**

- Comply with and promote the Company's Health, Safety and compliance requirements
- Ensure that no action or inaction on our part while at work harms any other employee, customer, or member of the public.
- To follow the safe working practices set out in the Booth's Health and Safety Manual (or its revised equivalent) and relevant policies.

#### **Compliance**

- Comply with all relevant legislation by utilising tools and equipment in place appropriately to support compliant behaviours
- Understand the chain of responsibility and your role within that chain, ensuring that your behaviours are of a standard that does not influence or breach the rules or laws



### **Teamwork**

- Be a constructive team member by promoting and actively participating in meetings and providing effective advice, support and encouragement to staff.
- Share information, ideas and resources with others
- Behave in a way that supports Booth's Transport brand and values.

### **Leadership**

- Training and helping team members develop their skills
- Positively influence others to perform their jobs to the best of their ability

### **Customer Service**

- Help promote and maintain a positive company image
- Consistently providing high quality service to customers and suppliers
- Deal efficiently and effectively with queries and correspondence from both internal and external customers/suppliers
- Manage customer complaints in a professional manner and escalate when deemed necessary to the General Manager

## **Key Relationships**

### **Internal**

- Health & Safety Team
- General Managers (GMs)
- Branch Managers (BMs)
- Warehouse Managers
- Health & Safety Representatives (H&S reps)
- People & Capability Team
- All other Booth's Logistics employees

### **External**

- Contractors
- Suppliers
- Consultants and Auditors
- Regulatory Authorities
- Industry Professionals, Associations and Bodies

## **Qualifications/Experience**

### **Qualifications**

- Relevant tertiary qualification or equivalent relevant experience. You will have qualification and/or experience in Health & Safety, Occupational Health or related field
- New Zealand Class 1 Drivers License essential (or ability to obtain one)

### **Experience**

- Minimum 3 years' experience in a similar Health & Safety Business Partner role within a larger organisation, preferably within a logistics or warehousing environment



- Strong understanding of New Zealand health and safety legislation and regulations (HSWA 2015 and relevant amendments).
- Proven ability to build strong relationships and collaborate effectively at all levels of an organisation
- Proficient in Microsoft Office Suite and experience with health and safety databases or systems (desired)

#### **Attributes**

- Excellent communication, interpersonal and influencing skills.
- Excellent analytical and problem-solving skills
- Ability to prioritise workload and work under pressure to meet deadlines
- High professional work standards, work ethic, personal presentation
- Ability to work independently and as part of a team
- Ability to adapt to change in a high paced work environment
- Ability to maintain strict confidentiality with people issues and commercial information

This position description provides a general overview of the Health & Safety Business Partner role and its responsibilities. Additional duties and responsibilities may be assigned as needed to meet the organisation's evolving needs.