Department of Conservation
Te Papa Atawhai

Role Description

Title	**Health, Safety and Security Systems and Assurance Manager**
Manager Title	Director, Health, Safety and Security
Directorate and Group	Health Safety and Security, Organisation Support
Direct Reports	Business Partner, Senior Advisor, Advisor, Analyst
Band	T4, Range B
Date	October 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 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

This purpose of this role is to lead DOC's enterprise health, safety, security, business continuity, assurance, reporting, and governance functions. The role is responsible for the development, maintenance, and continuous improvement of the systems, frameworks, assurance programmes, and governance arrangements that support effective risk management, compliance, organisational resilience, and informed decision-making.

Through leadership of a specialist team, the role ensures DOC's health, safety, security, and business continuity management systems are fit for purpose, assurance activities are delivered, performance information is reliable, and governance groups receive accurate insights to support oversight, decision-making, and continuous improvement.

Key working relationships

Internal	External
• HSS Directorate • Director and Managers • Regional Operations • ICT, People & Culture, Policy and Legal, Risk and Assurance and teams	• Health and safety specialists • Professional health and safety association • WorkSafe New Zealand • Government Health and Safety Lead • Contractors, concessionaires, community groups • NZ Police • NZSIS • NEMA • Security and systems service providers • Other government agencies • Civil Defence

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
Health, Safety and security Systems Leadership	• Lead a team of professionals to maintain Health, Safety Security and Business continuity systems. • Provide enterprise oversight of DOC's integrated health, safety and security management system. • Lead the development, maintenance, and continuous improvement of DOC's HSS management system and business continuity systems. • Ensure systems, policies, standards, and procedures are current, effective, simple, consistent, fit for purpose, and compliant with legislative requirements.

Accountability	Including
	• Engage with subject matter experts to support the development and refinement of processes, ensuring the HSSMS is coherent and applied effectively across the organisation. • Ensure the HSMS supports consistent application across DOC's dispersed operational environment. • Lead HSSMS content, ensuring consistency, quality, and alignment across all system components. • Embed integrated systems learning to ensure system maturity and continuous improvement. • Ensure enterprise advice on security, resilience and business continuity risks. • Lead DOC's security risk management programme, ensuring emerging threats, vulnerabilities, trends and security risks are identified, assessed, monitored and reported.
Assurance Programme Design and System Stewardship	• Set DOC's HSS assurance programme, including standards, expectations, maturity criteria, and forward-looking schedules. • Steward the assurance framework, ensuring it is risk-based, fit for purpose, and aligned with DOC's HS&S management system and legislative obligations. • Define critical risk and control monitoring requirements for operational teams. • Hold leaders and teams to account for having the HSSMS in place to support assurance and provide HS&S leadership for the delivery of assurance activities across the organisation. • Monitor assurance insights, trends, and outcomes to inform system improvement and governance reporting. • Provide system-level insights and reporting to management and governance groups. • Actively track and follow up expected actions arising from assurance activities, governance discussions, and system reviews to ensure completion and accountability.
Insights, Reporting, and Data Quality	• Lead DOC's HSS insights and reporting function. • Ensure accurate, timely, and high-quality reporting and insights that support governance, operational decision-making, and legislative compliance. • Lead/oversee: • Weekly SLT reporting • HSWGG reporting and Health and Safety performance Index • Deep-dive critical risk review cadence and thematic analysis of HSS metrics and narratives • Critical risk verification programme including control utilisation effectiveness reporting • Directorate Metrics and organisation Support group goals, and executive score card success measures SLT papers and governance briefings • Monthly and quarterly HSS reporting cycles

Accountability	Including
	• Work with the Manager health and safety to ensure regional/management reporting is accurate and aligns with the Directorates. • Ensure Risk Manager/ equivalent systems are fit for purpose and that reporting supports proactive risk management, system maturity, and continuous improvement. • Responsible for the end product of HSS reporting, insights, and communication products, ensuring consistency, quality, and alignment with DOC's HSMS. • Lead investigation templates**,** ensuring they are consistent, high-quality, and aligned with DOC's HSSMS and assurance expectations. • Oversee the HSS communications and engagement plan including newsletters**,** alerts, and intranet content**,** ensuring accuracy, clarity, and alignment with DOC's system, standards, and legislative requirements. • Ensure data quality, integrity, and reliability through strong system controls, clear definitions, and consistent application across DOC. • Provide trend analysis, risk intelligence, and insights to senior leaders, governance groups, and operational teams. • Work closely to ensure data integrity and alignment with organisational risk objectives.
Protective Security Requirements (PSR)	• Lead DOC's Protective Security Requirements (PSR) programme. • Provide system leadership across personnel, physical, information and governance security domains. • Deliver DOC's annual PSR self-assessment and reporting obligations. • Ensure security systems and processes are in place, including vetting, clearances and compliance requirements. • Lead security maturity uplift activities and security roadmap implementation. • Ensure security assurance activities, audits and maturity assessments are undertaken. • Monitor security risks, emerging threats, vulnerabilities and trends. • Lead security critical risk reviews and control effectiveness monitoring. • Ensure assurance findings result in measurable improvement actions • Lead security and continuity capability programmes. • Ensure leaders understand their responsibilities under PSR and BCP requirements. • Build organisational maturity across security and resilience disciplines. • Ensure DOC maintains a fit-for-purpose enterprise-wide protective security framework and assurance programme that validates the effectiveness of security controls.

Accountability	Including
	• Lead the implementation and continuous improvement of DOC's protective security assurance framework, including audits, reviews, assurance activities and maturity assessments. • Ensure security systems, controls and processes are effective, proportionate to DOC's risk profile and aligned with Protective Security Requirements (PSR). Ensure assurance findings, security reviews and lessons identified are translated into measurable improvement actions and capability uplift initiatives.
Business Continuity Planning (BCP) leadership	• Lead DOC's Business Continuity Planning Framework. • Ensure business continuity plans are maintained, tested and reviewed. • Oversee continuity assessments, exercises and improvement programmes. • Ensure integration between BCP, emergency management, ICT continuity and organisational risk management. • Provide strategic advice to senior leaders on organisational resilience and continuity readiness. • Ensure emergency management arrangements are fit for purpose. • Support DOC response and recovery structures and maintain CIMS readiness. • Lead post-event reviews and embed lessons learned.
Team leadership	Leading and supporting employees to ensure a high performing and capable team Setting expectations with staff including clear definitions of success, and providing constructive and robust feedback Supporting the creation of an inclusive culture and encouraging the team to draw upon diverse strengths and perspectives Supporting the learning and development of the team to ensure identified capability requirements are met Directing and supporting team members to collaborate Creating a work environment where workers are kept healthy, safe and well, taking all practical steps to ensure own and others' safety
Supporting Directorate outcomes	Contributing to the setting directorate priorities, ensuring alignment of activities and resources Providing leadership across the directorate Supporting the Director and Managers with specialist knowledge and expertise
Stakeholder relationships	Engaging with external stakeholders to share information, build relationships, and identify critical issues and opportunities

Accountability	Including
	Providing regular updates on key outcomes and undertakings for internal and external audiences Participating in engagement and feedback activities and ensuring feedback is incorporated into the team's work Identifying critical issues and opportunities where feedback and/or engagement is required to proceed
Treaty partnership	Ensuring DOC operates as an honourable Treaty Partner, identifying the impact of the team's work on Māori and building awareness in the team Establishing networks with iwi and Māori who are interested/impacted in the work of the team Identifying appropriate methods and leading engagement processes Ensuring co-design with Māori is undertaken when required Ensuring different ways of working are supported, institutional bias and stereotypes are not reinforced Supporting team members to build capability to meet the requirements of DOC's Whāinga Amorangi framework
Planning	Developing and maintaining plans to deliver agreed outcomes, scoping and defining the work programme Clearly communicating the team's priorities and required outcomes, and identifying how results will be achieved Planning, negotiating, and agreeing budget and resource requirements Delegating and assigning tasks and responsibilities across the team Managing competing priorities and setting defined goals
Monitoring and delivery	Undertaking comprehensive performance monitoring to regularly assess performance and identify areas of risk or concern Highlighting critical risks or issues, and identifying and implementing solutions Addressing performance issues in a timely manner and/or escalating requirements to amend agreed commitments Managing to ensure effective delivery of effective services Gathering feedback from customers and other stakeholders and seeing opportunities for improvement Understanding customer needs to anticipate and meet requirements Maintaining awareness of current and emerging trends to ensure the team's service remains fit for purpose Identifying and encouraging others to identify opportunities to improve

Capabilities

Capabilities Required	
Specialist skills, knowledge, and qualifications	A minimum Level 6 qualification in Occupational Health and Safety at least seven years' experience as a health and safety practitioner, and a minimum of one year's experience in a people leadership role. Experience in health and safety data and reporting mechanisms. Knowledge of Protective Security Requirements (PSR). Experience leading Work programmes and maturity uplift. Experience in business continuity planning and organisational resilience Knowledge of emergency management and CIMS frameworks. Strong practitioner-level knowledge of health and safety legislation, regulatory expectations, and overlapping duties. Technical expertise in health and safety management systems, system design, assurance frameworks, and system-maturity models. Proven ability to analyse data, trends, and system intelligence to produce accurate, timely, high-quality reporting for governance audiences. Experience developing and maintaining HSMS content, investigation templates, reporting tools, and communication products with consistency and quality. Skilled in systems thinking, integrated learning, and embedding continuous improvement into HSMS design and assurance cycles. Demonstrated leadership capability, including building specialist team capability and influencing across complex, dispersed operational environments. Excellent written and verbal communication skills, with the ability to translate complex system information into clear insights for senior leaders.
People leadership	Leads and manages using effective role modelling, delegation, and performance management skills Leads by example, guiding people to be disciplined and considered Understands the impact of own actions Sets clear team objectives and expectations and focuses direct reports on achieving shared objectives

Capabilities Required	
	Monitors and strengthens management team cohesion and performance Coaching and mentoring skills Motivates and inspires
Treaty partnership	Understands the impact DOC and the wider public sector and government have on the Māori-Crown relationship Understands the obligations of the Crown under the Treaty of Waitangi as this relates to area of work Aware of the differences between Māori and non-Māori world views and knows how to access more knowledge Understands how Treaty settlement commitments impact area of responsibility A sound understanding of te ao Māori, te reo me ngā tikanga Māori
Collaboration and organisation leadership	Works effectively to solve problems, gains trust easily and supports peers Demonstrates and fosters collaboration across teams Proactively informs, and provides frank advice on sensitive issues Has a broad understanding of government processes and politics and key interfaces with government and other public sector agencies Communicates clearly and with impact, and inspires, motivates, and influences Fosters culture of innovation, drives system and process improvements Leads cross-functional work and contributes to wider organisational outcomes
Delivering results	Plans and organises work to achieve required deadlines Manages and delivers on diverse priorities, effectively allocating time and resources Manages risk effectively through appropriate identification, categorisation, and evaluation and/or mitigation
Relationship management, interpersonal and communication skills	Works cooperatively and collaboratively with others; builds relationships with stakeholders and partners Connects with others, builds trust and listens Shares information proactively and seeks to support others Communicates clearly and sensitively with a wide range of audiences Gains active participation and/or support for initiatives, from senior leaders, staff, and senior stakeholders

Capabilities Required	
Decision making and reasoning	Integrates wide ranging information to support effective decision making Seeks different perspectives to check for and mitigate unconscious bias
Commercial and financial management	Budget management skills Negotiation skills

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).