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| **Position Description** |  |
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| **Position Title** | Principal Advisor, Health & Safety | | | |
| **Team** | Facilities and Business Services | | | |
| **Business Unit** | People and Transformation | | | |
| **Location** | Wellington | | | |
| **Work Role Group** | Advisor | | **Job Band** | 19 |
| **Delegated Authority** | **HR** | nil | **Finance** | Level 4 |

The Ministry of Health is the Government’s principal advisor on health and disability policy. We are the steward and a leader of the New Zealand Health system. Our aim is to ensure New Zealanders *Live Well, Stay Well* and *Get Well*. We work with health and disability providers on a programme of work across New Zealand that supports the Government’s priorities.

# Business Unit description

The People and Transformation business unit is responsible for sector workforce and managing, supporting, and delivering the Ministry’s human resources, internal organisational strategy, facilities, in-house information technology strategy, protective security, transformation programme and operating model.

The groups within People and Transformation are People and Capability, Facilities, Ministry on the Move, Health Workforce, and Employment Relations.

# Group / team description

Facilities and Business Services is led by Group Manager, Operations. The role of Facilities and Business Services is to create an environment that enables our staff and supports the ways we work. Functions that sit within Facilities and Business Services include Office Services, Health and Safety and Property Management.

# Position purpose

The Principal Health & Safety Advisor is a senior practitioner responsible for providing strategic and operational health and safety expertise. As the Ministry works through the necessary changes to its systems, a Programme of Work has been set up. The Principal Health and Safety Advisor will work closely with the Group Manager, Operations and the Health and Safety committees to develop, implement, and champion the programme outcomes across the Ministry.

**Key accountabilities and performance expectations** include but are not limited to:

| **Key Accountabilities** | **Performance expectations** |
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| Health and safety work programme | * Develop, maintain, and monitor the performance of the health and safety work programme across the Ministry, providing advice to management, employees, and the Executive Leadership Team (ELT) members responsible for health and safety strategy * Responsible for the strategic planning and budgeting of health and safety at an organisational level * Responsible for the relationship management between ACC, WellNZ (the Ministry’s third party provider for injury management), and WorkSafe * Ensure that the planned and assigned activities in the health and safety work programme are completed on time and to a high quality * Constantly review Ministry procedures to ensure they meet the ACC Partnership Programme and the ACC/Worksafe NZ standards. |
| Relationship Management | * Responsible for the relationship management between ACC and the Ministry of Health, liaising with managers on matters relating to ACC claims and returns to work * Manage the Ministry’s relationship with WellNZ, approving determinations on employment claims and supports as needed * Manage the Ministry’s relationship with the Employee Assistance Programme, ensuring employees are aware of the resources and can facilitate on-site assistance as needed * Working effectively with People & Capability on managing all health & safety-related matters and supporting any wellness strategy and programme deliverables that People & Capability are leading |
| Employee participation | * Ensure that health and safety representatives are in place in sufficient numbers and coordinate the appointment/election of HSR’s as needed * Provide advice and support to HSR’s as well as arrange regular training for HSR’s * Oversee incident management across the Ministry, ensuring reports are submitted on a timely basis, are complete, and are captured for reporting and injury-management needs * Review and authorise workstation assessment requests for staff as required, working with the assessment provider, People & Capability, Technology & Digital Services (T&DS) and Office Services to implement recommendations from the assessments * Assist with the establishment and manage the ongoing coordination of Site Health and Safety Committees ensuring they follow guidelines and best practice * Provide information to site committees as appropriate. This is likely to include organisation wide data and analysis, reports on action items and progress from the Health and Safety Committee, as well as legislative changes. |
| Health and Safety compliance | * Analyse current health and safety audit compliance information and business intelligence to develop a complete picture of the current position of allocated business units * Ensure the Ministry and related H&S committees are aware and compliant with health and safety codes of practice, legislative changes, emerging jurisprudence, etc. * Work with ELT members and managers to develop strategies to ensure business units are compliant with Ministry health and safety policy and processes * Monitor and report on progress monthly to ELT, the National health committee and local committees, signalling trends and recommending strategies to help the Ministry * Drive continuous improvement in our performance on health and safety and lead allocated improvement initiatives. |
| Analysis, development and advice | * Anticipate business requirements to ensure that advice is relevant and plan work accordingly * Identify and take account of the potential impact of health and safety initiatives on the wider system in order to lead and contribute to robust health and safety initiative development and to contribute to successful implementation processes * Accurately and clearly communicate advice to internal and external stakeholders and customers * Ensure the alignment of programmes and activities across the Ministry * Establish and maintain a range of relevant, professional relationships and internal and external networks to enable appropriate sharing of information and professional co-operation * Identify and undertake required consultation to provide relevant stakeholders with the opportunity to contribute to health and safety initiatives, and work on resolving any issues that arise as a result of consultation * Work collaboratively and constructively with Ministry staff and staff in other agencies to achieve successful outcomes that meet requirements |
| Health and Safety governance | * Coordinate the agenda and associated papers for the National Health and Safety Committee, seeking input from the ELT member responsible for Health and Safety and committee members |
| Health and Safety | *All Staff have the following responsibilities*  Take responsibility for meeting the Ministry’s obligations in workplace health and safety by:   * observing the Ministry’s H&S procedures * participating in health and safety initiatives and training where appropriate * providing suggestions for improvement of health and safety * reporting all accidents/incidents, near misses, and symptoms of discomfort * identifying and reporting workplace hazards. |

# Key relationships

All Ministry employees have a responsibility for managing relationships in some or all of the key sectors we work with. In this role, the key relationships to be developed are as follows:

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| **Reports to:** | Group Manager, Operations |
| **Responsible for:** | No direct reports |
| **Internal Ministry relationships:** | * H&S Representatives and Committees * ELT member responsible for Health and Safety * Staff and managers across the Ministry * People and Transformation team |
| **Public sector:** | * Other government departments and agencies including relevant Crown entities, the State Services Commission, the Ministry of Business, Innovation and Employment, ACC * Unions and employee representatives or advocacy groups * Professional, academic and community groups * Suppliers |

# Core Ministry Behaviours

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| **Client focused** | Identifies the client, builds and maintains strong relationships; listens and learns about who they are. Is responsive and open to feedback; is dedicated to exceeding expectations and requirements of both internal and external clients. Anticipates client needs; makes decisions and takes action collaboratively gaining and maintaining trust and respect. |
| **Responsiveness to Māori** | Understands the role of the Ministry and health and disability sector in achieving equity and improving Māori health outcomes. Demonstrates how to implement this in terms of system change, policy development and processes, and in service design and delivery. Demonstrates an understanding of Te Tiriti o Waitangi and whānau, hapū, iwi needs, engagement and context. |
| **Values diversity** | Recognises that all perspectives and experiences make us better at what we do and encourages this value. Supports the Ministry in reducing barriers and drawing on the capabilities and insights of others. Supports an inclusive work environment. |
| **Actively collaborates** | Works effectively and cooperatively with others. Establishes and maintains good working relationships by relating well with all people inside and outside of the Ministry; builds networks and partnerships that contribute to common goals. Uses active listening, diplomacy and tact to build agreements.  Supports seeking mutually beneficial solutions where feasible. |
| **Instils trust and confidence** | Gains the confidence and trust of others through honesty, integrity and authenticity. Treats others with dignity and respect. Maintains composure under pressure; is open and transparent about goals and motivation; and seeks to bring out the best in others. |
| **Cultivates innovation** | Creates new and better ways to succeed by improving performance, adapting to change and making use of technologies. Seeks win-win solutions by challenging the current ways of working, examining processes and systems to achieve high-quality outcomes. Takes appropriate risks and learns from previous experiences. |
| **Drives results** | Is proactive and works to improve outcomes while considering short-term and long-term priorities. Changes direction when appropriate. Aligns support for positive outcomes; explored new opportunities and ensures appropriate measurement processes are used and communicated.  Acts in a way that supports others to achieve results. |
| **Makes informed decisions** | Prioritises work. Makes decisions using judgement, wisdom, experience and analytics to weigh the options and facts. Seeks out all relevant information and best available evidence, challenges assumptions. Uses proven methods to manage uncertainty; moves forward even with incomplete information and tight deadlines. Sees the impact and implications of decisions; shows courage to change direction when necessary. |

**Key Selection Criteria**

Your application documentation should address the key selection criteria developed for this role. To be considered for the role you need to demonstrate:

**Essential experience, skills and qualities**

* Relevant tertiary qualification or equivalent knowledge, skills, and experience and a commitment to ongoing professional development
* Able to gather information, conduct analysis and identify gaps
* Able to develop detailed plans and costing assessments
* Able to work with complex legislation
* Able to provide written reports, process documentation and presentations to a high standard
* Able to influence others to enable delivery of process improvements
* Able to build and maintain positive stakeholder relationships and effective networks across and within organisations

**Desirable experience, skills and qualities**

* Providing policy or strategic advice at a senior level in a public sector organisation, or equivalent experience in a relevant field
* Implementing health and safety best practice
* Working on national projects and within governance structures
* Communicating with a wide range of audiences on complex issues
* Working with senior managers
* Knowledge of the ACC Partnership Programme
* Understanding of public sector systems and processes, including accountability requirements and the use of performance information to inform decision-making