Department of Conservation
Te Papa Atawhai

Role Description

Title	Health, Safety and Security Systems and Assurance Advisor
Manager Title	Health, Safety and Security Systems and Assurance Manager
Directorate and Group	Health, Safety and Security, Organisation Support
Band	E
Date	October 2026
Approved By	Director, Health, Safety and Security

Public Service

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

I āianei, ā, hei ngā rā ki tua hoki, he kawenga tino whaitake 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 principles 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 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

The purpose of this role is to support the effective operation and continuous improvement of DOC's integrated health, safety and security management system, assurance activities, reporting, and data quality processes. The role provides coordination, analysis, reporting, and administrative support and basic level advice to ensure accurate information, effective system processes, and timely delivery of health and safety programmes and initiatives.

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.

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

General

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Accountabilities

Accountability	Including
Health, Safety and security Systems Support	• Support the maintenance and administration of health, safety and security systems, tools and processes. • Contribute to the development and review of health, safety and security procedures, guidance material and templates. • Assist with system testing, user support and continuous improvement activities. • Support implementation of changes to health, safety and security systems and processes and intranet content. • Maintain system documentation, records and registers Conduct incident triage to support accuracy of reporting
Assurance and Performance Insights	• Support the maintenance and administration of health, safety and security systems, tools and processes. • Contribute to the development and review of health, safety and security procedures, guidance material and templates. • Assist with system testing, user support and continuous improvement activities. • Maintain system documentation, records and registers
Reporting and Data Quality	• Prepare routine health, safety and security reports and reporting products. • Analyse and validate health, safety and security data to support reporting requirements. • Monitor data quality and identify discrepancies or trends requiring attention. • Support the maintenance of dashboards, reporting tools and performance measures. • Contribute to the preparation of briefing papers, presentations and reporting material.
Stakeholder Support and Collaboration and training	• Provide advice, support and training to managers and staff on health and safety systems and reporting processes. • Respond to requests for information and system support. • Build effective working relationships across DOC. • Support engagement activities, communications and continuous

	improvement initiatives. • Contribute positively to team performance and a collaborative culture
Collaboration and relationship management	Working collaboratively with teams across DOC and contributing effectively to cross-functional teams Building and maintaining effective relationships with key individuals and groups from relevant sectors and organisations Representing DOC and coordinating cross-agency initiatives within area of responsibility
Work management and delivery	Delivering on tasks as set out in work plans, performance expectations, and task assignments Identifying critical issues and risks and ensure they are constructively raised and addressed Managing knowledge and information to ensure it is secure, current, and appropriate access protocols are applied Taking all practical steps to ensure your own safety and the safety of others

Capabilities

Capabilities required	
Specialist skills, knowledge, and qualifications	• A Level 4 Certificate in Occupational Health and Safety and a minimum of two years' experience in a health and safety administration, coordination, or support role. • Relevant qualification or experience in health and safety, data analysis, reporting, systems administration, or a related field. • Experience supporting systems, reporting processes, databases, or administrative programmes. • Sound analytical skills and ability to work with data and reporting tools. • Ability to identify issues, manage information accurately, and maintain attention to detail. • Strong written and verbal communication skills. • Good organisational skills and ability to manage competing priorities. • Proficiency in Microsoft 365 applications, including Excel and Power BI or similar reporting tools. Understanding of health and safety principles and willingness to build specialist knowledge.

Collaboration, relationship building, communication and interpersonal skills	Interacts productively with a wide range of people Seeks and considers other perspectives Works effectively to solve problems, gains trust easily and supports peers Demonstrates and fosters collaboration across teams
Organisation contribution	Provides considered feedback and input to decision making Identifies and suggests opportunities to do things differently Proactively seeks to understand organisational and wider context of role
Delivering results	Plans and organises work to deliver on objectives High personal and professional standards and accuracy
Treaty Partnership	Understands where the Māori Crown relationship is important to DOC Able to use day-to-day te reo and tikanga at work, e.g. waiata and pepeha Knows to seek advice or support when required

Key working relationships

Internal	External
• Peers and colleagues in the team • Managers and staff at all levels • Employees, health and safety reps • DOC incident investigators • People and Culture Directorate	• Health and safety specialists • Professional health and safety associations • Government Health and Safety Lead • Suppliers of H&S goods and services

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).