Senior Adviser Health, Safety and Well-being

Reports to: Manager Health, Safety & Well-being – Organisational Capabilities

Group: People and Operations 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.

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.

Our organisational 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

About the Group

Human Resources (HR) sits within the People and Operations Group. The role of 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

Reporting to the Ministry’s Manager Health, Safety & Wellbeing (HSW), this position plays a crucial part within the HSW team providing support and direction to line managers in the successful implementation of agreed Ministry HSW procedures and policies. This ‘hands on role’ partners with internal stakeholders to lead the successful implementation of agreed HSW processes aimed at achieving the Ministry’s HSW Strategy, targets and goals. The role will draw on previous health, safety and wellbeing experience in order to lead on key programmes of work such as the delivery of the Ministry’s critical risk programme and associated assurance.

Key Accountabilities and Deliverables:

Responsibilities of this position may change over time as the Ministry responds to changing needs and our HSW culture evolves and becomes imbedded in our day to day practices.

Expectations and capabilities of this role include:

**Strategy & Planning**
- Partnering with functional/departmental managers, to prepare and socialise appropriate team/functional specific HSW implementation & activity plans that will enable that function/department to meet the agreed Ministry wide HSW Strategic Goals and Targets; and
- Partnering with relevant line and functional managers & key stakeholders to monitor progress of agreed work plan, offering ideas to assist with addressing any identified roadblocks.

**Leadership, Coaching and Mentoring**
- Utilising a high standard of HSW practitioner coaching and mentoring skills to lead and improve the utilisation and understanding of Ministry HSW processes and the health and safety management system (HSMS), so that managers and staff can fulfil the HSW expectations of their roles with confidence and success;
- Developing and delivering relevant HSW training programmes which support managers and staff to understand and fulfil their respective HSW responsibilities with confidence and success;
- Utilising prior experience and successes, establish strong collaborative stakeholder engagement, supported by coaching and mentoring as identified; and
- Providing relevant coaching and mentoring to the Ministry’s health, safety and wellbeing worker engagement and representative committees and other internal stakeholders with HSW responsibilities, so that they can understand and fulfil these requirements with ease and success.

**HSW Advice, risk management and reporting**
- Providing clear competent technical advice and guidance focused on supporting line management to effectively and consistently implement the Ministry’s HSMS with confidence;
- Delivering high quality written reports/papers to support health, safety and wellbeing governance and decision making processes;
- Working with others in the HSW team, lead on the effective implementation and understanding of organisational HSW risk identification and management programmes as they relate to specific operational activities and teams;
- Lead in the development and delivery of appropriate HSW risk management programmes to raise awareness and ensure effective utilisation of agreed methodology and tools in practice;
• Act as a point of contact for the Ministry’s health, safety and wellbeing worker engagement and representative committees, providing coaching and support to enable them to carry out their responsibilities effectively and with confidence;
• Utilising prior experiences and contemporary best practice, work with the Ministry’s health, safety and wellbeing worker engagement and representative committees and line management to establish collaborative, proactive and effective consultation and engagement processes, including but not limited to;
  ▪ Increasing the confidence of Ministry staff to raise HSW issues and work together to resolve these in a timely, collaborative manner;
  ▪ Identifying opportunities for integration of HSW matters into daily team and operational discussions, without the need for formal structured committee meetings; and
  ▪ Identifying ways in which all tiers of the Ministry can actively contribute towards ideas and opportunities for continuous improvement with a specific focus on how we communicate and engage with internal and external stakeholders on HSW matters.
• Working alongside other members of the HSW team, utilise data and available assurance and verification processes to produce and share regular comprehensive HSW due diligence reports.

Qualifications, Skills, knowledge & experience

To be successful in this role the following qualifications, skills, and experience are desirable:

Qualifications
• Formal qualification in a health & safety discipline to at least a Level 4 or that recognised to meet Technician level with NZISM, or willing to attain such a qualification.
• Professional Membership Registration to Technician or higher (NZISM) (or equivalent professional body) and committed to maintaining an active Continual Professional Development Plan (CPD), or willing to work towards registration and CPD.
• Registered on the HASANZ Register (or willing to work towards registration).

Technical competencies/experience
• At least 3 years practical experience that includes activities such as:
  o delivering HSW programmes and initiatives in a government or large multi-disciplinary organisation
  o utilising auditing and verification techniques
  o providing coaching/mentoring
• The ability to assess complex health & safety issues, consider options, risk, benefits and mitigation strategies and make informed decisions.
• Experience and proven track record of developing and delivery effective and successful HSW workplans aimed at meeting Strategic goals.
• Experience of, or conversant with, the SafePlus programme and use of robust action plans aimed at supporting continuous improvement and success.
• Excellent analytical capability, including the ability to interpret data and provide practical advice to support continuous improvement.
• Excellent written capability and experience writing papers/reports, including the ability to present complex ideas and information in a way that it can be easily understood combined with the ability to support this with contemporary thinking.
**Personal attributes**

- Well organised, highly resilient and with the ability to work under pressure and to strict deadlines.
- Ability to deliver advice and support with strong attention to detail, accuracy and to a high standard.
- The ability to work flexibly and effectively in a team context and to work collaboratively and supportively taking shared responsibility for team outcomes.
- Ability to work with ambiguity.
- Demonstrated proactivity and strategic capability – can evidence a continuous improvement focus and innovation.
- A strong results orientation.
- Ability to work to a plan and develop a project plan where required.
- Well-developed relationship management, influencing and negotiation skills.
- A strong customer and business partnership focus, with the ability to communicate effectively with a range of people.
- Sound understanding of tikanga and Treaty of Waitangi principles

**Relationships**

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

**Internal (within MFAT)**

- All Ministry Managers
- Human Resources Business Partners
- Heads of Mission/Heads of Post overseas
- Health, safety and wellbeing worker engagement committee
- External (outside MFAT)
  - Worksafe
  - NZ Inc Agencies
  - Government Health & Safety Lead
  - Health and Safety practitioners in both the Public and the Private Sector
  - Consulting companies as appropriate
  - Suppliers

**Delegations**

This position has no delegated authority.

**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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