



**NEW ZEALAND**  
FOREIGN AFFAIRS & TRADE

## POSITION DESCRIPTION

### **Position Title**

Senior Adviser, Health and Safety (Fixed Term)

### **Reports To**

Principal Adviser Organisational Capabilities

### **Group**

Human Resources Group

### **Date Created/Updated**

January 2017

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### **About the Ministry**

The Ministry of Foreign Affairs and Trade (the Ministry) acts in the world to make New Zealand safer and more prosperous.

Our purpose is to create the international conditions and connections for New Zealand and New Zealanders to thrive.

Our work:

#### *Kaitiakitanga*

- delivers solutions to global challenges, for the benefit of present and future generations;

#### *Leadership*

- amplifies New Zealand's influence and standing in the world;

#### *Prosperity*

- delivers improved prosperity for New Zealand and our region;

#### *Stability*

- delivers security and resilience to our country, our people, and our region.

Our values are professionalism, leadership, respect, collaboration and innovation.

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### **About the Group**

The role of Human Resources (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.

The HR Operating Model ensures that HR services within the Ministry are delivered efficiently and within a cost effective framework that meets the current and future needs of the Ministry.

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### **About the Position**

This position is in the Organisational Capabilities team within the HR Group to primarily support the Pacific and Development Group (PDG) in health and safety management in the delivery of the New Zealand Aid Programme. This position also contributes to the delivery of the wider Ministry's health and safety programme of work

Recognising that managers are ultimately responsible for the management of the health and safety of their staff (including contractors, among others), the Senior Adviser's responsibilities include:

- ensuring that all aspects of our legislative obligations are complied with
- providing high quality advice and support to managers, health and safety representatives, the wider HR team and other key stakeholders on health and safety matters and ensure and that our health and safety performance is being monitored
- supporting the Ministry to ensure effective systems, policies, procedures and practices are in place and are operating to manage the health, safety and well-being of staff, contractors, other workers and visitors
- ensuring that our health and safety performance is being well managed and appropriately monitored
- providing high quality advice and support to staff and management in hazard identification, risk assessment, risk management and incident reporting along with the development and implementation of health and safety action plans.
- ensuring that employee participation and engagement is facilitated
- reporting on health and safety KPI's as required
- participating in relevant groups and professional bodies to keep advised of H&S developments across government and relevant sectors and industries;

PDG leads an integrated approach to New Zealand's diplomatic and development engagement with Pacific countries and is responsible for the delivery of the New Zealand Aid Programme in the Pacific and globally. This position supports PDG Activity Managers and other managers and staff in the delivery of this Aid programme through:

- supporting Activity Managers in their execution of health and safety responsibilities in aid programme activities including the preparation of hazard and risk registers, carrying out due diligence, negotiating the allocation of health and safety responsibilities in contracts and grants;
- providing advice and support to Activity Managers and their PDG line managers through approval and reporting processes including the engagement of key stakeholders as required;
- providing initial quality assurance on the appropriateness of the mitigations in Risk Registers and supplier safety material;
- co-ordinating external H&S expert advice that may be required;
- providing guidance and support in the management of incidents in conjunction with key internal stakeholders;
- providing training to PDG Activity Managers and PDG managers;
- liaising with stakeholders to ensure health and safety management is well integrated and consistent;
- supporting Activity Managers in the management of key external stakeholder relationships with partners and contractors in relation to health and safety;

## Key Accountabilities

The following key accountabilities of this role assist in delivering the Ministry's purpose.

- Health and Safety management and continuous improvement
  - Ensure key stakeholders are kept informed of strategic and operational health and safety issues globally, particularly higher risk issues and trend information that indicate common themes and emerging issues of concern.
  - Ensure that the planned work that is assigned in the Health and Safety work programme is completed on time and to a high quality
  - Ensure leaders are kept informed of pertinent developments and information related to Health and Safety.
  - Drive continuous improvement in our performance on health and safety and lead improvement initiatives.
  - Support managers in complying with our legal obligations under NZ law, that Posts have a basis for complying with local law at Posts and that our approach evolves with changes in legislation and relevant codes of practice.
  - Ensure that security/safety issues, development and best practice locally and globally are integrated into our strategic management of health and safety.
  - Collaborate effectively with other Divisions including Security, Consular, Protocol, Legal Division to ensure that health and safety (including security) risks are assessed and are being mitigated effectively.
  - Ensure the hazard identification, risk assessment, risk management, incident management and incident reporting frameworks are being applied effectively in our health and safety management in order to ensure that each level of management has a clear focus on what is important for them to resolve.
  - Contribute to the strategic planning and budgeting of health and safety at an organisational level.
  - Maintain and update the health and safety intranet site resources.
- Framework, systems policies and guidelines
  - Monitor the Ministry's health and safety systems to ensure they are being used effectively particularly at 'Aid Posts' and address any identified issues
  - Monitor our health and safety hazards, risks and risk management at a site, group and organisational level and draw attention to issues of concern as appropriate to relevant managers
  - Analyse available information to identify trends and emerging issues related to health and safety. Identify issues of high risk and potential impact.
  - Provide regular reporting to governance on the KPI's and other key data, trend analysis, identification of issues and assessment of highest risks and greatest impact.
  - Carry out incident investigations as required – accurately identify and record the incident and action necessary to prevent any recurrence.
  - Ensure notifiable incidents are reported to Worksafe as early as possible following the incident and in the prescribed form and timeframe.
- Health and Safety Representatives
  - Coordinate the appointment/election of HSR's as needed
  - Provide advice and support to HSR's
- Training and Education
  - Ensure that health and safety training is refreshed and delivered upon

- Ensure that accurate records of manager/employee participation in training are maintained.
- Ensure that training is budgeted for annually.
- Ensure that managers are aware of their obligations in respect of training
- Ensure staff are trained in hazard control relevant to their area of work
- Ensure that induction processes incorporate health and safety requirements both on and offshore
- Ensure that visitors to the Ministry receive health and safety information and awareness
- Provide regular communication to PDG Activity Managers and staff on health and safety and continually raise awareness and provide education on health and safety
- Employee participation
  - Ensure that the PDG Aid Programme delivery has effective employee participation in health and safety management and that this is maintained over time
- Leadership
  - Contribute to the division's delivery of its planned and agreed activity stream to realise its strategic priorities and high level outcomes
  - Demonstrate the organisation's values, goals, policies and procedures in all aspects of work
  - Buddy new members of the team supporting a culture of learning and sharing of experiences
- Relationship Management
  - Develop and maintain key relationships both internally and externally in order to advance the division's objectives
- Organisational Responsibilities
  - Understand the Ministry's strategic priorities and high-level outcomes framework and how this role contributes to the framework
  - Understand and apply the strategic context in which the Ministry operates, including priorities and perspectives of the Ministers, partner agencies and external stakeholders
  - Contribute to the preparation and reporting requirements of the Ministry's accountability documents
  - Understand tikanga and Treaty of Waitangi principles and have sufficient appreciation of Te Reo Māori to be able to apply the Ministry Māori dimension, underpinned by Ministry values, in a way that is relevant to the context of our business
  - Using the Ministry's Capability and Leadership Frameworks, identify and participate in opportunities for learning and development, including through regular coaching and mentoring
  - Identify and pursue opportunities to build specialised skills, knowledge and experience aligned with the Ministry's Strategic Framework
  - Contribute to Ministry-wide projects and emergency response situations
  - Be aware of and adhere to the Ministry's Health and Safety policies and procedures
  - All other duties as requested by the employer
- Knowledge Management
  - Contribute to the continuous development of the Ministry's knowledge base by using the Ministry's internal systems, sharing information and data with relevant internal stakeholders

- Health and Safety
  - The Ministry is committed to providing a safe and healthy working environment for all staff, including contractors and other workers, both on and offshore.

You are responsible for:

- taking reasonable care of your own and other's health and safety and being mindful of the effect of your actions (or lack of action) on the health and safety of others
- complying with reasonable Ministry instructions to ensure the Ministry is able to comply with the Health and Safety at Work Act 2015
- cooperating with health and safety policies and procedures
- identifying and reporting hazards, injuries, illness and incidents (including near misses) that arise from your work or in the workplace
- identifying and eliminating or mitigating health and safety risks so far as reasonably practicable and consulting with others in doing so
- raising health and safety matters with your manager or health and safety representative (or contact as appropriate)
- ensuring that all health and safety incidents, injuries, near misses are immediately reported through the HR Kiosk
- ensuring that significant hazards and risks or critical incidents are drawn to the immediate attention of your Manager.

### **Qualifications, Skills, knowledge & experience**

The following are required:

- Excellent analytical capability, including the ability to interpret data and provide strategic advice to the Ministry's leadership.
- Excellent written capability, 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 appropriate data.
- Specialist expertise in health and safety management legislation, codes of practice and standards
- A sound understanding of the approaches needed to successfully protect health and safety in the workplace.
- Well organised, highly resilient and with the ability to work under pressure and to strict deadlines.
- Attention to detail and accurate in the advice and support provided
- The ability to work flexibly and effectively in a team context and to work collaboratively and supportively taking shared responsibility for team outcomes.
- 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

- Deputy Secretary Human Resources
- Deputy Secretary Pacific and Development Group

- Human Resources leadership team (Manager People Capabilities, Manager HR Business Partners, Manager HR Organisational Capabilities)
- CEO and SLT (Level 2 Ministry Managers)
- All Ministry Managers, particularly those in PDG
- HOM/HOPs, particularly in 'Aid Posts'
- Organisational Capabilities Team and wider HR Group
- Health and Safety representatives
- Health and safety governance committees
- Health and Safety Programme Manager

#### External

- State Services Commission
- Worksafe
- NZ Inc Agencies
- Health and Safety practitioners in both the Public and the Private Sector
- Consulting companies as appropriate
- Contractors and Partners of the New Zealand Aid Programme

#### **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.