

**Government  
Health & Safety Lead**

# **GOVERNMENT HEALTH & SAFETY LEAD INTERN RECRUITMENT GUIDE**



**Showcasing Health, Safety  
and Wellbeing Careers  
across the Public Sector**

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## WHO ARE WE ?

Government  
Health & Safety Lead



The Government Health and Safety Lead team (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.

The GHSL is responsible for coordinating the recruitment and delivery of 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 manager. For more information about us check out our website [www.healthandsafety.govt.nz](http://www.healthandsafety.govt.nz)





# ABOUT OUR 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 three month programme provides a mixture of on the job work experience, showcasing health and safety work across government through field trips and organised 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 the careers opportunities available the profession.

Programme details:

- Recruitment starts on 25 July 2022
- Programme runs from 21 November 2022 to 17 February 2023
- Interns can be based in Auckland and Wellington
- Interns are employed up to 14 weeks on fixed term full time contracts
- Salary will be \$23.65 per hour (as of 1 Sept 2022 living working wage).



2019/2020 Interns with Ray Smith,  
Director General MPI at an event at  
Parliament

## PROGRAMME AIM

Our aim for 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



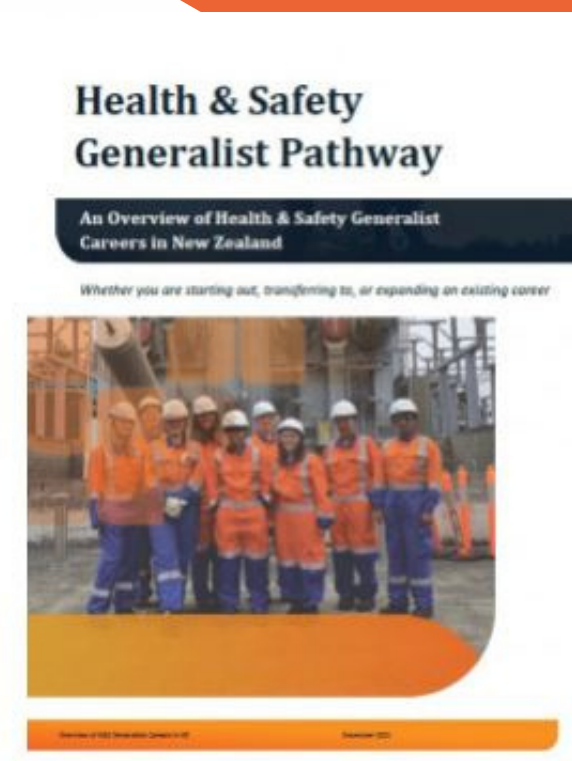
# PROGRAMME STRUCTURE

**Our intern programme has three main 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, which may include additional tasks assigned by the agency.

This will provide you with valuable work experience which you can use when applying for future entry roles in health, safety and wellbeing roles and as a stepping stone into a H&S Generalist Career.



Intern event at Transpower's Haywards Power Station

## 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 an invaluable source of learning to bring health, safety and wellbeing (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 Health and Safety community through GHSL intern events.



2020/2021 Interns with Phil Parkes, Chief Executive WorkSafe New Zealand



## WHY APPLY FOR THIS PROGRAMME?



2021/22 Ministry of Education (MoE) Intern  
Tori with other MoE interns

Over the last five 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 73 interns participate in the programme, with 48% in H&S positions (45% in government) and 6% working in H&S positions not in government.

We have also been successful with a number of interns who have also gone on to study H&S related courses, and many have continued into H&S focused 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.

Agencies have reported the significant benefits they've received 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.

Don't take our word for it, listen to what our interns have to say at <https://www.healthandsafety.govt.nz/careers-and-development/health-and-safety-summer-intern-programme/>

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

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

**IN JUNE 2021, WE WON THE  
SAFEGUARD NEW ZEALAND  
WORKPLACE H&S AWARD IN THE  
LEADERSHIP CATEGORY FOR  
OUR H&S INTERN PROGRAMME.**



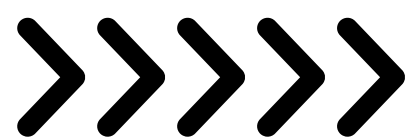
# OUR RECRUITMENT PROCESS



We start recruiting from 25 July to 14 August 2022. We give everyone three weeks to submit their application.

Our recruitment and selection process enables us to identify the key attributes and skills our agencies are looking to select a health, safety, and wellbeing intern to join this programme. Here are the recruitment stages and generic time-frames:

## From 15 August to 29 August



**Applications close** - shortlisting starts may take 1-2 week

**Shortlisting** starts and may take up to a week

**Video Interview** - Shortlisted candidates will complete a short video interview

## 6 September to 29 September 2022



**Assessment Day** -Candidates will be invited to attend intern assessment day where we will either run group interviews or individual face to face interviews.

**Preferred Candidates** - Agencies will contact their preferred candidates to start the reference check and/vetting procedures.

**Reference Checks and Offers of Employment**- Agencies will need to complete a vetting process for their preferred intern candidate before offers of employment are made



## OUR RECRUITMENT PROCESS CONTD



### WHO 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:

- You must be studying in New Zealand for a diploma or undergraduate degree in health science, health and safety, global health, psychology, or human resources.
- You need to be in you moving into your fourth/final year of undergraduate study or graduating, as we want to have students who have completed papers in a related area of study to health, safety, and wellbeing.
- Who are genuinely interested in starting a career in Health, Safety and Wellbeing Profession.
- Have great work ethic and communication skills.
- Be available to work full time from 21 November to 17 February 2023 (excluding the Christmas/new year holidays)
- Be eligible to live, study and work in New Zealand.

When applying for our Summer Internship, 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. When writing your covering letter try to include 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/Psycho-social harm
- Data, insights, and reporting
- General H&S advisory

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

Check out our list of **2022/23 participating agencies** and their requirements overleaf.





# 2022/23 AGENCY PLACEMENTS AND PROJECT WORK

Here are the 14 internships available this year located in Auckland and Wellington.

## 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 \$15 billion 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, Head Office. You will also be expected to work from home some days.

Number of placements available: One

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.

You will be provided with opportunities to learn about the way we look at identifying hazards, risk management and controls for our workforce and reviewing their effectiveness in the real environments.

### 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.

No two days are ever the same and exposure to a diverse range of safety systems, interventions, and experiences is to be expected.

The placement is based in Auckland at Whenuapai Airforce Base. You will be expected to work on the base.

Number of placements available: One

Your role: Our interns will be based at Whenuapai, and will be situated in our safety team on an operational Air base supporting the safety advisers 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 adviser on base.

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

# 2022/23 AGENCY PLACEMENTS AND PROJECT WORK

## AUCKLAND INTERNSHIPS

### Kāinga Ora Homes and Communities



Kāinga Ora provides tenancy services to nearly 200,000 customers and their whānau and owns and maintains nearly 69,000 public houses while also providing home ownership products and other services. We are focusing on prioritising our tenants' wellbeing, and provide tenants with good quality, warm, dry and healthy homes.

The outcomes we are asked to achieve as Kāinga Ora go beyond being a social landlord or urban development agency, and 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. This mandate is reflected in our Vision Statement: Building better, brighter homes, communities and lives.

This placement is based in: Auckland. You will also be expected to work from home some days.

Number of placements available: One

Your role: You will be working in Te Kurutao Group Māori along with the Safety Support and Wellbeing (SSW) Team. Te Kurutao Group Māori brings together key capabilities essential to ensuring that Kāinga Ora can fulfil its legislative obligations to protect and enable Māori interests and aspirations in relation to housing and urban development.

Your day to day duties: Assisting with Business Continuity Planning and wharehau room development with Te Kurutao Group Māori Team, literature reviews, incident data analysis and evaluating the value and function of a cross-sector working group of health and wellbeing professionals. You will be supported by Kāinga Ora employees in this internship experience to follow a passion that interests you.

Our ideal candidate would have an understanding of Te Ao Māori and intermediate level (conversational) Te Reo Māori. Along with strong writing skills and open to working with or have a knowledge of diverse health and wellbeing perspectives.



# 2022/23 AGENCY PLACEMENTS AND PROJECT WORK

## WELLINGTON INTERNSHIPS

### Accident Compensation Corporation (ACC)



He Kaupare. He Manaaki.  
He Whakaora.  
prevention. care. recovery.

ACC's primary motives are to prevent injury, treat it when it happens, and help New Zealanders and visitors get back to everyday life after an accident. With a strong health and safety focus in everything they do, ACC aims to provide safer, healthier work environments, together. ACC aims to reduce the incidence and severity of injuries to improve the quality of life of workers in New Zealand.

This placement is based in: Wellington, at our head office. You will be expected to work flexibly (from home and at office).

Number of placements available: One

Your role and day to day duties: You will be working with our Health, Safety and Wellbeing Team contributing to a broad range of activities with a primary focus in our wellbeing space.

This will include assisting with reviews of specific wellbeing initiatives to help us continually improve what and how we deliver these as well as providing general support on our wellbeing programmes. Other areas of work will be based on operational needs but could include risk assessments, incident management and work participation processes.

Our ideal intern will have awareness of Te Whare Tapa Whā, good communication skills and an interest in analysis and interpreting information and data.

### Department of Internal Affairs



Te Tari Taiwhenua  
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. You will be expected to work flexibly (from home and at office).

Number of placements available: One

Your role: You will be working along side the wider Wellbeing Health and Safety team to support our journey on maturing health and safety across Department of Internal Affairs (DIA).

Our intern will be assisting with the creation of health, safety and wellbeing resources, updating our document management system and contributing to portal content and education campaigns.

Your day to day duties: You will be responding to general enquiries from the department, including incident following up, risk assessments, inspections and general health and safety coordination.

Our ideal intern will have strong interpersonal and communication skills (both written and verbal), display creativity and be process driven.

# 2022/23 AGENCY PLACEMENTS AND PROJECT WORK

## WELLINGTON INTERNSHIPS

### Ara Poutama Aotearoa/ Department of Corrections



Ara Poutama Aotearoa – The Department of Corrections is one of New Zealand’s largest government Departments. At its heart, the Department is focused on the pursuit of oranga - the wellbeing of people. This focus will underpin our focus on achieving transformative and inter-generational change for those in our care and their whānau.

The Safety & Wellbeing function, within the People & Capability group, promotes and enables outstanding worker health, safety and wellbeing outcomes.

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

Working Arrangements: You will be expected to work at the office and may be offered to the option to work flexibly (from home and at office).

Number of placements available: One

Your role and day to day duties: Our intern will have an amazing opportunity to work alongside our team on initiatives in an extremely risk diverse workplace. The tasks you will complete will be varied which could see you involved in multiple work activities related to our current work plan which covers four main work streams (examples of work included):

- Critical H&S Risks: Creation and implementation of Critical Control Protocols (CCP)
- H&S Management Systems: Creation of Standards/Procedures; Implementation of H&S event management system (Noggin)
- Workforce Wellbeing: Advanced resilience training, wellbeing promotions and initiatives
- Safety Climate, Leadership and Worker Engagement: Health & Safety Representative model enhancement, revised H&S leadership training

Our ideal intern will have great communications skills and ability to work with a range of people at all levels. They will also have natural curiosity, attention to detail and strong desire to get the best outcomes, alongside an interest in exploring a range of new practical safety interventions.

### Inland Revenue



The Inland Revenue plays a critical role in improving the economic and social wellbeing of New Zealanders. Inland Revenue collects 80% of the Crown's revenue as well as collecting and disbursing social support programme payments and providing the government with policy advice. We are working to make sure:

- Inland Revenue is responsive in meeting the changing and increasing expectations of government and society
- we make it easy for customers to get it right and hard to get it wrong
- society has confidence that appropriate action will be taken against customers who do not comply
- increasingly, paying tax is seen as contributing to society
- we are professional, approachable, effective and efficient

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

Working Arrangements: You will be expected to work at the office and may be offered to the option to work flexibly (from home and at office).

Number of placements available: One

Your role and day to day duties: You will be assisting with the embedding of the new Health and Safety tool (go live date is planned for end of Sep), including process reviews and improvements, data gathering and reporting improvements, optimising the new functionality of the tool. As well as assisting with the work we are undertaking in psycho-social wellbeing and the creation of resources.

Our ideal candidate will have an interest in psychosocial harm, good communication skills, enjoy interpreting information, data, and summarising detail.



# 2022/23 AGENCY PLACEMENTS AND PROJECT WORK

## WELLINGTON INTERNSHIPS

### Government Health and Safety Lead

#### Government Health & 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 CBD, at our head office.

**Working Arrangements:** You will be expected to work at the office and may be offered to the option to work flexibly (from home and at office).

**Number of placements available:** One

**Your role and day to day duties:** The GHSL intern placement is unique as it's not centred around gaining operational experience as you would within other placements, but instead you will gain a strategic overview of how health and safety operates across the public sector. You will be working with the Senior Advisor, Workforce Development to create, support and maintain good working relationships with all our H&S interns across the cohort by providing additional support as needed at our H&S intern events.

Your project work will be to support and assist the Senior Advisor, H&S to project manage a significant programme of work in relation to mentally healthy work/psychological health and safety. This may include a range of tasks, including reviewing of technical resources for mentally healthy work, session planning, communications and engagement, and MHW Hub updates.

Our ideal intern will have a background and/or significant interest in work-related mental health. Attention to detail and critical systems-thinking would be helpful, as well as strong written communication skills (with a potential creative flair to help translate technical content into user-friendly material).

### Fire Emergency New Zealand



Fire and Emergency New Zealand is a nationwide, diverse, high-risk agency where safety and wellbeing are top priorities. Our principal objectives are to reduce the incidence or unwanted fires and the associated risk to life and property; and to protect and preserve life, preventing or limiting injury, damage to property, land and the environment.

Our Safety, Health and Wellbeing (SHW) team is key in keeping our people safe, healthy and well.

Placement is based in: Wellington CDB, at our Head Office.

**Working Arrangements:** You will be expected to work solely based in the office.

**Number of placements available:** One

**Your role and day to day duties:** You will be working with the SHW team to provide assistance on a number of work programme initiatives during this internship. You'll be:

- Supporting our injury management team in the review of processes.
- Assisting in a Nationwide review of Health and Safety Representatives.
- Analysing health and safety data to help inform 2023 SHW work programme.
- Undertake a gap analysis and research against legislative requirements to develop an investigation training framework.
- Supporting the wider team with safety, health and wellbeing related work.

Our ideal intern will have strong interpersonal and communication skills, be process driven, have a confident approach, and able to facilitate/interview. Enjoy working and interpreting information, data, and summarising detail.

# 2022/23 AGENCY PLACEMENTS AND PROJECT WORK

## WELLINGTON INTERNSHIPS

### Environmental Science and Research (ESR)



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 people's safety is our priority in all we do.

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

**Working Arrangements:** You will have the ability to work at the Science Centre, or from your home office on occasion.

**Number of placements available:** One

**Your role and day to day duties:** You will be working within the Health, Safety & Wellbeing Team and alongside our science subject matter and business support experts. You will be working as a supervised and mentored member of the newly appointed Health, Safety & Wellbeing Team, working alongside skilled HSW Practitioners. Your duties will vary but you will substantively be involved in the implementation of our Critical Risk Programme-control plans. The work will provide you with exposure to core practitioner skills, science, and research operational processes - including risk associated with fieldwork and working with or carrying out work activities for other PCBUs. You will be assisting with the project implementation and assurance planning.

Our ideal intern will have strong interpersonal and communication skills, confidence, enjoy working with others be process-driven and able to interpret information, and data, and support the summarisation of draft detail into compelling and actionable stories.

### 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.

**Working Arrangements:** You will be expected to work solely based in the office.

**Number of placements available:** One

**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:

- Facilitating the completion of a deep dive into one of MPI's priority critical risks.
- Working with the Intranet Team to enhance the user experience on MPI's health, safety, and wellbeing intranet pages.
- Updating the health, safety and wellbeing documentation register.

Our ideal intern will demonstrate good interpersonal, communication skills, have strong written skills and have admin intranet experience or knowledge of working with intranet system.



# 2022/23 AGENCY PLACEMENTS AND PROJECT WORK

## WELLINGTON INTERNSHIPS

### Ministry of Environment



The Ministry for the Environment (MfE) is the Government's primary adviser on environmental matters. We also have a stewardship role. This involves taking a long-term perspective on environmental issues when making decisions. We provide policy advice to enable the Government's legislative and regulatory agenda. This is core business for us. It includes working with others to understand the implications of proposed changes and ensure legislation and regulations are fit-for-purpose.

MfE has embraced the flexible by default working approach and supports our people to have hybrid working arrangements. E.g. Flexible work locations and hours.

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

Working Arrangements: You will be expected to work in a hybrid environment.

Number of placements available: One

Your role: and day to day duties: Our intern will be someone with a keenness to share and apply new and innovative ways to promote H&S participation, engagement and learning at all levels of our organisation in a hybrid working environment. You will be supporting the team by:

- Assisting with the development of a Health and Safety leadership training program for all people leaders at MfE.
- Working with our Internal Comms, Health Safety and Wellness Representatives and diversity groups to refresh and enhance the MfE HSW information on our intranet site – Te Taiao.

Our ideal intern will have good communications skills, ability to engage with a diverse range of people at all levels. A natural curiosity and a strong desire to get the best outcome, alongside an interest in exploring a range of new ways to engage with people in an organisation that has embraced a flexible by default (hybrid) way of working.

### Ministry of Social Development



Our Ministry is all about helping to build successful individuals, and in turn building strong, healthy families and communities. It's a big job - we're tackling some of the big issues in society, like family violence.

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

Working Arrangements: You will be expected to work at the office and may be offered to the option to work flexibly (from home and at office).

Number of placements available: One

Your role and day-to-day duties: You will be joining a highly collaborative and supportive team to work on a varied work program covering health, safety, security and wellbeing.

Our current focus is on assessing physical security at our front line sites including a review of our CCTV operations. We are also hosting and providing transitional services to new agencies and preparing for a SafePlus external assessment of our agency's health and safety processes and systems. Our team is large and our work is very rewarding.

Our last Intern enjoyed our work environment so much that she is remaining in our team beyond her tertiary studies to explore further professional development opportunities.

Our ideal intern will come in with a 'can do' attitude, enjoy learning a lot about how a large public sector agency keeps its people safe. Be prepared to have lots of fun and positive experiences along the way working in a great team environment.

# 2022/23 AGENCY PLACEMENTS AND PROJECT WORK

## WELLINGTON INTERNSHIPS

### New Zealand Police



The New Zealand Police have a serious attitude toward safety in the line of duty. Officers are trained to defuse potentially dangerous situations using communication skills and state of the art equipment such as protective vests, pepper spray, Tasers and working with dog teams.

Police often need to be ready for the worst possible outcome and officers often work in unpredictable environments. Police are dedicated to the promotion of excellent health and safety practices within their organisation.

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

Working Arrangements: You will be expected to work solely based in our office.

Number of placements available: One.

Your role: Our Intern will gain a unique insight and learning experience as part of the Safer People team who are responsible for the safety and wellbeing of all NZ Police employees who operate in a dynamic, unpredictable and at times high risk environment.

Your day-to-day duties: Working with our Principal Adviser on our Critical Risk programme is a top priority across the organisation. Whilst you will be exposed to and learning the wider parts of the safety system supporting our front line, You will be working specifically to support the work around our Critical Risk programme including critical control verification and reporting across Districts.

Our ideal intern will have good communication skills to be able to collaborate and work with people across a wide range of audiences.