|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Ministry of Social Development logo | | | | |
| Position: | Lead Advisor Health & Safety | | | |
| Children’s Worker: | No | | | |
| Location: | National Office | | | |
| Business Unit | Health, Safety and Security | | | |
| Group: | Organisational Assurance and Communication | | | |
| Reporting to: | Manager HSS Technical Advisory | | | |
| Issue date: | October 2019 | | | |
| Delegated authority: | Nil | | | |
| Staff responsibility: | Nil | | | |
| Our Purpose | | | | |
| **Manaaki tangata, Manaaki whānau** We help New Zealanders to be safe, strong and independent | | | | |
| Our Commitment to Māori | | | | |
| As a **Te Tiriti o Waitangi partner** to we are committed to supporting and enabling Māori, whānau, hapū, Iwi and communities to realise their own potential and aspirations. | | | | |
| The outcomes we want to achieve | | | | |
| New Zealanders get the support they require | | New Zealanders are resilient and live in inclusive and supportive communities | | New Zealanders participate positively in society and reach their potential |
| We carry out a broad range of responsibilities and functions including | | | | |
| * Employment, income support and superannuation * Community partnerships, programmes  and campaigns * Advocacy for seniors, disabled people  and youth | | | * Public housing assistance and emergency housing * Resolving claims of abuse and neglect in  state care * Student allowances and loans | |

|  |  |  |  |
| --- | --- | --- | --- |
| Our strategic direction | | | |
| **Mana manaaki** A positive experience  every time | **Kotahitanga** Partnering for greater impact | | **Kia takatū tātou** Supporting long-term social and economic development |
| Figure 1 Te Pae Tawhiti | | | |
| He Whakataukī\* | | | |
| Unuhia te rito o te harakeke Kei hea te kōmako e kō? Whakatairangitia, rere ki uta, rere ki tai; Ui mai ki ahau, He aha te mea nui o te ao? Māku e kī atu, He tangata, he tangata, he tangata\* | | If you remove the central shoot of the flaxbush Where will the bellbird find rest? Will it fly inland, fly out to sea, or fly aimlessly; If you were to ask me, What is the most important thing in the world? I will tell you, It is people, it is people, it is people | |
| \*We would like to acknowledge Te Rūnanga Nui o Te Aupōuri Trust for their permission to use this whakataukī | | | |

#### Position description approved by:

Deputy Chief Executive, Organisational Assurance and Communication

Date: ……/……/……

## Group Purpose

## The Organisational Assurance and Communication group is responsible for ensuring the overall integrity of MSD’s operations by ensuring that there is ongoing compliance to legislation and policy, communications with the public and stakeholders is effective, and Ministers are supported.

## Group Functions

## The Health, Safety and Security (HSS) group supports the Ministry’s managers and staff to put health, safety and security at the heart of everything they do. The group leads the development of HSS strategy and operational policy. It is also responsible for the design, development and deployment of programmes and initiatives that support and strengthen the Ministry’s HSS culture as well as providing technical expertise and support to frontline teams and health and safety committees.

## The group ensures that HSS activities are integrated into all Ministry workplaces and workplace practices. They will do this by using the right information to predict potential threats and provide expert advice so that our staff have the right information at the right time to manage risk and do their job effectively. The team will also ensure that staff receive the right training, at the right time and that it’s suited to their role.

## The group is also responsible for leading the design, testing and evaluation of physical and personnel security, using predictive analytics to shape and inform continuous business improvement programmes and initiatives, monitoring and assessing risks and hazards and developing and maintaining a robust HSS accountability and assurance function. It is also responsible for leading engagement and managing key relationships across the Ministry and the social sector in relation to HSS.

## Position Purpose

## The purpose of the Lead Advisor Health and Safety position is to provide thought leadership, specialist consultancy services and professional support in the design, development and implementation of health and safety strategies, policies, standards and measures for the Ministry.

## A key requirement of this role will be embedding best practice in health and safety which ensures the Ministry will meet the requirements under the Health and Safety at Work Act 2015, and ACC Accredited Employers Programme. This includes project and programme management, with the Lead Advisor being engaged on one or more projects at a time and being comfortable applying different lenses across the work from different perspectives.

## This work may include conceptualising, leading, and managing the development and implementation of strategies, change initiatives, performance management and measurement, and frameworks for HSS activities.

## The Lead Advisor will work with senior leaders, other internal and external stakeholders and service suppliers to resolve issues and develop, promote and implement HSS strategies and initiatives.

## A key responsibility will be working across all teams and work streams within the HSS Group to ensure the relevant linkages are made, and to provide support, advice and build HSS capability and maturity within the team.

## A further responsibility will be taking a lead role in developing and championing initiatives that continually improve, build on and advance the Ministry’s maturity in health and safety.

## Working Relationships

**Internal:**

* Managers and other members of the HSS team
* National Office Managers and their staff
* Business line Managers and their staff
* HSS Governance Groups and Committees
* Property and Facilities
* Privacy
* HR
* IT
* Legal

**External:**

* Health and Safety staff in other government departments
* Government Health and Safety Lead
* Suppliers and service providers
* Ministers and their staff
* Union Representatives

## Key Accountabilities

**Leadership**

* Provides strategic and professional leadership to ensure the Ministry can develop and deliver its health and safety outcomes
* Demonstrates leadership support for all Ministry initiatives and organisational development activities
* Modelling expected behaviours to managers and staff to create a desired health and safety culture
* Identifies enhancements to health and safety systems and business processes, and leads the implementation of improvements
* Promotes and enforces the value provided by the wider Health, Safety and Security team
* Provides leadership and oversight for specified projects and work programme deliverables
* Embeds core HSS policies, frameworks and accountabilities

**Strategy, Planning & Performance**

* Participates in, leads or supports the development and implementation of health and safety strategies and initiatives
* Provides thought leadership for the development of health and safety strategic direction for the Ministry
* Provides input and advice based on experience, knowledge and expertise
* Evaluates and advises on the impact of proposed initiatives
* Evaluates the effectiveness of key strategies and initiatives and actively leads a continuous improvement process
* Prepares and provides timely and expert advice to the HSS Managers and General Manager to support the accurate reporting of health and safety across the Ministry to Officers, senior leaders and Governance
* Ensures the Ministry’s change programmes and initiatives consider health and safety implications in the design and implementation phases
* Actively supports and aligns health and safety work to the Te Pae Tawhiti and Te Pae Tata strategies

**Stakeholder & Relationship Management**

* Establishes effective and trusted working relationships with key internal and external stakeholders, including the Government Health and Safety Lead
* Establishes and maintains relationships at all levels of the organisation in order to transfer knowledge and learning from the team to the wider organisation, and to ensure that key stakeholders are kept up to date with the progress of projects and other work programmes
* Partners effectively with other business groups to progress and successfully implement initiatives
* Establishes strong and strategic relationships with the PSA, ensuring early engagement, accessibility, and taking a High-Performance High Engagement approach to co-design work
* Manage effective relevant professional relationships with external parties
* Works closely and collaboratively across the wider HSS team to align, develop and coordinate health and safety activities, in particular with Regional Advisors to ensure health and safety strategies are implemented effectively across the organisation
* Represents the Ministry with external organisations and stakeholders on health and safety issues

**Assurance**

* Develops, delivers and maintains tools and resources to identify, monitor and report on health and safety risks
* Provides expert advice to the GM HSS on compliance with various health and safety standards and requirements
* Completes analysis of and monitors health and safety intelligence, data and analysis to identify trends and support informed decision making
* Keeps stakeholders informed of any risks and/or issues that may impact on organisational operations and reputation

**Expert Advice and Support**

* Provides expert health and safety advice and support across the Ministry
* Supports and advises the HSS management team
* Works collaboratively to maintain an open and collegial approach and actively contribute to the overall effectiveness of the HSS team
* Significantly contributes to development and management of knowledge and health and safety maturity across the Ministry
* Actively manages and plans own work programme
* Actively networks with other teams, key managers and other stakeholders to build the credibility of HSS and self
* Provides input as required to the team and/or business unit plan
* Focuses on the Ministry’s needs, whilst balancing this with sound information, informed insights and best practice.

**Māori and Pacific responsiveness**

* Integrate Te Pae Tawhiti, Te Pae Tata and the Pacific Prosperity strategies into work programmes
* Champion a Te Ao Māori perspective by ensuring its inclusion in all design work

**Safe and Healthy**

* Understands and adhere to MSD health, safety and security (HSS) policies and procedures
* Implements HSS accountabilities at work to keep themselves, colleagues, clients and others safe and well.

## Technical/Professional Knowledge and Experience

* Tertiary qualification in a relevant discipline or equivalent operational experience is desirable
* Strong stakeholder and relationship management skills
* Extensive knowledge and experience in health and safety in a diverse environment is essential
* In-depth understanding of health and safety systems and best practice
* In depth knowledge of current legislation relating to health and safety
* Demonstrated experience in advising and supporting people at all levels of a large complex organisation
* Knowledge of government accountability processes
* Able to understand strategic issues
* Proven ability to manage key relationships at a senior level both internally and externally

## Attributes/Success Factors

* Capable of thinking from different perspectives, able to recommend new and innovative processes or developments.
* Sound analytical skills – clarity of thinking, defines problems, gathers all necessary information and produces thorough, objective and sound advice.
* Effective communication skills – able to communicate concisely and clearly in all medium, able to adapt style to meet the needs of the audience
* Strong partnership builder, able to establish, build and maintain effective working relationships at all levels of an organisation
* Exercises sound judgement, integrity and political sensitivity
* Able to lead complex pieces of work and bring others along
* Self-starter with initiative – is energetic, motivated and committed to excellence
* Able to keep on top of developments within the field and implement changes
* Able to work under pressure - organises and schedules own work to meet competing demands/deadlines without compromising quality
* Proven credibility, integrity and professionalism – always demonstrates these
* Demonstrates a collaborative, continual improvement focused and forward-thinking style, is committed to learning and extending self and continuously seeks opportunities for different and innovative approaches to work

## Other Requirements

* Willing to travel to fulfil job requirements