

# POSITION DESCRIPTION

Oranga Tamariki—Ministry for Children

Title:	Head of Health, Safety and Security
Group:	Corporate Services
Reports to:	DCE Corporate Services
Location:	Wellington
Direct Reports:	Yes
Budget:	Yes

## OUR ORGANISATION

### About us

Oranga Tamariki—Ministry for Children is a Ministry dedicated to supporting any child in New Zealand whose wellbeing is at significant risk of harm now, or in the future. We also work with young people who may have offended, or are likely to offend. Our belief is that in the right environment, with the right people surrounding and nurturing them, any child can, and should flourish.

### Our vision

Our vision is: New Zealand values the wellbeing of tamariki above all else.

### Our purpose

Our purpose is: To ensure that all tamariki are in loving whānau and communities where oranga tamariki can be realised.

### The Oranga Tamariki way

We've introduced a new way of doing things. A way of looking at the world that guides everything we do:



### Our core outcomes

Our core outcomes are:

- All children and young people are in loving families and communities where they can be safe, strong, connected, and able to flourish
- Improved outcomes for all children, especially tamariki and rangatahi Māori.

## POSITION PURPOSE

The Health, Safety and Security team provide Oranga Tamariki with specialist advice, support and frameworks to ensure that our people and those we work with stay safe and secure.

The Head of Health, Safety and Security will champion excellence in health and safety as well as security and emergency management/business continuity.

This role will manage the delivery of our Health, Safety and Security strategy and vision through simple, effective and scalable systems to proactively mitigate risk and improve our preparedness to keep our staff safe and healthy. The role will also be responsible for leading the response to any acute situations or emergencies that may arise.

The Head of Health, Safety and Security is responsible for delivering advice and services that enable Oranga Tamariki to meet its legislative health, safety and security obligations, and to ensure it is able to respond in an emergency and restore or maintain its critical services. A key focus of this role will be developing the Oranga Tamariki health, safety and security strategy, frameworks and standards.

This role will also lead and support emergency management and planning and business continuity.

## KEY ACCOUNTABILITIES

Key Result area	Key Accountabilities
<b>Strategy, Frameworks and Standards</b>	<ul style="list-style-type: none"> <li>– Lead the development of the Health, Safety and Security strategy</li> <li>– Maintain and monitor the effectiveness of the Oranga Tamariki accountability frameworks, policies, standards and processes</li> <li>– Lead the Emergency Management and Business Continuity plans and processes</li> <li>– Maintain expert knowledge in Health and Safety, and other legislation or whole of government requirements.</li> </ul>
<b>Governance and Management of Health, Safety and Security</b>	<ul style="list-style-type: none"> <li>– Lead the monitoring, review and reporting on the performance of health, safety and security in achieving strategic objectives and compliance with health, safety and security legislation through a positive due diligence system</li> <li>– Oversee risk assessments and reviews to identify critical risks and any systematic issues</li> <li>– Troubleshoot and identify solutions to critical risks and systematic issues to ensure they are resolved in a timely manner</li> <li>– Lead continual improvement in relation to the Protective Security Requirements, including the annual assessment</li> <li>– Lead Health, Safety and Security incident management reporting and analysis, and ensure the accuracy of this information</li> <li>– Lead the maintenance of compliance with the ACC Partnership Programme, including the management of the annual self-assessment process</li> <li>– Maintain oversight of the injury reporting system provided by our third party administrator Wellnz</li> <li>– Chair working groups and provide advice to the Health, Safety and Security Governance committee, as well as national Health,</li> </ul>

Key Result area	Key Accountabilities
	<p>Safety and Security working groups</p> <ul style="list-style-type: none"> <li>– Manage the contract and relationship for the provision of EAP services</li> <li>– Manage the contract and relationship for the provision of injury management services.</li> </ul>
<b>Advice, Support and Capability Development</b>	<ul style="list-style-type: none"> <li>– Provide advice and support on the workplace Health and Safety obligations across the business, including as a trusted advisor to the Chief Executive and Oranga Tamariki Leadership team</li> <li>– Provide advice and support to managers and senior leaders on Protective Security Requirements</li> <li>– Lead the implementation of Health, Safety and Security frameworks, policies and procedures across the business</li> <li>– Develop training for Oranga Tamariki managers and senior leaders on health, safety, security, emergency management and business continuity responsibilities</li> <li>– Build capability across Oranga Tamariki in health, safety, security, emergency management and business continuity.</li> </ul>
<b>Stakeholder Engagement and Relationship Management</b>	<ul style="list-style-type: none"> <li>– Identify, plan and manage key relationships to support operational delivery, within agreed timeframes</li> <li>– Consult and work proactively with stakeholders</li> <li>– Educate and influence change behaviour</li> <li>– Develop and maintain an extensive network of contacts and partnerships with key stakeholders, service providers and community groups</li> <li>– Maintain strong interagency relationships to support the achievement of the organisation's Health, Safety and Security objectives</li> <li>– Engage effectively with iwi, Māori and Pasifika.</li> </ul>
<b>Resource Management</b>	<ul style="list-style-type: none"> <li>– Plan, control and report on the operational budget</li> <li>– Comply with all relevant financial management systems and delegations, and with the Public Finance Act</li> <li>– Oversee and manage contracts for Health, Safety and Security services delivered by third party providers and ensuring appropriate review mechanisms are in place</li> <li>– Comply with all financial, ethical and other requirements expected of senior public servants.</li> </ul>
<b>Risk Management</b>	<ul style="list-style-type: none"> <li>– Determine and manage operational and service development risks and issues</li> <li>– Ensure quality health, safety and security management processes are operating across Oranga Tamariki</li> <li>– Keep the General Manager Governance and Assurance informed of any risks and/or issues that may impact on organisational reputation.</li> </ul>

Key Result area	Key Accountabilities
<b>Continuous Improvement</b>	<ul style="list-style-type: none"> <li>– Improve the health, safety and security outcomes for employees and contractors through the promotion of forums that foster engagement and participation by managers, employees and contractors in health, safety and security improvement initiatives</li> <li>– Identify and champion improvements to health, safety and security processes and systems</li> <li>– Develop and conduct evaluations of the health, safety and security policies, frameworks, processes and tools to ensure effectiveness and efficiency.</li> </ul>
<b>Leadership and management</b>	<ul style="list-style-type: none"> <li>– Lead a team of health, safety and security practitioners to support the organisation's commitment to providing a healthy and safe working environment for employees, clients, contractors and visitors to the workplace</li> <li>– Future builder - help staff and the organisation navigate the future</li> <li>– People builder – develop people and identify talent</li> <li>– Deliverer - make things happen, with and through others</li> <li>– Steward - lead in a public service context, contributing to a better New Zealand</li> <li>– Understand and implement your manager Health, Safety and Security accountabilities</li> <li>– Ensure health, safety and security policies and procedures are understood, followed and implemented by all employees</li> <li>– Maintain representation at professional body meetings (e.g. NZ Institute of Safety Management) and conferences as necessary to remain current in all health, safety and security practices</li> <li>– To stay well informed of legislative and regulatory changes in health, safety and security.</li> <li>– Demonstrate leadership in health, safety and security by modelling self-behaviour.</li> </ul>
<b>Being part of the Oranga Tamariki team</b>	<ul style="list-style-type: none"> <li>– Actively and positively participate as a member of the team</li> <li>– Proactively look for opportunities to improve the operations of Oranga Tamariki</li> <li>– Perform any other duties as needed by Oranga Tamariki</li> <li>– Comply with and support all health and safety policies, guidelines and initiatives</li> <li>– Ensure all incidents, injuries and near misses are reported into our H&amp;S reporting tool</li> <li>– Comply with all legislative and regulatory requirements, and report any breaches as soon as they become known</li> <li>– Adhere to all Oranga Tamariki procedures, policies, guidelines, and standards of integrity and conduct</li> <li>– Demonstrate a commitment to and respect for the Treaty of Waitangi and incorporate these into your work.</li> </ul>

## KEY RELATIONSHIPS

<b>Internal</b>	<ul style="list-style-type: none"> <li>– Health, Safety and Security Governance Group</li> <li>– Chief Security Officer (CSO)</li> <li>– Oranga Tamariki Leadership Team</li> <li>– Wider Corporate Services group</li> <li>– People and Leadership team</li> <li>– Property team</li> <li>– Oranga Tamariki staff</li> </ul>
<b>External</b>	<ul style="list-style-type: none"> <li>– Key third party service providers: ACC, Wellnz, Stratos, and Armourguard</li> <li>– Government Functional Health Safety Lead</li> <li>– Intelligence Community (Protective Security Requirements Team)</li> <li>– Ministry of Civil Defence and Emergency Management</li> <li>– WorkSafe</li> <li>– Other Government Ministries, Departments and entities</li> </ul>

## QUALIFICATIONS & EXPERIENCE

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>– A tertiary qualification in Health and Safety and relevant operational experience</li> <li>– A member of a relevant professional body is desirable</li> <li>– A clean, current driver's licence is essential and a willingness to drive the Ministry's vehicles.</li> </ul>
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>– Willingness to travel within New Zealand to fulfil the requirements of the role.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>– Demonstrated people management experience in leading high performing teams</li> <li>– Extensive knowledge and experience in health, safety and security in a diverse environment is essential</li> <li>– Demonstrated experience in advising and supporting people at all levels of large complex organisations</li> <li>– Influencing business practices across business groups to drive the adoption of a whole-of-organisation approach to safety, both personal and physical</li> <li>– Knowledge of current legislation relating to health, safety and security (e.g. health and safety, crimes, trespass and privacy)</li> <li>– Demonstrated experience in risk management</li> <li>– Ability to facilitate the resolution of complex problems</li> <li>– Drive the changes needed to create a new organisational culture.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>– Highly developed organisational skills – able to operate autonomously while gaining the co-operation of others</li> </ul>

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- Excellent relationship management skills – able to establish, build and maintain effective working relationships at all levels of the Ministry, as well as with key stakeholders
  - Strong leadership skills and motivation skills – able to lead and motivate a team towards the achievement of goals, understands leadership styles and their influence
  - Strong commitment to attaining goals – target driven, generates new ideas, seeks solutions to problems before being asked, takes action that goes beyond solving the immediate problem
  - Strong problem resolution and decision making skills – able to clearly identify problems, seek alternative solutions, identify risks and benefits, seek input from others and make sound decisions based on these considerations
  - Excellent interpersonal skills – able to adapt these to suit the needs of the audience, able to influence others to accept ideas/strategies
  - Understanding and appreciation of cross cultural issues and concerns, in particular, knowledge of tikanga Māori, and Pacific peoples' culture.
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