

Position description

Position details

Position title: Principal Advisor Health, Safety and Wellbeing

Group: People & Capability

Location: Wellington

Financial delegations: Nil

Job band: L

Reports to: General Manager People & Capability

Staff responsibilities: Nil

Job level: 3

About us: Doing good for New Zealand

We are New Zealand's independent environmental regulator. Our role is to help protect our country's unique way of life by looking out for the health of its environment, its economy and its people. Finding the right balance between these different priorities means we play a key role in safeguarding our identity, oceans, flora and fauna while supporting economic growth and considering the interests of Māori. By contributing to the work of the EPA, we are all helping to shape the future of Aotearoa, and doing good for everyone working, playing and living here.

Our vision

Our vision is an environment protected: enhancing our way of life and the economy and we place significant importance on:

- understanding our customers and placing them at the centre of our work (Customer Centric)
- working or partnering with others, both within New Zealand and internationally (Partnership Plus)
- providing a clear, authoritative voice and sharing our knowledge (One EPA)
- delivering our work through capable and empowered staff (People Potential).

Our values

- Passionate people working as One EPA
- Big ideas, bold goals and aspirations
- Who we are, our identity and our purpose

- Our customers and partners and service to the nation
- Scientific endeavour, mātauranga Māori, and evidential decision making
- Being full of life through diversity of people and ideas

Group purpose

The purpose of the People and Capability Group is to lead and deliver, programmes of work, policies and processes that support strategic objectives and underpin the organisational capability, capacity and culture. This includes:

- Identifying EPA people potential priorities and recommending appropriate people management strategies
- Proactively providing expert advice and support to managers and staff on all aspects of people management
- Managing the delivery of support in areas such as recruitment and selection, learning and development, employment relations, compensation and benefits, reward and performance management
- Managing the design and implementation of organisational development and culture change programmes and interventions to increase effectiveness and performance.
- Providing leadership in health and safety issues, ensuring proactive injury management processes are implemented and effective risk management plans and response practices are in place and actively managed.

Position purpose

Reporting to the General Manager People and Capability this position acts as the primary source of HSW leadership, and specialist technical health and safety advice for the Environmental Protection Authority.

The purpose of the Principal Advisor, Health, Safety and Wellbeing is to ensure we have the programmes, policies, governance and leadership in place to continue to mature the Health Safety and Wellbeing practice of EPA, ensure our people are safe at work and deliver on our vision of “zero harm” in the workplace. This role works closely with senior leaders to set a direction for Health, Safety and Wellness and delivers a comprehensive suite of initiatives, investigations, governance reporting, and audits.

Accountabilities

Responsibilities of this position may change over time as the Agency responds to changing needs and our HSW culture evolves and becomes imbedded in our day-to-day practices.

Expectations and capabilities of this role include:

Accountability	Performance Measures
<p>Leadership, Coaching and Mentoring</p> <ul style="list-style-type: none"> Utilising a high standard of coaching and mentoring skills to support the development of key internal stakeholders (including but not limited to senior managers and functional line managers) so that they can fulfil the HSW expectations of their roles with confidence and success; Working with the General Manager People and Capability and the Senior Leadership Team to establish realistic and comprehensive HSW targets and goals that enable the Authority to be able to monitor and report on progress of agreed HSW plans and identify opportunities for improvement; Identification of learning needs, development and delivery of relevant HSW training programmes which support EPA staff to understand and fulfil their respective HSW responsibilities with confidence and success. This may include facilitation of learning and/or procurement of learning providers as appropriate; Providing necessary guidance, coaching and mentoring to internal stakeholders aimed at increasing capability towards establishing a collaborative approach to problem solving. 	<ul style="list-style-type: none"> Positive feedback from internal stakeholders regarding the quality of advice, coaching and mentoring Evidence of increasing HS&W maturity against a recognised framework Progress against HS&W strategic goals
<p>Strategy and planning</p> <ul style="list-style-type: none"> Working with the General Manager People and Capability to ensure EPA's HSW Health and Safety Management System (HSMS) contains procedures and practices that are appropriate for our needs and enables our staff to apply these in practice, wherever they are based. Taking the lead to ensure that the EPA has a clear concise and relevant Health, Safety & Wellbeing Strategy with clear goals and targets. Working with the General Manager People and Capability to prepare and socialise appropriate HSW performance and implementation plans that will enable all departments within EPA to deliver on the agreed HSW Strategic Goals and Targets; and 	<ul style="list-style-type: none"> Positive feedback from stakeholders regarding the value and use of the HS&W system and related content. Execution of HS&W strategy against identified goals and targets with evidence of positive stakeholder engagement and buy-in

Accountability	Performance Measures
<ul style="list-style-type: none"> In conjunction with other members of the People and Capability Team, proactively contribute to development of processes which enable EPA to establish itself as a key contributor to improving health and safety performance. 	
<p>HSW Advice, risk, analysis and reporting</p> <ul style="list-style-type: none"> Provide clear, competent technical advice and guidance that ensures practices adopted by EPA enable us to keep our people safe and free from harm and support us to meet our legislative obligations. Working with managers and other key stakeholders, identify organisational health, safety & wellbeing risks as they relate to psychosocial and emotional wellbeing of our people. Facilitate the development of appropriate health and safety risk management programmes to address identified health & wellbeing risks and monitor progress of agreed programmes. Utilising prior experiences and contemporary best practice, proactively identify organisational health, safety & wellbeing risks, analysing and monitoring trends and advising on initiatives aimed at managing those issues before they become significant/critical risks to EPA. Working with the People and Capability Team, utilise data and available assurance and verification processes to produce regular comprehensive HSW due diligence reports and advice. In conjunction with people leaders, and other teams as required, support staff who are experiencing health, safety or wellbeing issues to receive the appropriate support to manage those situations as speedily as possible with favourable outcomes. 	<ul style="list-style-type: none"> Positive feedback from key stakeholders on the quality and timeliness of advice, support and tools HS&W hazards and risks identified and mitigated EPA employees and leaders are appropriately engaged in HS&W through the HSR Committee and other opportunities to contribute to the ongoing safety and wellbeing of the organisation Due diligence reporting provides relevant, up to date information to ensure Officers can effectively and proactively discharge their responsibilities.

All EPA accountabilities

Accountability	Performance measures
<p>Relationship management</p> <ul style="list-style-type: none"> • Develops and maintains relationships, and engages collaboratively with internal customers, key stakeholders and clients. • Actively supports our customer-focused culture by providing timely, high quality, relevant advice and service delivery to internal and external customers. 	<ul style="list-style-type: none"> • The needs of all parties are met in a timely and effective way.
<p>Team contribution</p> <ul style="list-style-type: none"> • Regularly demonstrates a positive, open and collaborative manner when contributing to their team, wider group and the EPA's objectives and activities. • Shares expertise and knowledge within own team, across wider group and the EPA. 	<ul style="list-style-type: none"> • Contribution to the team enhances the team wellbeing and helps improve the productive output of the team.
<p>Personal development</p> <ul style="list-style-type: none"> • Takes individual responsibility for seeking internal or external learning opportunities to enhance expertise and/or further career growth. 	<ul style="list-style-type: none"> • Has established and is working through a personal development or career development plan with manager.
<p>Health and wellbeing</p> <ul style="list-style-type: none"> • Takes responsibility for continuously upholding • EPA's health and wellbeing policies by: <ul style="list-style-type: none"> ○ reporting all hazards, accidents, incidents and near misses ○ practicing safe work methods to prevent injury or illness ○ actively participating in health and wellbeing initiatives including suggesting any improvements. 	<ul style="list-style-type: none"> • Accidents or incidents are reduced as a result of proactive health and safety practices.
<p>Treaty of Waitangi obligations</p> <ul style="list-style-type: none"> • Establishes effective relationships with Māori and other stakeholders to ensure that obligations under the principles of the Treaty of Waitangi are met. 	<ul style="list-style-type: none"> • Considers the effect on Māori when undertaking their job and contributes to the enhancement of the EPA's relationship with Māori.

Key working relationships

All staff are responsible for developing and managing key working relationships with internal customers and stakeholders they may liaise with in the course of their positions. This position liaises specifically with:

Internal

- Leaders and staff of the EPA
- Health and Safety Representatives
- Health and Safety Committee Members
- Security Hui Group
- Services Team
- Audit and Risk Committee
- EPA Board

External

- Ministry for the Environment (MfE) or other government agencies as required
- Government Health and Safety Lead Group
- Health and Safety networks
- External training providers
- WorkSafe NZ
- H&S IT vendors and/or suppliers
- Suppliers
- Unions as required
- Building Manager as required

Appendix 1: Technical competencies

To be performing successfully in this position, the following essential and/or desirable qualifications, experience, knowledge and skills are required.

Qualifications	Experience	Knowledge	Skills
<ul style="list-style-type: none"> Formal qualification in a health & safety discipline to at least a Level 6. Professional Membership Registration to Graduate Level (NZISM) (or equivalent professional body) and an active Continual Professional Development Plan (CPD). Registered on the HASANZ Register (or working towards registration). Formal qualification &/or at least 3 years practical experience of auditing and verification techniques. Formal mentoring or coaching qualification &/or at least 3 years practical experience and proven track record in coaching/mentoring. 	<ul style="list-style-type: none"> At least 7 years practical experience of delivering HSW programmes and initiatives in a government or multi-disciplinary organisation and preferably in a regulatory agency; Experience assessing complex health & safety issues, considering options, risk, benefits and mitigation strategies and making informed decisions; Experience and proven track record of developing and delivering HSW strategies and supporting programmes of work including learning; Experience with the SafePlus programme and use of robust action plans aimed at supporting continuous improvement and success. 	<ul style="list-style-type: none"> Expert knowledge of relevant Legislations including the Health and Safety at Work Act 2015 Demonstrated knowledge of health and safety best practices Demonstrated experience in developing and implementing health and safety strategies, plans and programmes to ensure efficient service delivery with a focus on quality and risk management Understanding of machinery of government processes (highly desirable) Demonstrated proactivity and strategic capability – can evidence a continuous improvement focus and innovation. A strong results orientation. Sound understanding of tikanga and Treaty of Waitangi principles. 	<ul style="list-style-type: none"> Well organised, highly resilient and with the ability to work under pressure and to deadlines. Attention to detail and accurate in the advice and support provided The ability to work flexibly and effectively in a team context and to work collaboratively and supportively taking shared responsibility for team outcomes. Ability to develop and work to a project plan where required Well-developed stakeholder relationship management, influencing, facilitation and negotiation skills. A strong customer and business partnership focus, with the ability to communicate effectively with a range of people. High level of integrity, judgement, and professionalism.

EPA core competencies level 3

The core competencies refer to the individual attributes or characteristics, such as motives, attitudes and values, for performing the 'how' of tasks or activities by staff in their positions. The following competencies are aligned with our vision, mission and values.

*(Refer to EPA Core Competency Framework for further information).

Communicating and connecting	Big picture thinking	Applying knowledge	Day-to-day delivery	Leadership
<ul style="list-style-type: none"> Promotes team collaboration and a sense of belonging for team members. Involves others and recognises their contributions. Approaches negotiations with a clear understanding of the key issues. Demonstrates an understanding of the desired outcomes. Encourages the support of relevant stakeholders. Encourages staff to communicate across the organisation. Addresses emerging or unresolved conflict and mediates in order to achieve positive outcomes. 	<ul style="list-style-type: none"> Identifies the relationships between goals and operational tasks. Communicates with others regarding the purpose of their work. Coaches team in government processes relevant to work area in order that correct processes are followed. Demonstrates ability to establish clear plans and timeframes. 	<ul style="list-style-type: none"> Identifies broader influences that may impact on the team work objectives and takes appropriate action or advises manager. Identifies knowledge gaps in team and takes steps to correct. 	<ul style="list-style-type: none"> Keeps others well informed on potential issues that may affect work progress. Demonstrates ability to delegate appropriately, set priorities and expectations, and adjust as required. 	<ul style="list-style-type: none"> Leads on coaching and mentoring staff. Identifies and encourages high performers. Motivates others to achieve short term targets and milestones Positively promotes change and assists staff in adjusting to change. Manages effective relationships within the team. Allow team members to take initiative and play to their strengths.