Department of Conservation
Te Papa Atawhai

Role Description

Title	Senior Health, Safety and Security Systems and Assurance Advisor
Manager Title	Health, Safety and Security Systems and Assurance Manager
Directorate and Group	Heath, Safety and Security: Organisation Support
Band	F
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 provide expert technical leadership and advice to support the continuous improvement of DOC's Health, Safety and Security management system, assurance framework, reporting, and system performance. The role leads complex pieces of work, provides authoritative advice to senior leaders, and supports the development of high-quality insights, assurance activities, system improvements and governance reporting to strengthen Health, Safety and Security outcomes across DOC.

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.

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

Accountabilities

Accountability	Including
Health, Safety and Security Systems and Continuous Improvement	• Lead the development, review and continuous improvement of Health, Safety and Security system content, standards, tools and guidance. • Support the effective implementation and application of DOC's Health, Safety and Security management system. • Identify opportunities to improve system effectiveness, usability and compliance. • Contribute to the development and maintenance of Health, Safety and Security standards, processes and procedures. • Lead the prioritisation of the HSSMS development and review. • Support system maturity and organisational learning through analysis of assurance findings, investigations and performance information.
Assurance and Performance Insights	• Lead and support assurance planning, reviews and evaluations. • Analyse assurance findings and performance trends to identify systemic issues and emerging risks. • Monitor corrective actions and provide oversight of progress and completion. • Develop recommendations to strengthen controls and improve organisational performance. • Contribute to assurance reporting for senior leaders and governance groups.
Reporting, Data and Intelligence	• Lead preparation of high-quality Health, Safety and Security best practice reporting and insights. • Analyse data and information to identify trends, themes and opportunities for improvement. • Contribute to monthly, quarterly and governance reporting cycles. • Support the development of dashboards, reporting tools and performance measures. • Promote data quality, integrity and consistency across Health, Safety and Security systems. • Prepare briefings, papers and reports for senior leaders and governance forums.
Specialist Advice and Stakeholder Engagement	• Provide expert advice on Health, Safety and Security systems, assurance, reporting and performance improvement in

	collaborations with HSS SMEs. • Build effective working relationships across DOC and with external stakeholders. • Support managers to understand and apply Health, Safety and Security requirements. lead and contribute to specialist expertise to projects, initiatives and organisational priorities. • Mentor and support the development of team capability.
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	• Tertiary qualification in Health, Safety and Security (and/or equivalent experience), and experience with data analytic and reporting. • Demonstrated experience in Health, Safety and Security management systems, assurance, investigations, reporting or performance improvement. • Strong understanding of Health, Safety and Security legislation, risk management principles and assurance practices. • Significant experience analysing complex data and translating information into simple meaningful insights and recommendations for governance and senior management. • Strong written communication skills, including experience preparing reports, governance papers and briefings. • Ability to influence and build credibility with managers, senior leaders and stakeholders. • Experience designing, reviewing and improving systems, processes

	or frameworks. Knowledge of data quality principles, reporting tools and performance measurement.
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, Safety and Security reps • DOC incident investigators • People and Culture Directorate	• Health, Safety and Security specialists • Professional Health, Safety and Security associations • WorkSafe New Zealand • Government Health, Safety and Security 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).