

POSITION DESCRIPTION

Oranga Tamariki—Ministry for Children



Title:	Advisor - Health and Safety
Group:	Corporate Services
Reports to:	Manager - Health, Safety and Security
Location:	As specified
Direct Reports:	No
Budget:	No

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 purpose of this role is to contribute to strategic advice and provide operational advice and support to the organisation on all aspects of health and safety. The role will be working alongside the business to develop and drive health and safety policies and procedures.

Proactive engagement and building relationships is a key focus of this role alongside compliance to all the relevant legislation and requirements. The Advisor - Health and Safety will partner with key stakeholders to develop health and safety knowledge and to foster continuous improvement and best practice for the organisation.

KEY ACCOUNTABILITIES

Key Result Area	Key Accountabilities
Strategic planning	<ul style="list-style-type: none">- Contribute to the development of Oranga Tamariki health and safety framework- Develop, deliver and drive strategies, policies and standards- Maintain expert knowledge and contribute to strategic recommendations for improved processes and initiatives- Provide strategic support and advice to Oranga Tamariki staff.
Advice and support	<ul style="list-style-type: none">- Provide advice and support to the organisation- Provide expert advice and support to the General Manager - Governance and Assurance, Principal Advisor Safety and the Oranga Tamariki Health, Safety and Security team.
Relationship management	<ul style="list-style-type: none">- Build and maintain effective working relationships with key stakeholders including union representatives- Work collaboratively with members of the Oranga Tamariki Health, Safety and Security team.
Monitoring and reporting	<ul style="list-style-type: none">- Oversee reporting across the organisation and lead continuous improvement as required- Provide monthly reports as part of the leadership assurance dashboard.
Risk management	<ul style="list-style-type: none">- Develop, deliver and maintain tools and resources to identify risks and, in alignment with the health, safety and security frameworks- Keep stakeholders informed of any risks and/or issues that may impact on organisational operations and reputation.
Being part of the Oranga Tamariki team	<ul style="list-style-type: none">- Actively and positively participate as a member of the team- Proactively look for opportunities to improve the operations of Oranga Tamariki- Perform any other duties as needed by Oranga Tamariki- Comply with and support all health and safety policies, guidelines and initiatives

Key Result Area	Key Accountabilities
	<ul style="list-style-type: none"> - Ensure all incidents, injuries and near misses are reported into our Health and Safety reporting tool - Comply with all legislative and regulatory requirements, and report any breaches as soon as they become known - Adhere to all Oranga Tamariki procedures, policies, guidelines, and standards of integrity and conduct - Demonstrate a commitment to and respect for the Treaty of Waitangi and incorporate these into your work.

KEY RELATIONSHIPS

Internal	<ul style="list-style-type: none"> - General Manager Governance and Assurance - Health, Safety and Security team - Oranga Tamariki Leadership Team - Oranga Tamariki staff.
External	<ul style="list-style-type: none"> - PSA/NUPE - SSC and other Ministries in the public sector - ACC - Third party administrators - Other Government Ministries, Departments and entities - Suppliers and vendors, other Government Ministries, Departments and entities.

QUALIFICATIONS AND EXPERIENCE

Qualifications	<ul style="list-style-type: none"> - A tertiary qualification (or working towards one) in Health and Safety and relevant experience is desirable - A clean, current driver's licence is essential and a willingness to drive the Oranga Tamariki vehicles.
Experience	<ul style="list-style-type: none"> - Knowledge and experience in health and safety in a diverse environment is essential - Demonstrated experience in advising and supporting people at all levels of large complex organisations - Knowledge of current legislation relating to health and safety - Demonstrated experience in risk management.
Skills	<ul style="list-style-type: none"> - Excellent communication and relationship management skills with a proven ability to negotiate and influence - Ability to manage a diverse workload and deliver high quality outputs - Excellent written and oral presentation skills, including the ability to communicate health and safety to a variety of audiences

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- Sound conflict management skills
 - Understanding and appreciation of cross cultural issues and concerns, in particular, knowledge of tikanga Māori, and Pacific peoples' culture.
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