Department of Conservation
Te Papa Atawhai

Role Description

Title	**Team Lead Health Safety and Security**
Manager Title	Health and Safety Manager
Directorate and Group	Organisation Support
Direct Reports	Senior Health and Safety Advisor, Health and Safety Advisor, Senior Advisor Operational Security
Band	G
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 lead a team of health, safety, and security professionals who partner with assigned portfolios to deliver the Health, Safety and Security (HSS) work programme. The role provides operational leadership, technical direction, coaching, and support to ensure the consistent delivery of high-quality health and safety advice, critical risk management, assurance, and verification activities across DOC.

The role is responsible for building team capability, supporting organisational learning, and strengthening health, safety, and security performance through effective risk management,

worker participation, assurance activities, and continuous improvement initiatives. Working closely with leaders and teams across DOC, the role supports the implementation of DOC's health, safety, security, and wellbeing framework and enables safe and effective operational delivery.

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.

As a leader you are visible, open, and engaging, proactive, and agile, moving towards problems and challenges.

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 Leadership	• Lead a team that provides health and safety partnering, advice, support and engagement services to leaders and teams across the department. • Support the delivery of the HSS Workplan and ensuring priorities are met. • Work collaboratively to ensure work integration and sharing of knowledge across the Health and Safety teams. • Ensure health and safety advice, support, and services are aligned with organisational priorities, risk profiles, and operational needs. • Support the sharing of learnings across the whole organisation in conjunction with the broader HSS Directorate. • Provide expert practitioner input to development and maintenance of national health & safety projects. • Focus on more complex and technical H&S requirements, such as critical risk management, culture changes, assurance, and governance. • Support delivery of other programmes such as wellbeing, injury management and occupational health • Maintain own knowledge and awareness of current or emerging trends, technologies, or developments to remain informed and up to date. • Support an integrated approach across health, safety, occupational health, wellbeing, security, and business continuity. • Promote organisational learning and continuous improvement through data, insights, worker participation, assurance findings, and lessons learned. • Provide leadership oversight for operational security activities, ensuring security risks, programmes, and initiatives are integrated with broader health, safety, and organisational risk management approaches.

Accountability	Including
Team leadership	Set expectations including clear definitions of success Support learning and development (individually and collectively) ensuring every team member has up to date development plan and receives regular feedback Support the creation of an inclusive culture Encourage the team to draw upon diverse strengths and perspectives Direct and support team members to collaborate Provide direction and appropriately assign tasks and projects Lead health, safety and wellbeing in the team, creating a work environment where workers are kept safe, healthy and well Maintain knowledge and awareness of trends, technologies, and developments to remain informed and up to date
Critical Risk Management and Assurance	• Support the delivery of critical risk management programmes and support assurance activities across the organisation. • Ensure effective implementation and verification of critical controls and provide visibility of risk performance and control effectiveness. • Oversee critical risk deep dives, assurance reviews, investigations, and associated improvement plans. • Support leaders to identify, assess, manage, and monitor significant health and safety risks. • Provide oversight of organisational health and safety performance, identifying emerging risks, trends, and opportunities for improvement. • Ensure assurance findings, lessons learned, and recommendations are implemented and embedded to improve organisational performance. Provide oversight of operational security risks, controls, assurance activities, and improvement initiatives, ensuring appropriate visibility of security performance and risk treatment Support the implementation and monitoring of protective security requirements, ensuring security risks and assurance findings are effectively managed and reported.
Treaty Partnership	Identify the impact of the work on Māori and share awareness with others Establish networks with iwi and Māori who are interested/impacted by the work Identify appropriate methods to engage and lead engagement processes Ensure co-design with Māori is undertaken when required Ensure different ways of working are supported, institutional bias and stereotypes are not reinforced
Planning	Develop and maintain plans to deliver agreed outputs and outcomes

Accountability	Including
	Identify how priorities and required outcomes will be achieved Scope and recommend work and programme plans Propose, negotiate, and seek agreement to budget and resource requirements Manage competing priorities and set defined goals
Work progress and reporting	Measure and provide comprehensive insights into work progress and results Produce regular reports to provide updates and information for decision makers Respond appropriately to changing contexts and priorities Identify critical risks or issues and recommend appropriate solutions Maintain knowledge and awareness trends, technologies, and developments to remain informed and up to date
Stakeholder and customer relationships and service delivery	Engage with stakeholders to share information and identify critical issues Respond promptly and competently to requests for information, advice, or the provision of services Gather feedback from customers and stakeholders and seek opportunities for improvement Participate in engagement and feedback activities and ensure feedback is incorporated into your work Identify critical issues and opportunities where feedback and/or engagement is required to proceed

Capabilities

Capabilities Required	
Team Leadership	Skilled in leading and managing a high-performing team Able to lead dispersed staff with a variety of flexible working arrangements Monitors team cohesion and performance Adept at maintaining an inclusive and collaborative team culture Manages health, safety, and wellbeing processes to ensure a strong and proactive safety culture Skilled at effective coaching and feedback delivery, and supporting individual and team capability development
Specialist skills, knowledge, and qualifications	• A minimum Level 6 qualification in Occupational Health and Safety and at least five years' experience as a health and safety practitioner, • Skilled in leading and managing a high-performing team

Capabilities Required	
	• Able to lead dispersed staff with a variety of flexible working arrangements • Monitors team cohesion and performance • Adept at maintaining an inclusive and collaborative team culture • Manages health, safety, and wellbeing processes to ensure a strong and proactive safety culture Skilled at effective coaching and feedback delivery, and supporting individual and team capability development • A credible source of health and safety (H&S) expertise, supporting leaders to understand and apply good practice across a complex public sector organisation • Demonstrate a strong H&S practitioner background, with the ability to operate effectively in dispersed and high-risk environments • Lead a geographically dispersed team, ensuring alignment, engagement, and consistent delivery of outcomes • Lead delivery of critical risk and assurance programmes, ensuring alignment with organisational priorities and effective risk management outcomes • Hold a relevant tertiary H&S qualification or equivalent experience, with sound knowledge of HSWA 2015 and associated regulations. • Apply broad technical knowledge of H&S management systems, including critical controls and integrated approaches across agencies • Demonstrate experience in incident investigation and analysis, supporting organisational learning and continuous improvement • Apply risk management methodologies, ensuring practical and effective implementation • Lead the design and delivery of H&S learning programmes, building capability through training, education, and awareness initiatives Knowledge of operational and protective security principles
Treaty Partnership	Understands where the Māori Crown relationship is particularly important to DOC Understands some of the key differences between Māori and non-Māori worldviews Able to use day-to-day tikanga at work, e.g. waiata and pepeha Familiar with contemporary Māori experiences and perspectives, particularly in respect to DOC Identifies knowledge and experience gaps and seeks advice or support when required
Decision making and delivery of results	Reviews detailed and complex information to understand context and create recommendations Recognises importance of seeking and considering other perspectives

Capabilities Required	
	Plans and organises work to deliver on objectives High personal and professional standards and accuracy
Organisation contribution	Provides considered feedback and input to decision making Identifies and suggests opportunities to do things differently Proactively seeks to understand organisational or wider context of own role
Collaboration, relationship building, communication and interpersonal skills	Works effectively with peers to solve problems, and provides support Demonstrates and fosters collaboration across teams Connects with others, builds trust and listens Works cooperatively and collaboratively with others across DOC Shares information proactively and seeks to support others

Key Working Relationships

Internal	External
• DDG, Directors, Managers, teams' leaders and supervisors • Staff throughout DOC • Peers • Other teams in the health, Safety and Security Directorate Health and safety Representatives and Union delegates	• Health and safety specialists • Professional health and safety association • WorkSafe New Zealand • Government Health and Safety Lead • Contractors, concessionaires, community groups • Security suppliers and contractors • NZ Police • NZSIS

You are required to comply with the standard operating requirements of DOC, i.e., complying 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).