

Role Description

Role Details	
Title	Senior Regional Health and Safety Advisor
Manager Title	Health and Safety Manager
Directorate and Group	Health, Safety and Security; Organisation Support
Band	F
Date	August 2025
Approved By	Director, Health and Safety

Public Service

Ka mahitahi mātou o te ratonga tūmatanui hei painga mō ngā tāngata o Aotearoa

I āianeī, 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) protects and sustains nature for current and future generations. Our purpose is to ensure that Papatūānuku thrives. We do this by:

- Protecting land, species, ecosystems, and cultural heritage for conservation purposes
- Managing threats and adverse impacts
- Being a voice for conservation
- Connecting people to nature

All New Zealanders have a role in keeping nature healthy. We partner with whānau, hapū and iwi and collaborate with commercial partners, NGOs, volunteers, and government agencies to improve conservation outcomes.

Role purpose

The role purpose is to provide health, safety and wellbeing support to a portfolio of regional and group DD-Gs, Directors and Managers, and to develop and lead assigned national health and safety specialist programmes including system and policy development.

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 - Employee health and safety 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

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 DOC's Code of Conduct.

Accountabilities

Accountability	This includes....
Health, safety, and wellbeing advice and support	- Supporting and/or leading the implementation and monitoring of workplace health, and safety systems and processes in the allocated region and group - 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 regional 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 the other Health & Safety Advisors - 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

Accountability	This includes....
	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 Mentoring, advising, and assisting in training of DOC incident investigators as required Analysing incidents to recommend investigation level, participating in and/or reviewing investigations
Policy development	Identifying and leading work on drafting / developing new health and safety systems, policies or amendments to existing systems and policies, ensuring they meet legal requirements Leading teams to develop systems, policy, and guidance on a range of often critical and complex projects
Risk management	Providing expert advice on verification of risk controls and contributing to the implementation and monitoring of critical controls and deep dives Participating in quality assurance of the critical risk programme and other assurance initiatives Supporting the implementation of organisation audit, review, and monitoring activities Undertaking periodic monitoring activities across the organisation, including third parties such as contractors, suppliers and volunteers
Stakeholder and customer relationships	Building effective and high trust relationships with Directors and Managers, understanding the context they are working in and tailoring advice accordingly Preparing critical risk deep dives on behalf of the relevant risk-owning Deputy Director General and providing qualitative analysis Building an effective relationship with the relevant DD-G in relation to their ownership of a critical risk Working collaboratively with teams across DOC and contributing effectively to cross-functional teams Building and maintain effective relationships with key individuals and groups from relevant organisations Representing DOC and coordinate 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 as well as areas for improvement and ensure they are constructively raised and addressed

Accountability	This includes....
	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 in the workplace

Capabilities Required	
Specialist health and safety skills, knowledge, and qualifications	A tertiary H&S qualification (level 4 or 6), other qualification to NZISM standards Expertise in helping management to understand the wider picture of good H&S practice and bringing that to life Significant skills and experience as a health and safety practitioner (5 plus years) across the full health and safety spectrum in high-risk workplaces to help resolve complex issues 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 Sound skills and experience in incident investigations 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	Ability to interact productively with a wide range of people Strong facilitation and training skills Ability to influence, coach and mentor others across all levels on complex issues requiring sound solutions Integrity and a willingness to speak up Recognises importance of seeking and considering other perspectives Able to work effectively with peers to solve problems

Capabilities Required	
	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 or wider context of own role
Delivering results	Plans and organises work to deliver on objectives and requests for support Sees the bigger picture; keeps abreast of trends; and aligns work with DOC's vision and strategy 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 tikanga at work, e.g. waiata and pepeha Knows to seek advice or support when required

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).