Department of Conservation
Te Papa Atawhai

Role Description

Title	Health and Safety Business Partner- Contractor Management and Partnerships
Manager Title	Health and Safety Manager
Directorate and Group	Health, Safety and Security: Organisation Support
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 provide strategic and operational health and safety leadership for contractor, supplier, concessionaire, and partnership activities across DOC. The role partners with business leaders, procurement teams, contract managers, and external parties to ensure effective contractor management systems are in place and that health and safety risks, overlapping duties, and shared obligations are identified, managed, and continuously improved.

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
Strategic Business Partnering	• Partner with business groups to integrate health and safety requirements into planning, procurement and operational activities. • Influence and coach leaders to effectively manage contractor, third-party and partnership-related risks. • Collaborate with Visitor Safety, Concessions and Permissions, Procurement and operational teams to address shared health and safety risks and obligations. • Provide expert advice on contractor, third-party and partnership health and safety obligations and good practice. • Contribute to organisational planning, change programmes and major projects to ensure health and safety requirements are considered from inception. • Support the development and implementation of organisational health, safety and security strategies. Provide advice and support to business groups on managing overlapping duties, shared risks and health and safety obligations arising from partnerships, concession arrangements, funding agreements and other third-party activities.
Contractor Management Framework	• Lead the development, implementation and continuous improvement of contractor management systems, standards, and processes. • Ensure robust contractor prequalification, onboarding, monitoring, assurance, and performance review processes and systems. • Lead contractor and Partnership mapping to determine key reactions, risk and overlapping duties • Establish clear contractor health and safety expectations and performance measures. • Monitor compliance with organisational requirements and legislative obligations. • Monitor legislative change and implications for DOC to ensure we are meeting our obligations • Ensure there are clear reporting metrics and mechanisms for governance and management reporting. • Lead contractor evaluation and performance monitoring and reporting

Risk Management and Assurance	• Identify and evaluate contractor-related risks across the Department • Facilitate critical risk reviews and verification activities. • Contribute to the development and implement assurance programmes including audits, inspections, and contractor reviews. • Contribute to organisational planning, change programmes, and major projects to ensure contractor safety requirements are considered from inception. • Analyse trends and performance data to identify opportunities for improvement.
Stakeholder Engagement	• Build effective relationships with contractors, suppliers, operational teams, procurement, and senior leaders. • Facilitate contractor forums and engagement activities. • Collaborate with external organisations and industry groups to promote best practice.
Building capability	• Contribute to the development of tools, guidance, and training resources for managers and contractors. • Deliver education and coaching on contractor health and safety responsibilities. • Promote continuous improvement and a positive safety culture. • Coach leaders and contract managers in their health and safety responsibilities. • Build organisational capability in contractor risk management and assurance. • Lead or contribute to organisational change initiatives that improve health, safety and security performance.
Government Sector Focus	• Ensure contractor management practices align with legal obligations, Public Service expectations, and government good practice guidance, while supporting the organisation to meet its duty of care to workers, contractors, and the public.
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	• Minimum level 6 tertiary qualification in occupational Health and Safety, with at least 5 years' experience in a Health and safety practitioner in a similar position. • Extensive experience in contractor safety management in complex work and contracting chains. • Sound knowledge of the Health and Safety at Work Act and associated regulations. • Strong understanding of risk management, assurance, and incident investigation methodologies. • Experience partnering with leaders to influence health and safety outcomes. • Excellent stakeholder engagement and relationship management skills. • Strong analytical, problem-solving, and decision-making capability. • Ability to develop practical solutions and drive continuous improvement. • Excellent written and verbal communication skills. • Experience conducting audits, inspections, and assurance reviews. • Ability to interpret and apply legislation, standards, and good practice guidance. • Proficient in the use of safety management and reporting systems. • Current full New Zealand driver's licence.
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 • Contract Managers Procurement and Commercial Teams • DOC incident investigators • People and Culture Directorate	• Health and safety specialists • Professional health and safety associations • WorkSafe New Zealand • Government Health and Safety Lead • Suppliers of H&S goods and services • Contractors and Suppliers • Industry Associations and Professional Bodies (NZISM, HASANZ, CHASNZ) • External Auditors

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).