

Role Description

Title	Principal Advisor, Health, Safety and Security
Manager Title	Director Health Safety and Security
Directorate and Group	Health Safety and Security, Organisation Support
Direct Reports	Nil
Band	Tier 4 Range B
Date	17 April 2026
Approved By	Deputy Director-General, Organisation Support

Public Service

Ka mahitahi mātou o te ratonga tūmatanui hei painga mō ngā tāngata o Aotearoa

I āianeī, ā, hei ngā rā ki tua hoki, he kawenga tino whitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a Ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core Principals and values of the public service in our work.

About DOC

The Department of Conservation Te Papa Atawhai (DOC) serves to protect and restore nature spaces and species across Aotearoa.

At the heart of our success is our strong DOC culture, built on clear values. Our integrity grounds us, our connections take us further together, we empower ourselves and others to do the best work, so we achieve more for nature and New Zealand.

Role Purpose

This role provides senior strategic and system level support to the Director, Health, Safety and Security, ensuring effective management and delivery of outcomes across the Unit.

The role leads and influences significant programmes, projects and system initiatives that strengthen DOC's health, safety and security performance. It plays a critical role in enabling DOC to meet its legal obligations under the Health and Safety at Work Act 2015 (HSWA), while lifting long-term system maturity across a complex, -high-risk- operating environment.

Key working relationships

Internal	External
Peers Health, Safety and Security Leadership Team DOC People Leaders Health, Safety and Security Directorate teams Finance Team Chief Advisor, Organisation Support Government Services People and Culture Directorate	WorkSafe New Zealand Government Health and Safety Lead Public Service Association (PSA) delegates and organisers Peers in other government organisations

General

Employees are required to respond to DOC's changing needs, performing other tasks as reasonably required.

DOC may make reasonable changes to the role in consultation with the role holder. This could include adjustment of the allocation of portfolios and responsibilities among members of the leadership from time to time.

As a leader you are visible, open, and engaging, proactive, and agile. You move towards problems and challenges and not create barriers or assume something is someone else's responsibility.

You are required to maintain a strict sense of personal ethics, maintain confidentiality and privacy, and abide by DOC's Code of Conduct.

Key Accountabilities

Accountability	Including
Functional and System Leadership	Plays a key role in enabling DOC to meet its legal obligations under the Health and Safety at Work Act 2015 (HSWA). Hold overall responsibility for the development, maintenance and delivery of the Health, Safety and Security (HSS) Strategy, contributions to the DOC HSS Plan, and the annual in year- work programme. Lead the annual budget planning process and support effective financial stewardship across the HSS function. Monitor and ensure alignment between HSS compliance, organisational strategy and wider system priorities. Oversee statutory and regulatory engagement and reporting processes, including Official Information Act (OIA) responses, Written Parliamentary Questions (WPQs), and WorkSafe New Zealand notices and enforceable undertakings.

Accountability	Including
	<p>Provide leadership on significant HSS projects and programmes, including planning, chairing and facilitating key Directorate planning and review events.</p> <p>Maintain effective relationships with central planning, strategy and performance functions to support integrated organisational planning and delivery.</p> <p>Identify critical organisational issues and risks, recommending appropriate controls and system level- responses.</p> <p>Scan the external environment for emerging risks, trends, best practice and innovation to inform Directorate leadership and future system direction.</p>
Strategic Work Planning and Programme Leadership	<p>Provide strategic leadership and specialist technical advice across high impact health, safety and security programmes and initiatives to achieve sustained -system level- uplift.</p> <p>Maintain oversight of complex programmes to ensure delivery sequencing, interdependencies and organisational impacts are actively managed.</p> <p>Support the progression of priority HSS initiatives by providing technical advice, strategic context and temporary stewardship until enduring system ownership is established.</p> <p>Establish and maintain an operating rhythm that enables effective collaboration within HSS and supports cross directorate- prioritisation.</p> <p>Design and coordinate key planning, review and reporting cycles to enable a more integrated and disciplined approach to delivery.</p> <p>Act as a central coordination point for identifying and responding to cross organisational- issues and opportunities affecting HSS outcomes.</p>
Supporting Directorate outcomes	<p>Specialist technical advisor on complex and emerging health, safety and security matters, providing trusted advice in high impact situations.</p> <p>Deliver strategic insight and recommendations that support sound organisational and governance level decision-making.</p> <p>Prepare high-quality briefings, analysis and advice for senior leaders and governance groups.</p> <p>Ensure health, safety and security considerations are effectively integrated into organisational strategy, planning and priority setting. Represent the Directorate in senior level discussions with credibility, influence and sound judgement.</p> <p>Support the Director and Managers by providing specialist expertise to inform priorities, resource allocation and coordinated delivery across the Directorate.</p>

Accountability	Including
Stakeholder relationships	<p>Lead strategic engagement with external stakeholders to share information, identify emerging risks, and surface system level- issues and opportunities relevant to DOC.</p> <p>Build and maintain strong, trusted relationships with senior leaders, unions, WorkSafe New Zealand, the Government Health and Safety Lead (GHSL), industry stakeholders and cross agency- partners.</p> <p>Provide clear and timely updates on key outcomes, commitments and areas of interest for both internal and external audiences.</p> <p>Influence and support organisational leaders to embed effective health, safety and security practice across DOC.</p> <p>Represent DOC on system level- initiatives and technical positions with authority and credibility.</p> <p>Communicate complex health, safety and security concepts clearly, consistently and persuasively to diverse audiences.</p>
Treaty partnership	<p>Ensuring DOC operates as an honourable Treaty Partner, identifying the impact of the team’s work on Māori and building awareness in the team</p> <p>Establishing networks with iwi and Māori who are interested/impacted in the work of the team</p> <p>Identifying appropriate methods and leading engagement processes</p> <p>Ensuring co-design with Māori is undertaken when required</p> <p>Ensuring different ways of working are supported, institutional bias and stereotypes are not reinforced</p> <p>Supporting team members to build capability to meet the requirements of DOC’s Whāinga Amorangi framework</p>
Planning	<p>Develop and maintain clear plans to deliver agreed outcomes, including scoping and defining the work programme.</p> <p>Clearly articulate priorities expected outcomes and delivery pathways to support shared understanding and accountability.</p> <p>Plan, negotiate and agree budget and resource requirements to enable effective and timely delivery.</p> <p>Allocate responsibilities appropriately to ensure work is progressed efficiently and at the right level.</p> <p>Manage competing priorities by setting clear goals and sequencing work to achieve agreed outcomes.</p>
Monitoring and delivery	<p>Monitor performance against agreed outcomes to identify emerging risks, issues and areas requiring attention.</p>

Accountability	Including
	<p>Surface critical risks or delivery concerns early, recommending appropriate corrective actions or escalation where required.</p> <p>Provide oversight to ensure commitments remain achievable and delivery expectations are reviewed or adjusted as necessary.</p> <p>Gather and interpret feedback from internal and external stakeholders to identify opportunities for service improvement.</p> <p>Maintain awareness of current and emerging trends to ensure HSS services and approaches remain fit for purpose.</p> <p>Promote a culture of continuous improvement by identifying opportunities to enhance system effectiveness and encouraging others to do the same.</p>

Capability

Capabilities Required	
<p>Specialist skills, knowledge, and qualifications</p>	<p>Extensive knowledge gained through demonstrated experience at this level and relevant tertiary qualification.</p> <p>Strong knowledge of the Health and Safety at Work Act 2015 (HSWA) and its application in complex operating environments.</p> <p>Proven ability to lead significant HSS projects and programmes.</p> <p>Demonstrated experience providing strategic advice within large, complex, and high-risk- organisations.</p> <p>Proven ability to develop, implement and embed Health and safety Management frameworks, systems and tools at organisational and system level. (including, Critical risk and assurance frameworks and Contractor safety Management)</p> <p>Strong analytical capability, with the ability to interpret complex information and translate insight into practical action.</p> <p>Demonstrated ability to influence senior leaders and contribute to shaping organisational direction.</p> <p>Highly developed relationship building- skills and the ability to work effectively across organisational boundaries.</p> <p>Experience providing credible advice in high consequence or -high- pressure- situations.</p> <p>Experience leading or contributing to multiyear planning initiatives and -system level- improvement programmes.</p> <p>Strong project and programme leadership capability, including managing risks, interdependencies and delivery expectations.</p>

Capabilities Required	
	<p>Excellent written and verbal communication skills, with the ability to tailor messaging for diverse audiences.</p> <p>Proven ability to gain support and commitment from senior leaders, staff and external stakeholders.</p> <p>Experience facilitating workshops, strategic discussions and capability building activities.</p>
People leadership	<p>Act as a senior technical authority, lifting the capability of the Directorate and wider organisation.</p> <p>Mentor and support the team working on system-level initiatives and strategic projects.</p> <p>Lead the development of capability-building tools, guidance and learning approaches.</p> <p>Model DOC's values and foster a culture of openness, learning and continuous improvement.</p>
Treaty partnership	<p>Understands the impact DOC and the wider public sector and government have on the Māori-Crown relationship</p> <p>Understands the obligations of the Crown under the Treaty of Waitangi as this relates to area of work</p> <p>Aware of the differences between Māori and non-Māori world views and knows how to access more knowledge</p> <p>Understands how Treaty settlement commitments impact area of responsibility</p> <p>A sound understanding of te ao Māori, te reo me ngā tikanga Māori</p>
Collaboration and organisation leadership	<p>Works effectively to solve problems, gains trust easily and supports peers</p> <p>Demonstrates and fosters collaboration across teams</p> <p>Proactively informs, and provides frank advice on sensitive issues</p> <p>Has a broad understanding of government processes and politics and key interfaces with government and other public sector agencies</p> <p>Communicates clearly and with impact, and inspires, motivates, and influences</p> <p>Fosters culture of innovation, drives system and process improvements</p> <p>Leads cross-functional work and contributes to wider organisational outcomes</p>
Delivering results	<p>Plans and organises work to achieve required deadlines</p> <p>Manages and delivers on diverse priorities, effectively allocating time and resources</p>

Capabilities Required	
	<p>Manages risk effectively through appropriate identification, categorisation, and evaluation and/or mitigation</p> <p>High personal and professional standards and accuracy.</p>
Relationship management, interpersonal and communication skills	<p>Works cooperatively and collaboratively with others; builds relationships with stakeholders and partners</p> <p>Connects with others, builds trust and listens</p> <p>Shares information proactively and seeks to support others</p> <p>Communicates clearly and sensitively with a wide range of audiences</p> <p>Gains active participation and/or support for initiatives, from senior leaders, staff, and senior stakeholders</p>
Decision making and reasoning	<p>Integrates wide ranging information to support effective decision making</p> <p>Seeks different perspectives to check for and mitigate unconscious bias</p>
System Performance and continuous improvement	<p>Contribute senior technical advice and system level- insight to the development and refinement of assurance methodologies, including critical control verification approaches.</p> <p>Interpret system performance intelligence to identify systemic risks, emerging trends and opportunities for improvement.</p> <p>Provide insights and analysis that support governance reporting and organisational performance monitoring.</p> <p>Contribute to system level evaluations to test and validate the effectiveness of DOC's health, safety and security frameworks, controls- and settings.</p> <p>Promote and embed a culture of continuous improvement in health, safety and security across the organisation.</p> <p>Identify opportunities to modernise frameworks, processes and organisational settings to strengthen system effectiveness and maturity.</p> <p>Drive innovation and forward-looking approaches that anticipate- emerging risks and support sustainable performance improvement.</p>

You are required to comply with the standard operating requirements of DOC, i.e., you must comply with the financial, health and safety, legal, people and other delegations set out in Standard Operating Procedures, policies, and instructions (refer to the Intranet for further information).