



## Te Whiwhinga Mahi | The Opportunity

Operations Health & Safety Administrator role at SEA LIFE Kelly Tarlton's Aquarium

We are excited to support ngā uri o Tuperiri - Ngāti Whātua Ōrākei, to apply for this exciting and local permanent role. It provides a fantastic opportunity to use your outstanding administration and organisational skills within a Strategic Partner organisation that allows for you to grow your understanding of Te Taiao specifically our connection to the Moana (local and global). This role will require you to build your "in demand" Health and Safety skills. You will already have a strong Health and Safety mindset (and ideally experience) and will flourish in a dynamic environment that requires open communication, collaboration and problem solving.

You will contribute directly to the smooth operational running of the aquarium creating the best place to work and visit.

### Purpose of Role

Reporting to the General Manager, the Operations (H&S) Administrator is accountable for back-office administrative duties and coordinating the Health & Safety calendar of activities, training and record keeping. This includes submitting orders with suppliers and being a point of contact for support queries, maintaining compliance and record keeping for audit purposes.

### Main Responsibilities

- ★ Managing administrative tasks
- ★ Overseeing maintenance of office facilities
- ★ Ensuring that office equipment and supplies are readily available
- ★ Maintaining records
- ★ Ensure the workplace is safe and healthy for employees and visitors
- ★ Ensure compliance and record keeping of health & safety procedures, accidents and incidents, and training
- ★ Coordinate activity with remote support functions
- ★ Communicate widely with staff through various platforms

### Skills required

- ★ **Organisational skills:** to manage schedules, deadlines, and tasks efficiently.
- ★ **Leadership skills:** to motivate and engage with all staff
- ★ **Communication skills:** to effectively communicate with colleagues, clients, and vendors.
- ★ **Problem-solving skills:** to identify and resolve issues that may arise in the office.
- ★ **Financial skills:** to manage budgets, expenses, and financial records.
- ★ **Time management skills:** to prioritize tasks and ensure that deadlines are met.
- ★ **Adaptability:** to be able to adjust to changes in the work environment and take on new responsibilities as needed.
- ★ **Knowledge of Health & Safety:** to ensure the workplace complies with relevant guidance and standards

### What we are looking for

- ★ Communicate effectively with aquarium leadership team and across all departments.
- ★ Effectively communicate policies and procedures to staff

- ★ Provide innovative ideas to improve business efficiency
- ★ Communicate and build rapport between departments
- ★ Report and resolve Health & Safety issues and non-compliance
- ★ Ensure that there is clear communication and consistent messaging to the team

### **Health & Safety**

- ★ Ensure full compliance with & to policies and procedures set forth within the MERLIN ENTERTAINMENTS GROUP Health, Safety & Security Policy;
- ★ Understand risk assessments within their own workplace and ensure the reporting of any new risks or hazards to their appropriate line manager;
- ★ Remain in compliance with all training and safe working procedures for their work activities within one's job role;
- ★ Ensure appropriate reporting in cases of incidents, near misses or accidents in a timely and accurate manner to appropriate line manager;
- ★ Actively share ideas, comments and suggestions for improving safety within their work areas with their appropriate line manager.
- ★ Ensure and assist site Managers responsible for all aspects of Health, Safety & Environment within their location, in line with the Group Policy (HS001) have sufficient skills, knowledge, experience and resource to achieve the requirement.

### **Experience and Knowledge Required.**

- ★ Ideally prior experience in a similar role that required sound H&S planning and compliance
- ★ Ideally prior experience supporting leadership teams
- ★ Excellent understanding of Microsoft Teams, and Copilot beneficial
- ★ Systems use and planning
- ★ Well organised
- ★ Able to work alone and in a team
- ★ Used to working in a demanding environment.
- ★ Good communication skills.
- ★ Aptitude for dealing with complex problems.

### **Working Environment**

- ★ SEA LIFE Kelly Tarlton's Aquarium

### **Working Pattern**

- ★ Typically Monday to Friday 9:00am – 5:00pm
- ★ Hours and attendance flexible to meet the requirements of the business.

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