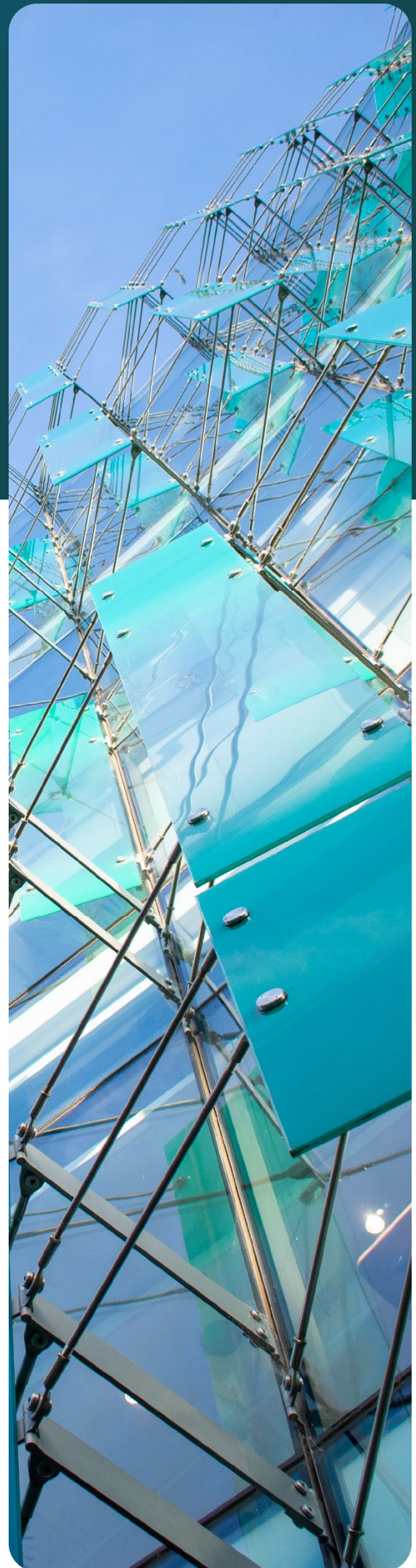


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Coolpak Coolstores Ltd – Compliance and Safety Officer

Position Description and
Additional Information

May 2026



Position Title: Compliance and Safety Officer

Location: Rolleston

Reports to: Compliance Manager

Position Objective: The Compliance and Safety Officer is responsible for ensuring Coolpak Coolstores Ltd meets all regulatory, legal, Ministry for Primary Industries (MPI), customer, and health and safety obligations. This will be achieved by working within the Compliance Team to develop, implement, and maintain best-practice compliance systems, while supporting site operations to embed compliance into everyday practices.

The position is accountable for the execution of compliance systems, auditing, reporting, and the provision of sound compliance advice. It also plays a key role in driving continuous improvement and building a strong culture of compliance, safety, and accountability across the Rolleston operation.

Key Responsibilities and Expected Deliverables:

Area	Responsibilities
1. Health and Safety	<ul style="list-style-type: none"> • Work with management to promote employee participation in health and safety initiatives. • Drive continuous improvement in health and safety performance and culture. • Encourage and manage the reporting of accidents, incidents, and hazards. • Ensure incidents are investigated, documented, and reported internally and to external authorities as required. • Support hazard identification and the development of safe operating procedures and safe work practices.
2. Compliance – MPI and Customer Requirements	<ul style="list-style-type: none"> • Assist with the coordination and administration of MPI and customer compliance systems at the Rolleston site. • Monitor, review, and continuously improve compliance systems and procedures. • Assist with inspection, sampling, testing, and reporting activities ensuring they comply with all relevant legislation, codes of practice, policies, and procedures. • Investigate, report, and resolve non-compliance incidents in a timely and effective manner. • Meet agreed compliance key performance indicators (KPIs). • Maintain robust document control to ensure accuracy, clarity, and integrity of compliance records. • Assist with auditing and monitoring programmes to ensure ongoing compliance. • With the rest of the Compliance team, ensure programmes are regularly reviewed, current, and effective. • Complete export documentation on behalf of clients as required. • Assist with the updating of risk management programmes and support the development for new stores where required.
3. Audits and Verification	<ul style="list-style-type: none"> • Assist with regular internal and external audits and operator verification activities ensuring they are conducted in line with legislative and company requirements. • With the rest of the Compliance team, oversee audit processes to maintain current MPI compliance levels, liaising with MPI as required. • Contribute to the maintenance of compliance database and information systems. • Ensure all non-compliance issues are accurately recorded, traceable, and resolved – communicating issues to key stakeholders where appropriate
4. Training, Coaching, and Support	<ul style="list-style-type: none"> • With the rest of the Compliance team, coach managers, team leaders, and staff on their compliance responsibilities. • Provide timely compliance advice and practical support across the organisation. • Deliver inductions and ongoing compliance training as required. • Ensure staff understanding of regulatory, customer, and internal compliance requirements. • Respond proactively to current compliance issues and implement appropriate interventions.
5. Other Duties	<ul style="list-style-type: none"> • Ensure all responsibilities are completed accurately, efficiently, and in accordance with company policies and procedures. • Assist with training and upskilling other employees to ensure coverage of compliance responsibilities. • Support hazard identification. • Support development of SOPs and safe work practices. • Undertake any other reasonable duties as required.

Relationships:

Internal	External
<ul style="list-style-type: none">• Compliance Manager• Compliance Officer's (Rolleston & Timaru)• Compliance Director• General Manager - Operations• Operations Manager• Team Leaders• All staff	<ul style="list-style-type: none">• Ministry for Primary Industries (MPI) Verification Services• Customers and customer appointed auditors• External consultants

Person Specification:

Knowledge and Experience	Skills and Attributes
<ul style="list-style-type: none">• Knowledge of health and safety legislation requirements and systems.• Previous experience in a compliance or quality assurance role within the food industry.• Internal auditing qualification or demonstrated auditing experience.• Ability to interpret technical and regulatory documentation.• Working knowledge of Microsoft Word, Outlook, and Excel.	<ul style="list-style-type: none">• High level of attention to detail and accuracy.• Strong communication skills, both written and verbal, across all staff levels.• Effective coaching and influencing skills.• Strong organisational and prioritisation skills.• Ability to build positive working relationships internally and externally.• Self-directed, flexible, and solutions focused.• Willingness to learn, adapt, and grow in the role.• Team-focused with a collaborative working style.

Agreement

This position description outlines the key responsibilities and requirements of the role and is not intended to be an exhaustive list of all duties.

Employee Name _____

Manager's Name _____

Signature _____

Signature _____

Date _____

Date _____

Our process



OUTREACH AND ADVERTISING | Applications close 2 June 2026

Potential candidates identified through targeted search; applications reviewed and responded to.



APPLICANT SCREENING | Until 2 June

Initial screening of applications as they are received. This may include a discussion with candidates about their motivations for applying. We aim to run a timely and efficient process.



SELECTING AND SHORTLISTING | 3 June

Once the role has closed our team will present the most qualified candidates to the client. Within this period, all applicants will receive notification of the status of their application.



CANDIDATE INTERVIEWS | From 4 June, or before

Decipher Group prioritises a robust and consistent interview framework, based on a behavioural and competency-based assessment. Candidates will be advised of the interview structure and who will be present on the panel. All interviewed candidates will receive prompt feedback and will be advised of next steps once we have debriefed with the interview panel.



VETTING AND DUE DILIGENCE | Mid June

We conduct thorough background checks and referencing to further assess competencies of preferred candidate/s. Decipher Group utilises a third-party provider for pre-employment and probity checks such as criminal history, qualification, employment history and bankruptcy. Our team will notify you in advance prior to us contacting your referees. Throughout the entire process, candidate confidentiality and privacy remain an absolute priority.



DECISION AND ONBOARDING | Mid June

Following a rigorous evaluation, a conditional offer of employment will be made, subject to the completion of the above stage. Our team will communicate regularly with both the client and the successful candidate during this period. At the conclusion of the recruitment process, all remaining candidates will be notified, with the opportunity for feedback.

Compliance and Safety Officer

- A market leader in Rolleston
- Be part of a growing and dynamic operation
- Join an experienced and high performing compliance team

About the company

Coolpak Coolstores Ltd is a well-established and growing business operating within the food storage and logistics sector. With a strong reputation for operational excellence, the company works in a fast-paced environment where teamwork, accountability, and a solutions-focused mindset are highly valued.

Due to ongoing growth, Coolpak have a can-do approach and continue to invest in both its people and systems, including health and safety and compliance technology. You'll be joining a committed, supportive, and high performing Compliance Team that takes pride in maintaining high standards while working closely with operations to achieve positive outcomes.

Are you looking for your next step?

About the role

Reporting to the Compliance Manager, the Compliance and Safety Officer will play a key role in ensuring the Rolleston operation continues to meet all health and safety, regulatory, MPI, and customer obligations.

Working closely with operational teams, you'll help drive a strong culture of safety, compliance, and continuous improvement across the site. This is a varied role where no two days are the same, a fast-paced environment will have the opportunity to learn and utilise your skillset.

Key responsibilities include:

- Supporting and promoting a strong health and safety culture
- Assisting with MPI and customer compliance systems
- Coordinating audits, inspections, and verification activities
- Investigating incidents and non-conformances
- Supporting SOP development and hazard management
- Delivering compliance training and coaching across the business
- Maintaining accurate compliance documentation and reporting systems
- Contributing to continuous improvement initiatives and operational best practice

This role will suit someone who enjoys building strong relationships across the business, supporting operational teams, and helping deliver effective compliance outcomes within a busy environment.

About you

To be an ideal candidate you will bring previous experience within health and safety, and quality assurance within the food or manufacturing sector, along with a strong understanding of regulatory requirements and auditing processes.

You will also have a working knowledge of health and safety legislation and compliance systems, and the ability to interpret technical and regulatory documentation. As a compliance professional your communication and relationship-building skills, attention to detail, your ability to build culture, and your confidence in training and influencing others, will be the key to your success.

You will be practical and down to earth, have a solutions-focused and adaptable approach, and you will enjoy working in a collaborative team who take pride in their contribution to the site.

This is a great opportunity to join a growing company where you can make a genuine impact while continuing to develop your career. If this sounds like you, we look forward to your application.

We encourage you to apply early, as we will be actively screening as applications are received.

How to apply

To discover more about Coolpak, visit <https://www.coolpak.co.nz/>

For a confidential discussion about the role; contact Lisa Edwards, lisa@deciphergroup.co.nz or 0212404410

Applications close: Wednesday 2 June.

Please do not email us your CV and Cover Letter.
Please use the *Apply Now* link on our website.



Lisa Edwards
Senior Business Partner
Decipher Group

Relationship focused
Evaluative
Interested
Driven

decipher

Our Diversity, Equity and Inclusion Statement

Decipher Group care deeply about helping individuals achieve their full potential and supporting organisations to thrive by working toward a more progressive future.

Fostering a culture of inclusion and belonging that truly values individual differences, backgrounds, and perspectives ignites creativity and new ideas – and this is part of what makes our team exceptional. For us, progress is the only goal worth benchmarking.

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