



Job description

Haere mai

This job description is your go-to place for all the ins and outs of this role at Internal Affairs

Senior Advisor, Health, Safety and Wellbeing

Safety, Security and Risk Team/Information and Safety Group

Ngā Tohu Ratonga | Shared Services Branch

This position is responsible for providing advice on health, safety and wellness and developing, supporting and implementing fit for purpose health, safety and wellness strategies, policies and practices in agreed areas. Specifically the functions of this position are to exercise a range of health, safety and wellness practitioner skills and expertise to support growing the capability of our people to enable a culture where health, safety and wellness is part of 'how we do things around here'.

- **Reporting to:** Manager, Safety, Security and Risk
- **Location:** Wellington
- **Salary range:** Corporate I
- What we do matters – our purpose

Our purpose is to serve and connect people, communities and government to build a safe, prosperous and respected nation.

In other words, it's all about helping to make New Zealand better for New Zealanders.

How we do things around here – our principles



We make it easy, we make it work

- Customer centred
- Make things even better

We're stronger together

- Work as a team
- Value each other

We take pride in what we do

- Make a positive difference
- Strive for excellence

Working effectively with Māori

Te Aka Taiwhenua – our Māori Strategic Framework – enables us to work effectively with Māori. We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi

INTERNAL AFFAIRS



Te Tari Taiwhenua

What you will do to contribute	As a result we will see
<p>Health, safety and wellness leadership</p> <ul style="list-style-type: none"> Utilise a high standard of health, safety and wellbeing practitioner skills to support the development and implementation of national initiatives to assist the Department to manage its risks as agreed in key areas of responsibility Contribute to the identification of areas where policy guidelines and procedures need to be developed for improved management performance and legislative compliance. Contribute to a programme of action to monitor or lift health, safety and wellness performance standards to best practice models of health, safety and wellbeing management. Support continuous improvement in all key health, safety and wellness tasks. Contribute to the development and promulgation of policies and procedures to support health, safety and wellbeing management by managers. Consistently exhibit a high standard of personal health and safety behaviour Supporting and mentoring line managers in health, safety and wellness practices 	<ul style="list-style-type: none"> The Department's critical risks will be clearly identified and owned by an appropriate functional senior leader. Health, safety and wellness initiatives and improvements will meet the Department's requirements and be driven by identified high risk areas. Clear health, safety and wellbeing standards that are well communicated. A capability lift - line managers will proactively manage health, safety and wellness risks. Senior leaders will be supported to govern the Department's health, safety and wellness.
<p>Strategic health, safety and wellness planning</p> <ul style="list-style-type: none"> Contribute to the development of long term and operational strategies for the Department to develop its health, safety and wellbeing programmes and performance, including its approaches to managing work/non work injuries. Contribute to an implementation plan that translates those strategies into specific, measurable, achievable, realistic and specific time based objectives. Support the production of an annual work programme, based on the strategic plan, for the health, safety and wellbeing function. Consult across the Department to gain input into the identification and prioritisation of initiatives/projects to be undertaken in health, safety and wellbeing and to incorporate this into the annual health, safety and wellbeing plan. 	<ul style="list-style-type: none"> The Department will meet its statutory health, safety and wellness obligations. A focus on identifying and managing critical health, safety and wellbeing risks. An integrated model of health, safety and wellness. Clear processes and understanding of how the Department works with other parties. A clearly defined health, safety and wellbeing programme that aligns with the Departments strategic intent. A plan of work with a focus on critical risk and lifting capability across the Department.

What you will do to contribute	As a result we will see
<p>Health, safety and wellness risk analysis, advice and reporting</p> <ul style="list-style-type: none"> Identify issues which require solutions at a national and departmental level. Initiate projects to raise and resolve national health, safety and wellbeing issues. Provide specialist advice and support to business groups in managing health, safety and wellbeing requirements within the Department. Provide advice to health and safety committees in relation to their obligations, and systems and procedures Coordinate the development, implementation and review of health, safety and wellbeing training courses and awareness programmes Assist in the education and training of managers in health, safety and wellbeing requirements, policies and procedures and their responsibilities. Measure and inform current trends and advise on strategies to assist the reduction of serious and high risk injuries. Collate health, safety and wellbeing data and produce reports for senior management as required Support, and where required, carry out incident investigations to ensure they are openly and accurately reported and steps are taken to prevent recurrence. 	<ul style="list-style-type: none"> The Department will have a clear picture and understanding of its risk profile. An enterprise approach to risk. Assurance and reporting activity that supports senior leaders and managers to manage health, safety and wellbeing risks. Branches feel supported and enabled to manage their health, safety and wellness responsibilities. Representatives and Branch Coordinators are supported to help deliver frontline health, safety and wellbeing within their branches.
<p>ACC workplace safety management practices (ACC WSMP)</p> <ul style="list-style-type: none"> Support the Department's commitment to the ACC WSMP through effective delivery of initiatives and programmes designed to enhance the Department's approach to health, safety and wellbeing of employees. Support the completion of health and safety audit programme under agreed processes and timeframes. 	<ul style="list-style-type: none"> Programmes with a continuous improvement ethic that support the Department to meet its chosen health and safety standard.
<p>Health and safety (for self)</p> <ul style="list-style-type: none"> Work safely and take responsibility for keeping self and colleagues free from harm Report all incidents and hazards promptly Know what to do in the event of an emergency Cooperate in implementing return to work plans 	<ul style="list-style-type: none"> A safe, healthy and well workplace for all people using our sites as a place of work. Health and safety policies and guidelines are reflected in everyday practice.

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/ lead	Deliver to
Internal	Manager, Safety, Security and Risk	✓	✓	✓	✓		✓
	Principal Advisor Health, Safety and Wellbeing	✓	✓	✓	✓		✓
	Advisor Health, safety and Wellbeing	✓	✓	✓	✓		
	HR Managers, Business Partners and team	✓	✓	✓	✓		✓
	Staff in the I&S Group	✓	✓	✓	✓		✓
	Legal team	✓	✓	✓	✓		✓
	Risk and audit team	✓	✓	✓	✓		✓
	Communications team	✓	✓	✓	✓		✓
	Managers across DIA	✓	✓	✓	✓		
	Health and safety governance and management committees	✓	✓	✓	✓		✓
External	ACC		✓	✓	✓		
	WorkSafe NZ		✓	✓	✓		
	HR and health and safety service providers		✓	✓	✓		
	PSA	✓		✓	✓		
	HR and health and safety staff from other Government departments		✓				

Your delegations	
Human Resources and financial delegations	nil
Direct reports	nil

Your success profile for this role	What you will bring specifically
<p>At DIA, we have a Capability Framework to help guide our people towards the behaviours and skills needed to be successful. The core success profile for this role is Specialist.</p> <p>Keys to Success:</p> <ul style="list-style-type: none"> • Problem solving • Critical thinking • Interpersonal savvy • Navigating complexity • Communicating with influence • Technical and specialist learning 	<p>Experience:</p> <ul style="list-style-type: none"> • Proven experience in managing health, safety and wellbeing in a large, complex and high risk safety sensitive environment • Experienced in successful staff safety and wellness promotion and developing management strategies to implement these operationally • Experience in managing responses for staff support and rehabilitation from serious injuries and traumatic situations • Experience in the development, preparation and monitoring of service delivery performance measures and a

Your success profile for this role	What you will bring specifically
	<p>reporting against these</p> <p>Knowledge:</p> <ul style="list-style-type: none">• A working understanding of the health and safety at work Act• Significant knowledge of , and experience in, delivering hands on health and safety policy, procedures and systems, including data management and reporting <p>Skills:</p> <ul style="list-style-type: none">• Sound relationship management, influencing and problem solving skills• Excellent communication skills, both written and verbal• Strong project management skills• Well-developed interpersonal skills and the ability to work at all levels within the organisation including with senior management <p>Other requirements:</p> <ul style="list-style-type: none">• A relevant tertiary qualification in occupational health and safety is desirable or being worked towards• Knowledge and experience from having performed a similar role is essential