Department of Conservation
Te Papa Atawhai

Role Description

Title	**Senior Health and Safety Advisor**
Manager Title	Team Leader Health, Safety and Security
Directorate and Group	Health, Safety and Security- Organisation Support
Band	F
Date	2026
Approved By	Director, Health, Safety and Secuirty

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 spaces and species 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 is to provide health, safety and wellbeing support and advice to assigned portfolios of work and group DD-Gs, Directors and Managers and assigned Portfolios. Deliver and support embedding and implementation of national health and safety specialist programmes. Work with and support the broader HSS Directorate on system and policy development and 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.

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 wellbeing advice, support and engagement	• Build organisational capability and capacity in workplace health, safety, security and wellbeing through effective engagement, collaboration, advice and support across DOC. • Supporting and/or leading the implementation and monitoring of workplace health, safety and security • Providing expert health and safety support and advice to DD-Gs, Directors, Managers and staff in your assigned portfolio • Collaborating with Directors and Managers to initiate, promote and implement initiatives to improve workplace health and safety and build a strong culture • Supporting DD-Gs, Directors and Managers to deliver their accountabilities for health and safety incident investigations and team learning processes • Assisting in the sharing of learnings across the organisation in conjunction with broader HSS Directorate and HSR. • Observing and advising on best practice in the application of safety and health standard operating procedures (SOPs) both within the Department and where overlapping duties with others apply • Leading or providing expert practitioner input to development and maintenance of national health and safety projects as required • Suggesting and advising on enhancements to standard operating procedures (SOPs) and development and delivery of occupational health and wellbeing initiatives • Building effective and high trust relationships with Directors and Managers, understanding the context they are working in and tailoring advice accordingly • Participate in and contribute to regional and national Safe home committee meetings, supporting effective consultation, worker engagement and organisational learning. • Deliver presentations, workshops, learning sessions and guest speaker engagements to share lessons learned, promote good practice and strengthen organisational capability. • Provide regular health, safety and security updates, insights and advice to leadership forums, such as Regional Leadership Teams (RLTs), District Leadership Teams (DLTs) and other assigned leadership groups and portfolios. • Support effective worker participation and engagement by facilitating consultation, encouraging worker involvement in health, safety and wellbeing matters, and ensuring worker perspectives are considered in risk management and improvement activities.
Continuous Improvement and Departmental development	• Actively contribute to the development, implementation and continuous improvement of workplace health, safety and security systems, processes and practices across DOC. • Provide subject matter expertise to support organisational change, business improvement initiatives, project workstreams and design activities, ensuring health, safety and security considerations are effectively integrated.

Accountability	Including
	• Contribute to the planning and delivery of the Health, Safety and Security Directorate work programme and priorities. • Participate in cross-functional projects, working groups and improvement initiatives to strengthen organisational capability, performance and risk management outcomes. • Provide expert advice and recommendations to inform policy development, standards, guidance material, frameworks and system improvements. • Identify opportunities for innovation, efficiency and continuous improvement, using data, insights, operational experience and emerging practice to enhance organisational outcomes. • Support the evaluation and review of initiatives, systems and processes to ensure they remain effective, fit for purpose and aligned with legislative and organisational requirements. • Support the development, drafting, review and implementation of health, safety and security systems, policies, standards, guidance material and process improvements, providing specialist advice and contributing to organisational improvement initiatives and projects.
Risk management and assurance	• Build and maintain effective relationships with relevant Deputy Director-Generals and other risk owners to support the management and oversight of critical risks. • Undertake critical risk verification activities, including desktop reviews and field-based verification, in accordance with approved schedules and methodologies. • Lead critical risk deep dives and provide qualitative analysis to identify trends, gaps, emerging issues and opportunities for improvement. • Provide guidance and support to risk owners to strengthen risk management practices and maintain the effectiveness of critical risk controls. • Develop, review and maintain critical risk bowtie analyses in accordance with prescribed review schedules. • Support the identification, assessment and management of organisational hazards and risks, ensuring records within Risk Manager are maintained and reviewed in line with required review periods. • Monitor and report on risk management activity, providing advice and recommendations to support informed decision-making and continuous improvement. • Contribute to assurance and verification programmes by undertaking assessments, analysing findings and providing insights to support organisational assurance activities and continuous improvement
Incident Management and Investigation Support	• Provide timely and practical advice to leaders and workers following health, safety and security incidents, supporting effective incident response and management. • Mentoring, advising, and assisting in training of DOC incident investigators as required Analysing incidents to recommend investigation level, participating in and/or reviewing investigations

Accountability	Including
	• Support incident management processes by providing guidance on incident notification, classification, severity assessment, investigation requirements and response actions. • Review reported incidents to ensure incident classifications, severity ratings and key information are accurate, complete and recorded in accordance with organisational requirements. • Build organisational capability in incident management through coaching, mentoring and support for incident investigators, learning teams and other incident management practitioners. • Lead or support investigations, reviews or learning activities for significant or complex incidents, as required. • Monitor and maintain oversight of regulator interactions, notices, investigations and associated actions, ensuring obligations, actions and deadlines are tracked and reported. • Provide regular updates, analysis and reporting on regulator actions, incident trends, investigation outcomes and emerging issues to inform directorate and organisational decision-making. • Support post-incident review, learning and improvement activities to identify opportunities for strengthening systems, controls and organisational capability. • Contribute to the identification and sharing of lessons learned from incidents, near misses and assurance activities to support continuous improvement across DOC. • Develop health, safety and security communications, safety advisories, safety alerts and learning materials to build organisational awareness, support risk management and strengthen capability across DOC.
External Engagement	• Building and maintain effective relationships with key individuals and groups from relevant organisations • Representing DOC and coordinate cross-agency initiatives within area of responsibility
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	• A Level 4 Certificate in Occupational Health and Safety and a minimum of five years' experience as a health and safety practitioner. Expertise in helping management to understand the wider picture of good H&S practice and bringing that to life • Skilled user of health and safety management systems Expert knowledge of health and safety legal requirements including where there are overlapping duties with other agencies • Experience in facilitating and or supporting Learning Teams • Sound skills and experience in incident investigations – with ICAM qualification preferred • Excellent knowledge of risk management methodology and application • Ability to provide solutions to complex problems • Excellent written and verbal ability to communicate complex technical information and data simply and clearly, adjusting content to the audience • Sound knowledge of occupational health and wellbeing concepts and practical applications • Knowledge of the organisational, regional and district picture; identifies context in which to develop robust recommendations and make sound decisions • Adapts to change, keeps up to date with development and best practice in safety, occupational health, and wellbeing
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 unit • Director and Managers Deputy Director-General (DD-G) as critical risk owner • Staff at all levels • Visitor Safety Team • Employee health and safety reps and PSA reps • Incident investigators	• Health and safety specialists and consultants • WorkSafe New Zealand and other regulators Government Health and Safety Lead • Organisations with whom DOC has overlapping duties e.g. MPI Suppliers of 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).