

GOVERNMENT HEALTH & SAFETY LEAD INTERN RECRUITMENT GUIDE



Showcasing Health, Safety and Wellbeing Careers across the Public Sector

This guide provides you with an overview of what our expectations are of our interns and what you can expect from the programme.

Our Summer Health, Safety, and Wellbeing Internship Programme presents an excellent chance to explore a career in health, safety, and wellbeing within the public sector.

Gain practical experience and insights into the work that our agencies health, safety, and wellbeing teams engage in. Previous interns have found the programme supported them to make a smoother transition from university into the business world.

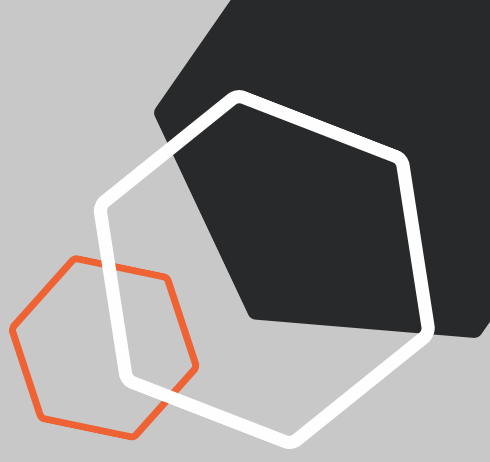
CONTACT US

**Government Health and
Safety Lead**

**Phone: 0800 HS LEAD
(0800 47 5323)**

Email:

ghsl@mpi.govt.nz



Total of 13 Internships on offer

Corrections



Number of Placements: One **Location -Wellington**

This placement is based in Wellington central (offices in Mayfair House) in their Health, Safety and Wellbeing team.

Accessible by Public Transport: Yes.

What we do and why we do it - He aha ā mātou mahi, ā, he aha ai

At Ara Poutama Aotearoa Department of Corrections, the purpose of our work is the wellness and wellbeing of people.

We are one of the leading government agencies in managing HS&W and one of the biggest with around 10,000 staff. We push for evidence based, cutting edge solutions to inform and constantly improve our practice to create a healthier and safer environment for our people. At Ara Poutama Aotearoa we have a large workforce who are exposed to a large number of critical risks, 11 in total, some of which include psychological demands, violence and aggression, animals and biological hazards. Our Safety & Wellbeing function, of about 60 staff, support our leaders and workers to get home safe everyday.

Your working arrangement: Both hybrid / office-based options are available.

Here is a summary of the day-to-day duties our intern will be expected to complete: Your daily tasks can vary but may include:

- Assisting with engagement of groups (unions/workers) to obtain feedback about health, safety and wellbeing projects/artefacts
- Developing, design or assisting in the design of HS&W artefacts to be used by/for our front-line
- Implementing HS&W projects for user groups
- Assisting in the evaluation and continuous improvement of HS&W artefacts

What specific skills or attributes we are looking for, in an intern for this project or intern placement? We know you'll bring a whole pile of technical skills and be a motivated individual to learn and contribute. More than anything, what we want someone who will bring fresh ideas into our team. We want balance, diversity and different/new thinking. We aren't necessarily looking for someone who thinks like us or is in line with our views. Instead, we want someone to challenge us, provoke thought and provide a difference, to achieve a better place for our people to work.



Ministry for Regulation



Number of placements on offer: One Location - Wellington

This placement is based in Wellington central, in their Head Office in their People and Capability team.

Accessible by Public Transport: Yes.

What we do and why we do it - He aha ā mātou mahi, ā, he aha ai
The Ministry is a central agency responsible for helping other government agencies to make their rules and regulations easier for New Zealanders to navigate. Established on 1 March 2024, to strengthen New Zealand's regulatory management system and to improve regulatory quality, including the experience that New Zealanders have of complying with regulation.

We are focused on lifting quality across all regulatory systems and supporting agencies with regulatory responsibilities to align with good practice. It is important New Zealand has sound regulatory settings to support a modern, open market economy.

About the team and our specific kōrero around what makes our team unique to work for?

We are a brand-new central agency and only started in March 2024. This means we are in an exciting phase of setting the Ministry up and helping develop training, content/information and processes for the first time. We are a small Ministry where you will get to help with a variety of work, and you will get to meet and work with a range of people, right up to the Chief Executive.

Your working arrangement: You will be expected to be office based for at least the first month.

Here is a summary of the day-to-day duties our intern will be expected to complete: You will help with a number of areas in the health, safety and wellbeing space. This will include supporting the Health and Safety committee, updating intranet content, supporting work around mentally healthy work and psychological safety and helping induct new team members. You will also have the opportunity to support a broader HR programme of work where time allows including recruitment, administration and other tasks.

What specific skills or attributes we are looking for, in an ideal intern.

Our ideal intern will have good level of oral and written communication skills, good attention to detail. Be adaptable and have the willingness to roll up their sleeves and help out with anything,

Ministry for Primary Industries



Number of placements on offer: One Location - Wellington

This placement is based in Wellington central in their Health, Safety and Wellbeing team.

Accessible by Public Transport: Yes.

What we do and why we do it - He aha ā mātou mahi, ā, he aha ai.
The Ministry for Primary Industries is helping to seize export opportunities for our primary industries, improve sector productivity, ensure the food we produce is safe, increase sustainable resource use, and protect New Zealand from biological risk.

About the team and our specific kōrero around what makes our team unique to work for?

You will be joining the MPI's central Health, Safety and Wellbeing (HSW) team that is passionate about collaborating and promoting continuous improvement in risk management across MPI. Working alongside a smaller team of four Advisers and an Administrator, reporting to the Manager HSW Strategy and Assurance. You will have the opportunity to meet a wide of health and safety practitioners embedded across MPI's business units. They'll provide insight into how health and safety is managed in diverse environments such as farms, forests, beaches, ports, labs, transitional facilities and airports. If you want to learn more about the depth and breadth of health and safety risk and understand how quality information contributes to improving health and safety outcomes, this is the internship for you.

We promise meaningful and interesting work, on-the-job experience, and an opportunity to gain insight into the day-to-day operations of a Health, Safety and Wellbeing team.

Your working arrangement: You will be expected to be office based and support the team on site visits.

Here is a summary of the day-to-day duties our intern will be expected to complete:

- Develop the "look and feel" of a refreshed Toolkit for H&S Representatives.
- Develop dashboards to display completion rates for H&S and role competency training in the HSW Performance Reports for our Governance Committee and Branch H&S Management Committees.
- Support the HSW team with progressing key aspects of MPI's HSW strategic direction.

What specific skills or attributes we are looking for, in an ideal intern.

Our ideal intern will have an interest in communications, health promotion and/or data analysis. You'll have strong communication skills and a knack for displaying information in a way that is accessible and captures people's attention.



Government Health and Safety and Lead

**Government
Health & Safety Lead**

Number of placements on offer: One Location - Wellington

This placement is located in Wellington central, and we are located in the Ministry for Primary Industries.

Accessible by Public Transport: Yes.

What we do and why we do it - He aha ā mātou mahi, ā, he aha ai

The GHSL works across 47 public service and other government agencies and is a small team of six tasked with providing practical support to chief executives, senior leaders and the health and safety teams of government agencies to enable their leadership of health and safety for the benefit of all New Zealanders.

About the team and our specific kōrero around what makes our team unique to work for?

The GHSL intern placement is unique as its not centred 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, including policy and process development. We are a small team who enjoy having a laugh as well as working hard.

Your working arrangement: You will be expected to work from our main office.

Here is a summary of the day-to-day duties our intern will be expected to complete:

The GHSL intern will have a variety of day to day duties, where you will be supporting wider safety, health, and wellbeing initiatives and related work. You will also assist with maintaining relationships with the H&S intern cohort and providing help at their events.

What specific skills or attributes we are looking for, in an intern for this project or intern placement?

Our ideal intern will be interested in wellbeing health and safety, research, reviewing information, has a can do attitude and an enthusiasm for learning.

Wellington Zoo



Number of placements on offer: One Location - Wellington

This placement is located in Wellington central, and we are located in the Ministry for Primary Industries.

Accessible by Public Transport: Yes.

What we do and why we do it - He aha ā mātou mahi, ā, he aha ai

The GHSL works across 47 public service and other government agencies and is a small team of six tasked with providing practical support to chief executives, senior leaders and the health and safety teams of government agencies to enable their leadership of health and safety for the benefit of all New Zealanders.

About the team and our specific kōrero around what makes our team unique to work for?

Te Nukua Wellington Zoo is a charity caring for animals and people. The Zoo is a Council Controlled Organisation as part of the Wellington City Council. The Zoo had its busiest every visitation year in 2023/24 with over 278,000 people coming to the Zoo. There are two key roles responsible for Health, Safety & Wellbeing - the Director Safety, Assets & Sustainability and the Health & Safety Lead. The Zoo has a Health, Safety & Wellbeing Strategy that we are in the final stages of completing before it renews in 2025/26. The range of work tasks, teams and locations at the Zoo are diverse, including a veterinary hospital, workshop, nutrition centre, animal habitats, and meeting/ function venues.

Your working arrangement: You will be expected to work onsite from our main office.

Here is a summary of the day-to-day duties our intern will be expected to complete:

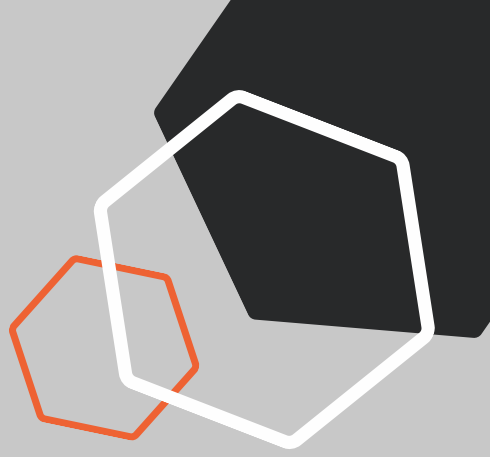
Our Intern will be assisting with the review of the Risk Register and Emergency Procedures - using existing templates or documents to fill out and have reviewed by the Zoo team. This would include;

- Taking notes from meetings on site with various Zoo teams
- Transferring notes into draft documents
- Updating documents with notes from other meetings
- Formatting of existing Zoo documents to make them consistent and cohesive.

Other tasks will include drafting internal comms messaging, booking rooms/venues for training sessions, coordinate training dates with teams working around rostered staff availability and assisting with the roll-out of some Health & Wellbeing programmes. Assisting with on-site incident investigations and animal procedure meetings may be required to assist the H&S Lead with note taking.

What specific skills or attributes we are looking for, in an intern for this project or intern placement?

Our ideal candidate will have good communication and time management skills and be comfortable with the Microsoft suite of software and simple web-based applications. Primary tasks will involve being accurate with notes and detail focused when transferring information into documents. They should also be



Tauranga



www.tewhatauora.govt.nz

Number of placements on offer: One

Location: Tauranga

This placement will be regionally based located onsite at the Hospitals where the Te Whatu Ora health and safety teams work. You will be part of four interns who are based around the country.

Accessible by Public Transport: Yes.

What we do and why we do it - He aha ā mātou mahi, ā, he aha ai.

Health NZ is responsible for improving services and outcomes across the health system. Find out about how we operate.

About the team and our specific kōrero around what makes our team unique to work for?

Based in one of our regional teams, you will exposure to the range of key projects, initiatives and work that is carried out at each hospital location, how critical risks are managed, worker engagement, the work underway to support the health care services to be delivered locally and nationally.

Your working arrangement: You will be expected to be office based and support the team on site visits.

Here is a summary of the day-to-day duties our intern will be expected to complete:

- General workload support with a focus on incident management, hazard identification, risk management & assessment, field verification, Worker engagement, participation and representation.
- Reviewing Contractor Management processes
- Lone worker support processes
- Supporting the National Programme Lead for H&S Systems and Critical Risk

What specific skills or attributes we are looking for, in an ideal intern.

Our ideal intern will have strong oral and written skills, can work with a high level of initiative and self-motivation. Physically able to access all areas of a ship due to the nature of our onsite visits, knowledge of health, safety legislation an standards would be a bonus.

Invercargill



Number of placements on offer: One

Location: Invercargill

This placement will be regionally based located onsite at the Hospitals where the Te Whatua Ora health and safety teams work. You will be part of four interns who are based around the country.

Accessible by Public Transport: Yes.

What we do and why we do it - He aha ā mātou mahi, ā, he aha ai.

Health NZ is responsible for improving services and outcomes across the health system. Find out about how we operate.

About the team and our specific kōrero around what makes our team unique to work for?

Based in one of our regional teams, you will exposure to the range of key projects, initiatives and work that is carried out at each hospital location, how critical risks are managed, worker engagement, the work underway to support the health care services to be delivered locally and nationally.

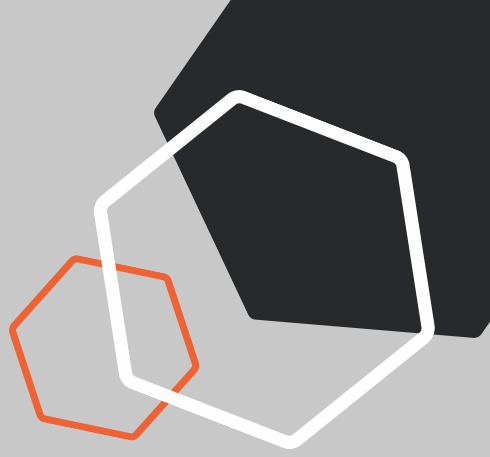
Your working arrangement: You will be expected to be office based and support the team on site visits.

Here is a summary of the day-to-day duties our intern will be expected to complete:

- General workload support with a focus on incident management, hazard identification, risk management & assessment, field verification, Worker engagement, participation and representation.
- Reviewing Contractor Management processes
- Lone worker support processes
- Supporting the National Programme Lead for H&S Systems and Critical Risk

What specific skills or attributes we are looking for, in an ideal intern.

Our ideal intern will have strong oral and written skills, can work with a high level of initiative and self-motivation. Physically able to access all areas of a ship due to the nature of our onsite visits, knowledge of health, safety legislation an standards would be a bonus.



Internship for Auckland and Counties Manukau

New Zealand Customs



Number of Placements: One Location - Auckland

This placement is based in Auckland in Customs Head Office based in the Health, Safety and Security team.

Accessible by Public Transport: Yes.

What we do and why we do it - The New Zealand Customs Service protects and promotes New Zealand through world class border management to protect New Zealand and advance our economy.

Your working arrangement: Hybrid working model, however, you will be more office based than home based as you will be expected to support the team and go on site visits.

Here is a summary of the day-to-day duties our intern will be expected to complete:

We'll provide a good Auckland orientation to the range of critical risks we have and how we manage those. We would like the intern to assist with a programme of work simplifying our on line information for frontline staff re our critical risks so the intern will get exposure to:

- Reality of the work
- A view of critical risk and how they are managed
- Help us get something more accessible and funky and easier to find on the intranet and maybe some graphics as well if they have an aptitude
- Learning as an adjunct on how we lead and manage the wellbeing portfolio primarily experiential knowledge gain with some input from Senior Wellbeing Occupational Advisor.

Brief intro about the team, specific kōrero around what makes the team unique to work for?

We have a wide range of work history and backgrounds in high risk areas. We are a cool team - down to earth and big backgrounds in a range of industries from clinical, health, disability sector to aviation, oil rig industry and maritime backgrounds. Uniquely different but complementary skills and approach as a team. The team is lead from a place of genuine regard and all ideas in the mix and don't brook too much hierarchy. The team works extremely hard and are known for their professionalism and empathy as advisors. We also enjoy our team time together with story telling and tales of adventure and a fair amount of poetry and functional fitness on the easy side. All our interns have kept connected with us over the years and we take great interest in where their lives take them.

What specific skills or attributes we are looking for, in an intern?

Someone who likes working with data analysis, has the ability to construct written arrangements from the user perspective. A curious personality that also shows respect and regard for the business and staff. Who is open to learn, works hard, self starter who also likes a laugh.

Museum of Transport and Technology (MOTAT)



Number of Placements: One Location - Auckland

This placement is based in Auckland in MOTAT Head Office based in the Health, Safety and Wellbeing team.

Accessible by Public Transport: Yes.

What we do and why we do it - MOTAT is New Zealand's largest transport and technology museum and offers a fun and exciting learning experience for visitors of all ages. Spread across 40 acres, our two sites let visitors explore and discover the achievements that have helped shape New Zealand.

Accessible by Public Transport: Yes.

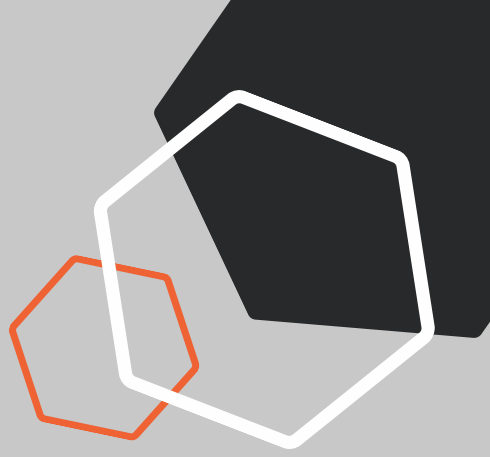
Your working arrangement: You will be expected to be office based and you may be expected to support the team and go on site visits.

Here is a summary of the key focus/responsibilities of the intern will be expected to complete. We will provide a good overview of the range of risks we manage. Our intern will get exposure to the following work programmes where they will be expected to provide support whilst on their placement.

Brief intro about the team, specific kōrero around what makes the team unique to work for?

We have a small team which covers the disciplines of health, safety, and wellbeing, along with business continuity and crisis management, as well as physical security. Scope for intern to have a bit of exposure to all areas within our team. We are super excited to have our first intern this year, as we have a supportive and easy going team environment.

What specific skills or attributes we are looking for, in an intern for this project or intern placement? We are looking for an intern who enjoys system and processes, good organisation skills, deliver to deadlines, can write up recommendations, sound communication skills and is interested in health, safety and hazardous substances,



New Zealand Defence Force



New Zealand
**DEFENCE
FORCE**
Te Ope Kātua O Aotearoa

www.nzdf.mil.nz/nzdf

Number of placements on offer: One
Location - Auckland

This placement is based in Auckland at the Naval Base at Devonport in the Safety & Health team.

Accessible by Public Transport: Yes.

What we do and why we do it - He aha ā mātou mahi, ā, he aha ai

We are a combat-capable force, trained, equipped, and ready to respond every hour of the day, every day of the year. ... We keep Aotearoa New Zealand safe and secure. Our core task is to protect the sovereign territory of New Zealand including our Exclusive Economic Zone. We advance our nation's interests through military operations at sea, on land and in the air. Our equipment and expertise supports people and communities in need at home, across our region, and around the world.

About the team and our specific kōrero around what makes our team unique to work for?

The purpose of the Navy Occupation Health and Safety (NAVOSH) Unit is to promote a healthy and safe working environment and minimise injuries, occupational illnesses and environmental pollution.

Our days involve ship and site visits as well as reviewing all safety events reported on naval sites including our contractor and subcontractor events. We are always looking out for and recognising good practice which we then promote for others to follow. As a member of the team, you will visit our fleet of ships and get to meet all levels of the service as well as the many stakeholders engaged in keeping the Navy afloat.

Your working arrangement: You will be expected to be office based and support the team on site visits.

Here is a summary of the day-to-day duties our intern will be expected to complete: Researching and writing updates to various guidance documents and safety policies for RNZN. Assisting safety staff with general duties, meetings and site visits.

What specific skills or attributes we are looking for, in an ideal intern.

Our ideal intern will have strong oral and written skills, can work with a high level of initiative and self-motivation. Physically able to access all areas of a ship due to the nature of our onsite visits, knowledge of health, safety legislation and standards would be a bonus.

Te Whatua Ora

Health New Zealand
Te Whatu Ora

www.tewhatauora.govt.nz

Number of placements on offer:
Two = 1x Auckland, 1x Counties Manukau

Each placement will be regionally based located onsite at the Hospitals where the Te Whatua Ora health and safety teams work.

Accessible by Public Transport: Yes.

What we do and why we do it - He aha ā mātou mahi, ā, he aha ai.

Health NZ is responsible for improving services and outcomes across the health system. Find out about how we operate.

About the team and our specific kōrero around what makes our team unique to work for?

Based in one of our regional teams, you will exposure to the range of key projects, initiatives and work that is carried out at each hospital location, how critical risks are managed, worker engagement, the work underway to support the health care services to be delivered locally and nationally.

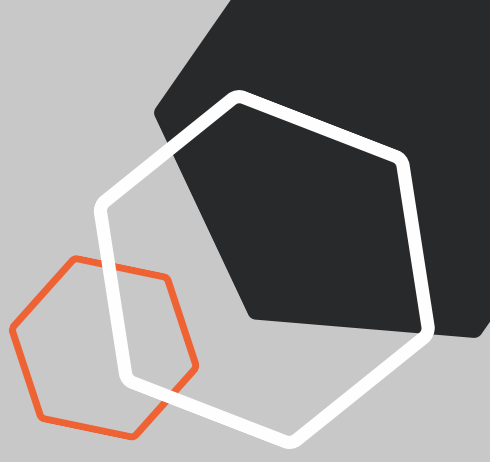
Your working arrangement: You will be expected to be office based and support the team on site visits.

Here is a summary of the day-to-day duties our intern will be expected to complete:

- General workload support with a focus on incident management, hazard identification, risk management & assessment, field verification, Worker engagement, participation and representation.
- Reviewing Contractor Management processes
- Lone worker support processes
- Supporting the National Programme Lead for H&S Systems and Critical Risk

What specific skills or attributes we are looking for, in an ideal intern.

Our ideal intern will have strong oral and written skills, can work with a high level of initiative and self-motivation. Physically able to access all areas of a ship due to the nature of our onsite visits, knowledge of health, safety legislation and standards would be a bonus.



Inland Revenue



Number of Placements: One **Location – Auckland**

This placement is based in Wellington Central in the Health, Safety and Security team.

Accessible by Public Transport: Yes.

What we do and why we do it - He aha ā mātou mahi, ā, he aha ai
Inland Revenue or Inland Revenue Department is the public service department of New Zealand charged with advising the government on tax policy, collecting and disbursing payments for social support programmes, and collecting tax.

About the team and our specific kōrero around what makes our team unique to work for?

Our team is Organisational Resilience, which covers the disciplines of health, safety, and wellbeing, along with business continuity and crisis management, as well as physical security. Scope for intern to have a bit of exposure to all areas within our team.

Your working arrangement: We operate a hybrid working model and your role will be to work with the Safety, Health and Wellbeing team.

Here is a summary of the day-to-day duties our intern will be expected to complete:

Our intern will be assisting with the creation of resources for internal use, attending meetings where relevant/appropriate, managing their email inbox. Assisting with the continued embedding of the new Health and Safety tool (will have been in place for just over a year), including process reviews and improvements, furthering our work regarding risk management/control library/analysis of existing incidents.

What specific skills or attributes we are looking for, in an intern?

Our ideal intern will be interested in wellbeing health and safety and enthusiasm for learning

* Please note at the point of advertisement this was originally listed as a Wellington opportunity. As per agency requirements this has placement has now moved to Auckland .