

Position description

Programme Manager, Health Safety and Wellbeing

Reports to

Manager, Health, Safety and Wellbeing

Group

Human Resources Group

About the Ministry

The Ministry of Foreign Affairs and Trade (the Ministry) acts in the world to make New Zealanders safer and more prosperous. We do this by building connections with and influencing other countries to advance New Zealand's interests and project New Zealand values. We provide advice to the Government on the implications for New Zealand of what is happening in the world.

Our work contributes to New Zealanders' wellbeing in the following ways:

- **Kaitiakitanga:** Generations of New Zealanders benefit from sustainable solutions to global and regional challenges;
- **Prosperity:** New Zealanders have better job opportunities and incomes from trade, investment and other international connections;
- **Security:** New Zealanders are able to live, do business, travel and communicate more safely at home and offshore;
- **Influence:** New Zealanders have confidence their country can influence others on issues that matter for them now and in the future.

Our values are:

Impact

- We achieve for New Zealand, every day, everywhere

Kotahitanga

- We draw strength from our diversity

Courage

- We do the right thing

Manaakitanga

- We honour and respect others

Diversity and Inclusion

We aspire to be a workplace that values and utilises diverse and inclusive thinking, people and behaviours. This means that our staff reflect the diversity of New Zealand and the countries we work in, and that the contributions of staff with diverse backgrounds, experiences, skills and perspectives are valued and respected.

The Ministry supports a range of flexible work options as the default setting for all positions.

About the Group

The role of Human Resources (HR) is to ensure that the Ministry has the people and culture to deliver on the Government's priorities. HR provides high-level strategic and operational advice and support to the Chief Executive Officer, the Senior Leadership Team, and Level 3 and 4 managers to ensure that effective HR strategies are developed and integrated into all business strategies and plans. This will help to build a high performing Ministry.

HR is also responsible for the design and delivery of a range of Ministry-wide HR policies, operational HR processes, and systems aimed at ensuring that managers have access to the best possible advice, support, and systems to motivate, develop and manage their people.

About the Position

The Programme Manager, Health Safety & Wellbeing, is responsible for the development and implementation of health, safety, and wellbeing programmes of projects to meet the Ministry's statutory obligations in accordance with best practice, employment laws and government public service employment objectives, utilising good practice management, quality assurance processes, effective and efficient resource allocation and programme risk management to deliver the programmes on time and within budget.

The position will take an enterprise view across the programmes and projects, working with other Groups and stakeholders as necessary to manage, mitigate, and escalate risks, issues, and interdependencies.

Key Accountabilities

The following key accountabilities of this role assist in delivering the Ministry's purpose:

- Lead the development and implementation of health, safety, and wellbeing programmes of projects to meet the Ministry's statutory obligations in accordance with best practice, employment laws and government public service employment objectives.
- Partner with the health, safety and wellbeing function, ensuring employees work collaboratively within the team, and that their work contributes to the delivery of the health, safety and wellbeing programme.
- Manage relevant service providers. Facilitate and oversee key HSW organisational capabilities activities/projects which may, from time to time, require specialist support or more capacity which may be contracted in.
- Ensure that our health and safety programme of projects is being well managed and appropriately monitored, reporting on the programme KPI's as determined by the health safety and wellbeing governance programme, and other relevant bodies.
- The position will take an enterprise view across related programmes lead by other Groups within the Ministry and project risks, issues, interdependencies, and change release, and manage, mitigate and escalate these appropriately.
- All other duties as requested by the employer.

Performance Management

- Establish measurements to enable good governance and decision making and assure quality project delivery
- Manage the overall aggregate view of programme and projects status, risks, issues and interdependencies and manage and mitigate these accordingly escalating to governance groups as appropriate. Establish, set up and manage the mechanisms and processes to achieve this.
- Manage the enterprise view of the pipeline changes and business resource requirements and timeframes, and provide recommendations for managing these effectively in a manner that the organisation can cope with

Organisational Responsibilities

- Understand the Ministry's strategic priorities and high-level outcomes framework and how this role contributes to the framework.
- Understand and apply the strategic context in which the Ministry operates, including priorities and perspectives of the Ministers, partner agencies, and external stakeholders.
- Understand Tikanga and Treaty of Waitangi principles and have sufficient appreciation of Te Reo Māori to be able to apply the Ministry Māori dimension, underpinned by Ministry values, in a way that is relevant to the context of our business.
- Be aware of and adhere to the Ministry's Health and Safety policies and procedures.
- Share in the responsibility for health and safety in the work environment by carrying out work-related activities in accordance with safe operating procedures and by accurately reporting all hazards, accidents and incidents.
- Contribute to the continuous development of the Ministry's knowledge base by using the Ministry's internal systems, sharing information and data with relevant internal stakeholders, including contributing to/presenting at internal learning and development opportunities.

Qualifications, Skills, knowledge & experience

You must have the following qualifications, skills, and experience:

- Significant experience in delivering successful programmes of health and safety projects, within a large and complex organisation, and able to demonstrate strong relationship management, influencing and negotiating skills.
- Proven experience in deployment and use of programme and project management tools (preferably PRINCE2 / MSP / P3O certified or equivalent) and preferably hold a relevant qualification.
- Demonstrated expertise in health and safety management legislation, codes of practice and standards, and a sound understanding of the approaches needed to successfully protect health and safety in the workplace.
- Demonstrated ability to influence key stakeholders across a wide range of professional disciplines to implement health and safety plans and methodologies.

- Sound analysis, judgement and problem solving capabilities coupled with excellent written, planning, and project management skills.
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Relationships

The position is required to build and maintain the following relationships:

Internal (within MFAT)

- MFAT CEO and Senior Leadership Team
- Human Resources Group leadership team and the wider HR Group
- Other Groups within MFAT with HSW responsibilities
- Health and safety governance committee, led by the Deputy Chief Executive (Resources) as the HSW Sponsor
- Health and Safety representatives
- Heads of Mission/Heads of Post overseas
- All Ministry Managers

External (outside MFAT)

- State Services Commission
 - Worksafe
 - NZ Inc Agencies
 - Government Health & Safety Lead
 - Health and Safety practitioners in both the Public and the Private Sector
 - Suppliers and consulting companies as appropriate
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Delegations

Delegations as set out in the Ministry's Instrument of Delegation.

Mandatory Role Requirements

- You must be able to obtain and maintain an appropriate New Zealand Government Security clearance.
- You must hold New Zealand citizenship.

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