

2021/22 Summer Internship Programme Recruitment Guide



Government
Health & Safety Lead

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Who is the Government Health and Safety Lead?

The GHSL works with 39 core public service agencies to strengthen health and safety performance at an individual agency level, and collectively as a sector.

As a small team of five, based at Ministry of Primary Industries we are also tasked with providing both strategic and practical support to agency Chief Executives and senior leaders to enable their leadership of health and safety for the benefit of all New Zealanders.

For more information about us check out our website www.healthandsafety.govt.nz



About the Summer Intern Programme

Our Health and Safety Summer Intern Programme is a key part of the Government Health and Safety Lead (GHSL) workforce development programme, designed to support and provide a pipeline of future passionate health, safety, and wellbeing professionals for the government sector.

This 3-month programme provides a mixture of on the job work experience, showcasing health and safety work across government through field trips and organized events coupled with informative workshops to develop core H&S skills. The programme highlights the importance of Health, Safety and Wellbeing (HSW) in New Zealand and promotes the profession. Programme details:

- Recruitment starts on 30 July 2021
- Programme runs from 22 November 2021 to 18 February 2022.
- Interns can be based in Auckland or Wellington.
- Interns are employed up to 14 weeks on fixed term full time contracts
- Salary will be \$22.75 per hour (as of 1 Sept 2021 living working wage).



Programme Aim

Our aim of our Summer Intern programme is to 'showcase health, safety and wellbeing as a potential career for students within the public sector'.

This will be achieved by all our interns being offered placements within a Health, Safety and Wellbeing team within a government agency. By the end of our programme we expect all our interns to have achieved:

- An understanding of why health, safety and wellbeing is important

- Gained exposure to relevant work experience in health, safety, and wellbeing
- Understand the breadth and complexities of health, safety, and wellbeing within the government context
- Opportunity to have contributed a valuable piece work within a diverse and interesting organisation.
- Started to build their own professional network



Programme Structure

Our intern programme has three components:

1. Valuable work experience

All our interns are paid the living working wage and employed by a government HSW team. The intern is provided meaningful health, safety and wellbeing work that exposes them to the type of activity carried out daily within a government agency. Typically, an intern would expect to have ownership of an assigned project or a few smaller projects/pieces of work to be completed by the end of the internship programme, with may include additional tasks assigned by the agency.

2. Workshops, field trips

Interns are given the opportunity to attend a schedule of activities, networking events and field trips to enable interns to gain insights into a range of contexts where health and safety is applied. Our field trips are invaluable source of learning to bring HSW to life, showing how their theoretical knowledge can be applied to real-life workplace day-to-day situations e.g. managing risks, hazard identification, and overlapping duties.

3. Building a Professional Network

Another part of our programme is around our interns building relationships and networks. Interns are encouraged to actively network with each other; whether its meeting for lunch or coffee after work, collaborating on projects or initiatives or networking across the HSW community through GHSL intern events.



GHSL Role in the Programme

The GHSL is responsible for coordinating the summer intern programme on the behalf of our agencies participating that year. We are the main point of contact for all programme events. During the whole internship programme you will be provided with support, help and guidance from the GHSL, your agency and manage.



Programme Success

The programme is now in its fifth year. Following a successful trial in 2017 and full programme in 2018, the Government Health and Safety Lead Summer Internship Programme has become a fixed sector initiative which continues to build on the capability and capacity gap initially identified.

Every year we see an increase in applicants applying for the programme. We generally receive approximately 150 applications for 10+ places.

Over the last four years, many of our interns have been successful in gaining employment with their host agency or with other public sector agencies. For example, we have had a total of **59** interns participate in the programme, with **44%** in H&S positions (**39%** in government) and **5%** working in H&S positions not in government.

We have also been successful with a number of interns have also gone on to study H&S related courses, and many have continued into H&S focussed roles as a result of exposure to the programme – a success for the New Zealand H&S community as these participants indicated they would not have otherwise entered this career pathway.¹

We are very lucky to have agencies who value the contribution that interns can make to their work

programmes. As agencies have reported the significant benefits they've receiving from a dedicated intern resource who is committed to learning more about health, safety, and wellbeing, and to complete a significant piece of work or project for the agency over the course of the internship.



In June 2021, we won the Safeguard New Zealand Workplace H&S Award in the leadership category for our H&S Intern programme.



GHSL 2019/20 Summer Interns with Ray Smith Director General, MPI



Our Recruitment Process

We start recruiting from 30 July 2021 to 21 August 2021. We understand that students have busy schedules, so you have three weeks to submit your application.

There are four stages to our selection process. This enables us to identify the key attributes and skills, our agencies are looking for when selecting a health, safety, and wellbeing interns to join their teams for this programme. Our recruitment stages are:

1. Submit your application form
2. Complete a self-taped video interview
3. Attend an interview with our agencies
4. Complete pre-employment checks such as references and vetting checks (if required by your agency)

What are we looking for?

We don't expect our interns to have any prior health and safety knowledge or experience but relevant study and an interest in this field is a must. Candidates must be:

- Studying in New Zealand for an undergraduate degree in health science, health and safety, health, psychology, or human resources.
- Moving into their third, fourth or final year of undergraduate study. As we want to have students who have studied or completed one more paper in health, health science, occupational health and safety, psychology, or a related area of study.
- Be available to **work full time** in either Wellington or Auckland from 22 November to 18 February 2021 (excluding the Christmas/new year holidays)
- Be eligible to live, study and work in New Zealand

We advertise our internship programme on platforms such as Government Jobs website, NZ Uni Career Hub and Career Portal for Ministry of Primary Industries. All applications will be managed through the [Ministry of Primary Industries website](#).

Application information

We ask you to provide a CV, covering letter, academic transcripts. You will need to select your top three agencies you are most interested to work with.

Try and include in your covering letter a bit about why you're interested in health and safety, what agencies and projects are of specific interest to you. This might include.

- Risk assessment and management
- Reviewing policy and research
- Wellness / wellbeing
- Mental health
- Data, insights, and reporting
- General H&S advisory

We want this information so we can try and match you with the right agency, so we can make this the best experience for you and our agencies to participate in.

Check out our list of 2021/22 participating agencies and their requirements see pages 7-9.

Selection and Appointment Process

Shortlisting stage

Once our advert has closed. We will look to shortlist our candidates as quickly as possible, this can take up to a week or so, depending on the volume of applications we receive.

If you have been successful with your application, we will contact you as soon as we can. So, it doesn't stop you from applying for other opportunities.

Video interview stage

Candidates who have been shortlisted will be asked to complete a short video interview.

Interview stages

Interviews to assess interns suitably to be placed in an agency may be conducted via face to face or virtually. Interview dates will commence on week commencing **20 -24 September 2021. Please Keep this date free.**

Notifying our candidates

We don't like keeping candidates waiting so you will be advised asap whether you have been application has been successful at any stage.

Preferred Candidates and Reference Checks

Your selected agency will contact you to inform

you that you're their preferred candidate and will start their reference check procedures. Please note some agencies may ask for Police vetting and/or criminal history checks to also be completed.

All reference checking procedures must be completed by your assigned agency prior to any employment being offered. Each agency will make separate offers of employment and these may vary slightly. The GHSL has recommended that salaries will align to the minimum living wage as at September 2021 will be \$22.75 per hour.

Important Christmas Holidays Information

Most agencies will have a shut-down period over Christmas / New Year. So, you'll need to speak with your manager about your pay over this period - you'll be paid for all public holidays, but some agencies may ask you to take (unpaid) leave on the days in between.

Support provided

The GHSL will be here to support you throughout this programme, but we recognise and respect the employer/employee relationship is between interns and your manager/agency. This means we'd generally encourage you to raise any issues with your manager first, however we can support you with this if required.

GHSL Contacts

Please contact the Debbie Bridge or anyone at the GHSL Team by contacting us on **0800 HS LEAD** or Email: ghsl@mpi.govt.nz Check out our [website](#) and link up with us on [social media](#).



*GHSL
2019/20
Summer
Interns
visiting on
a field trip*

2021/2022 Key Programme Dates

The dates below are shown as a guide as some events have yet to be finalised and may be subject to change.

August

- Intern Programme is advertised on **30 July 2021**. Applications closing on **21 August 2021**.

September

- Shortlisting
- Video Interviews
- Interview assessments
- Preferred candidates selected

October

- Reference checks and agency vetting process
- Employment offer made

November

- Programme commences 22 November 2021
- Induction /Waharoa

December/January

- Programme of Events (schedule TBC) including a mix of development events, field trips and networking.
- Christmas and New Years' break.

February

- Programmed Events continue (schedule TBC) including a mix of development events, field trips and networking.
- Programme concludes on **18 February** with a shared lunch and presentation event.



The 2021/22 Agencies placements and project work

AUCKLAND INTERNSHIPS

New Zealand Customs



Customs is proud to be New Zealand’s oldest government department. Customs began in 1870 in Russell where officers collected revenue for the Government. We’re also second only to Inland Revenue in collection of revenue, having collected \$15billion last financial year.

Customs has a broad remit in border protection – not only where you see Customs Officers at the airport, but also in intelligence, investigations, and enforcement. Our Revenue and Assurance group conduct regular audits of businesses, collect duty excise on alcohol, tobacco, and fuel. Customs also undertakes covert surveillance work, intelligence collection and works closely with other agencies including MPI, Immigration and Police. We operate in the maritime environment with specialist officers

This placement is based: Auckland, at our Head Office

Number of placements available: 1

Your Role and Day to Day duties: You will be involved in the day to day risk assessment for the service across a range of critical risks and roles. Being a valued team member to give us feedback on the areas that resonate with an intern interested in this area. Your specific project may be around a mini appreciative enquiry survey of younger Customs staff to gauge their views on how they have learned about risk, controls and their own practices and the effectiveness of those in the real environments.

Kāinga Ora Homes and Communities



The outcomes we are asked to achieve as Kāinga Ora Homes and Communities (Kāinga Ora) go beyond being a social landlord or urban development agency. Our legislative framework puts in place operating principles that enable us to have a much larger impact on New Zealand and the quality of New Zealanders’ lives. Our core purpose as an organisation is to make a positive difference in people’s lives. 189,000 people live in our homes and we own or manage 66,000+ properties.

This placement is based in: Auckland, at our Head Office

Number of placements available: 1

Your Role: You will be working in the Safety Support and Wellbeing Team (~50 people) which includes Health, Safety, Security, Facilities, Fleet and Travel functions.

Your day to day duties:

The intern will be provided work including assisting with research for Deep Dive Risk Reviews and Basic Risk Reviews, contributing to awareness campaigns and building our understanding of work as done. The intern will have opportunities to see a wide variety of roles in action both within the SSW Team and the wider organisation.

WELLINGTON INTERNSHIPS

Department of Internal Affairs



The Department’s purpose is to serve and connect people, communities, and government to build a safe, prosperous, and respected nation. It’s all about helping make Aotearoa better for New Zealanders.

This placement is based in: Wellington, at our head office.

Number of placements available: 1

Your Role: You will be working as part of a team working with Health and Safety Advisors in both our BAU and Wellbeing, Health and Safety Maturity Uplift programme (WHASMU) teams.

Our vision is of being a healthy and safe workplace that is constantly improving. A workplace that is reflective of our Mātāpono and our principles, which talk about our strength together, care for others and our wellbeing, health and safety.

Your day to day duties: Will be to assist the teams with tasks that will have a direct impact on the way DIA approaches Health & Safety now and into the future. Your role will be varied but will include working on health and safety risk management, including our critical risk programme, worker engagement and participation, and further development of our leadership team.

Government Health and Safety Lead

The Government Health and Safety Lead provides practical support to chief executives and senior leaders of 39 government agencies to enable their personal leadership of health and safety for the benefit of all New Zealanders.

This placement is based in: Wellington, at our head office.

Number of placements available: 1

Your Role: The GHSL intern placement is unique as its not centered around gaining operational experience as you would within other placements, but instead you will gain an overview of how health and safety operates across the public sector.

Your day to day duties: Will be varied and as an important member of the team, you will be exposed to a range of initiatives across our work programme. Topics could include work-related driving risk, workplace mental health, preventing violence and aggression in the workplace, H&S workforce development or creating positive workplace cultures. Also, as the GHSL intern, you will also play an important role to assist the Senior Advisor to create and maintain good working relationships with all our H&S intern cohort and provide additional support if needed at our H&S intern events.

Ministry of Education

 EDUCATION.govt.nz

The Ministry of Education is the Government's lead advisor on the New Zealand education

system, shaping direction for sector agencies and providers. We shape an education system that delivers equitable and excellent outcomes.

This placement is based in: Wellington, at our Head Office

Number of placements available: 1

Your Role and day to day duties: Our intern will be involved in a project looking into data insights for our vehicle incidents. They will also work with the health and safety team and contribute to: an ongoing project to apply the principles of Te Tiriti o Waitangi and tikanga Māori; an internal compliance audit against the Health and Safety at Work Act 2015; and scoping a SafePlus assessment for the Ministry.

Ministry for Primary Industries



The Ministry for Primary Industries is charged with overseeing, managing, and regulating the farming, fishing, food, animal welfare, biosecurity, and forestry sectors of New Zealand. We help primary industries take advantage of export opportunities, improve sector productivity, ensure the food New Zealand produces is safe, increase sustainable resource use, and protect New Zealand from biological risk.

This placement is based in: Wellington CDB in our Head Office

Number of placements available: 1

Your role and day to day duties: You will be working with MPI's central Health, Safety and Wellbeing Team on specific projects from our work programme, including:

- Working with Health and Safety Representatives on the Worker Participation and Engagement Project
- Assisting with the implementation of MPI's expanded Occupational Health Monitoring Programme
- Setting up and improving health and safety reporting through data gathering, trend analysis, infographics, and data insights.
- Working with the Intranet Team to refresh and enhance access to MPI's health, safety, and wellbeing information for all staff.

Ministry for Foreign Affairs and Trade



The Ministry pursues the Government's international priorities and provide advice to the Government on the implications for New Zealand of what is happening in the world. We build connections with, and influence other countries to advance New Zealand's interests, project New Zealand values and secure the outcomes that matter to New Zealand, delivered across the globe through our network of embassies.

This placement is based in: Wellington, at our Head Office

Number of placements available: 1

Your Role and day to day duties: Our interns will examine how we can support our network of seconded staff, their families and locally employed staff throughout the COVID-19 pandemic, in particular considering the psychosocial risk associated with the disruption to travel, lockdown and in many cases, the ability to live alongside COVID-19 in the new normal. This will provide immediate benefit, but it will also have an enduring and much broader benefit for all our Team Kiwi deployed overseas to represent New Zealand.

Fire and Emergency New Zealand



Fire and Emergency New Zealand aims to reduce the incidence of unwanted fires and the associated risk to life and property. Protecting and preserving life and preventing or limiting injury, damage to property, land, and the environment, is critical.

Projects and work are yet to be determined. FENZ is a diverse high-risk agency where hazardous substances, mental health and wellbeing is a priority

Placement is based in: Wellington, at our Head Office

Number of placements available:1

Your Role and day to day duties: You will be working with the SHW tram to provide assistance on a number of work programme

initiatives during this internship. Our intern will be involved to:

- Supporting work on our Near Miss and Safety initiatives and developing portal content.
- Supporting our documentation processes (organisation processes)
- Helping to develop Desk file for Wellbeing team
- Assisting with the creation of wellbeing resources

Our ideal intern will have strong interpersonal and communication skills, be process driven, confident, and able to facilitate/interview, enjoy interpreting information, data, and summarizing detail.

Environmental Science and Research (ESR)



Science for Communities

Environmental Science and Research -ESR is a Crown Research Institute that provides science services and research capability across several science disciplines. Our purpose is to use world-leading science to safeguard New Zealand's health, keep our communities safer, protect our food-based economy, and improve the health of our water and natural environment. We know that great science is safe science, and our Health and Safety Team are the enablers for ensuring our peoples safety is our priority in all we do.

This placement is based in: Wellington, at our Kenepuru Science Centre.

Number of placements available: 1

Your Role: You will be working as a supervised and mentored member of the Health and Safety Team.

Your day to day duties: Will vary to business needs but will provide exposure to core practitioner skills through assisting with investigation of incidents, inspections, risk assessments, and health promotion initiatives. You will assist with the facilitation of our worker participation practices and the analysis of our performance data. ESR is committed to the development of resources designed with and for users to increase health and safety competency and autonomy. There will be various opportunities to assist with the design, consultation, and implementation of resources

Callaghan Innovation

CallaghanInnovation
New Zealand's Innovation Agency

Callaghan Innovation has the task of making New Zealand business more innovative.

We partner with ambitious businesses of all sizes, providing a range of innovation and research and development (R&D) services to suit each stage of growth.

Our people – including more than 200 of New Zealand's leading scientists and engineers – empower innovators by connecting people, opportunities, and networks, and providing tailored technical solutions, skills, and capability development programmes, and grants co-funding. We operate across New Zealand from four urban offices and a regional partner network in a further 14 locations.

We also enhance the operation of New Zealand's innovation ecosystem, working closely with government partners, Crown Research Institutes, and other organisations that help increase business investment in R&D and innovation.

This placement is based in: Wellington, (Gracefield location).

Number of placements available: 1

Your Role and Day to Day duties: You will primarily be assisting in two projects, one in improving knowledge and capability in contractor management and the second being the improvement in our health and safety reporting system. You will also support our work across a range of critical risks (risk assessments, critical control work [safety II], investigations, reporting and general support and guidance).

PALMERSTON NORTH BASED & BLENHEIM INTERNSHIPS

New Zealand Defence Force



New Zealand Defence Force aims to secure New Zealand against external threats, protect sovereign interests including the Exclusive Economic Zone, and to take action to meet likely contingencies in New

Zealand's area of strategic interest.

The Directorate of Air Force Safety and Health (DASH) is responsible for preserving operational capability through leadership and management of Ground Safety, Hazardous Substances and New Organism (HSNO), Occupational Hygiene, Occupational Safety and Health, Environmental Health and Aviation Medicine. The Safety Team supports Chief of Air Force to comply and exceed legislative and regulatory safety and health requirements in the delivery of all RNZAF capability and activities.

This will be an interesting and exciting internship like no other, where two days are never the same and exposure to a diverse range of safety systems, interventions, and experiences is to be expected.

Number of placements available: 2

(1 in Palmerston North and 1 in Blenheim). **The internships will be located on Airforce bases.**

Your Role: Our interns will be based either at (Woodbourne or (Ohakea) will be situated in our safety team on an operational Air base is will be supporting the safety advisors in a range of safety related matters.

Your day to day duties: Working on the day to day implementation of the occupational safety component of the NZDF safety and service specific safety requirements. The intern will be working on both proactive safety projects and will get exposure to Auditing/ Assurance and risk assessment activities as well as experiencing a range of practical safety initiatives by supporting the local safety advisor on base.

Our ideal intern will have good communications skills, ability to work with arrange of people at all levels. Natural curiosity and a strong desire to get the best outcome, alongside an interest in exploring a range of new practical safety interventions are required.