Department of Conservation
*Te Papa Atawhai*

# Role Description

| Title | Business Partner Occupational Health |
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| Manager Title | Health 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 leadership, specialist expertise, and business partnering in occupational health across DOC. The role leads the development, implementation, and continuous improvement of occupational health programmes, including the prevention and management of work-related physical, psychosocial, and hazardous substance-related health risks. The role provides leadership for health monitoring, health surveillance, injury management, and ACC accreditation activities to support a healthy, safe, and resilient workforce.

## 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 |
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| Occupational Health Advisory and Support | • Provide trusted specialist advice and guidance to leaders and teams on the prevention and management of work-related health risks, including physical, psychosocial, and hazardous substance-related risks.<br>• Provide expert advice on occupational health legislation, standards, and good practice to support effective decision-making and compliance.<br>• Contribute to the development, implementation, and continuous improvement of occupational health programmes, frameworks, standards, and guidance.<br>• Lead organisational initiatives that improve worker health, wellbeing, and safety outcomes.<br>• Point of contact and health continuity with providers such as Helix and hemisphere health. |
| Risk Management | • Provide specialist advice on the identification, assessment, and management of occupational health risks and workplace exposures.<br>• Coordinate and contribute to workplace exposure assessments, health monitoring, health surveillance, and risk assessment activities.<br>• Conduct reviews and deep dives into emerging and critical occupational health risks, identify trends and improvement opportunities, and contribute to the development and implementation of action plans.<br>• Support the implementation and verification of controls that manage occupational health risks and workplace exposures.<br>• Monitor emerging occupational health risks, industry developments, and good practice to inform organisational priorities and decision-making. |
| Injury Management | • Build and Maintain effective working relationships with WellNZ and other injury management providers<br>• Provide technical advice, guidance and support to Senior Injury Management Advisors<br>• Support the effective management of workplace injuries, rehabilitation and return-to-work processes, as directed by the |

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| | manager.<br>• Support with the coordination and resolution of complex injury management issues, escalating matters as appropriate.<br>• Monitor injury management trends and contribute to initiatives that reduce work-related harm, improve recovery outcomes and strengthen organisational capability.<br>• Contribute to the continuous improvement of injury management systems, processes, guidance and reporting to support effective service delivery and worker recovery outcomes. |
| Assurance and Continuous Improvement | • Undertake reviews, audits, and assurance activities to evaluate the effectiveness of occupational health systems, programmes, and controls.<br>• Analyse occupational health, exposure monitoring, health monitoring, and injury management data to identify trends, risks, and opportunities for improvement.<br>• Prepare reports, insights, and recommendations to support governance reporting, organisational decision-making, and continuous improvement.<br>• Support the development and maintenance of occupational health systems, standards, procedures, and guidance.<br>• Monitor legislative changes, industry developments, and good practice to ensure organisational approaches remain current and fit for purpose.<br>• Contribute to continuous improvement initiatives that strengthen occupational health performance and organisational capability. |
| Building capability | • Design and deliver training, education, communications, and awareness initiatives that build organisational capability in occupational health risk management.<br>• Develop and promote practical guidance, tools, and resources that support the effective management of occupational health risks.<br>• Support leaders and teams to build their understanding of occupational health risks, critical controls, and legislative requirements.<br>• Lead organisational capability and fostering a proactive approach to occupational health and wellbeing.<br>• Develop capability programmes and deliver health briefings. |
| Stakeholder Engagement, relationships and collaboration | • Build and maintain effective relationships with leaders, workers, health professionals, regulators, ACC, external providers, and key stakeholders.<br>• Influence and support leaders to strengthen occupational health risk management practices and improve worker health outcomes.<br>• Support and promote meaningful worker engagement and participation in occupational health initiatives and risk management activities.<br>• Work collaboratively across DOC and with People and Culture to deliver integrated health, safety, wellbeing, and organisational |

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| | outcomes.<br>Represent DOC in relevant forums, working groups, projects, and cross-agency initiatives, providing specialist occupational health expertise. |
| ACC Accreditation | • Lead the maintenance of ACC accreditation requirements and associated health and safety management systems.<br>• Provide advice and support to ensure ongoing compliance with ACC accreditation requirements.<br>• Contribute to audit preparation, evidence gathering, corrective actions, and continuous improvement activities.<br>• Contribute to monitoring and reporting activities required to maintain accreditation. |
| Collaboration and relationship management | Working collaboratively with teams across DOC and contributing effectively to cross-functional teams<br>Building and maintaining effective relationships with key individuals and groups from relevant sectors and organisations<br>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<br>Identifying critical issues and risks and ensure they are constructively raised and addressed<br>Managing knowledge and information to ensure it is secure, current, and appropriate access protocols are applied<br>Taking all practical steps to ensure your own safety and the safety of others |

## Capabilities

| Capabilities required | |
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| Specialist skills, knowledge, and qualifications | • Current Annual Practising Certificate (APC) as a Registered Nurse, Occupational Therapist or other recognised Health Practitioner.<br>• Experience in occupational health, rehabilitation or workplace health advisory roles.<br>• Ability to translate medical advice and health legislation into practical workplace solutions.<br>• Knowledge of New Zealand health, safety, employment and privacy legislation relevant to workplace health.<br>• Experience supporting recovery at work, workplace adjustments and health-related employment matters.<br>• ACC accreditation experience or related injury management qualifications are advantageous.<br>• Expert knowledge of occupational health and the prevention and management of work-related health risks. |

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| | • Demonstrated experience managing physical, psychosocial, and hazardous substance-related risks within complex organisations.<br>• Experience designing, implementing, and evaluating occupational health programmes, including health monitoring and health surveillance.<br>• Sound understanding of injury management, rehabilitation, return-to-work practices, and ACC accreditation requirements.<br>• Strong influencing, stakeholder engagement, communication, and analytical skills, with the ability to provide trusted advice and drive continuous improvement.<br>• Knowledge of occupational hygiene principles, workplace exposure assessment, health monitoring, and health surveillance requirements. |
| Collaboration, relationship building, communication and interpersonal skills | Interacts productively with a wide range of people<br>Seeks and considers other perspectives<br>Works effectively to solve problems, gains trust easily and supports peers<br>Demonstrates and fosters collaboration across teams |
| Organisation contribution | Provides considered feedback and input to decision making<br>Identifies and suggests opportunities to do things differently<br>Proactively seeks to understand organisational and wider context of role |
| Delivering results | Plans and organises work to deliver on objectives<br>High personal and professional standards and accuracy |
| Treaty Partnership | Understands where the Māori Crown relationship is important to DOC<br>Able to use day-to-day te reo and tikanga at work, e.g. waiata and pepeha<br>Knows to seek advice or support when required |

## Key working relationships

| Internal | External |
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| • Peers and colleagues in the team<br>• Managers and staff at all levels<br>• Employees, health and safety reps<br>• DOC incident investigators<br>People and Culture Directorate | • Health and safety specialists<br>• Professional health and safety associations<br>• WorkSafe New Zealand<br>• Government Health and Safety Lead<br>• Suppliers of H&S goods and services<br>• ACC/AEP<br>• Healix<br>• Hemisphere Health |

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).