

# GHSL Recruitment guide for web

2020-2021 Summer Intern Recruitment  
Programme

Recruitment  
Guide

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## BACKGROUND

### ABOUT THE GOVERNMENT HEALTH AND SAFETY LEAD (GHSL)

In 2017, the State Services Commissioner appointed Ray Smith, who was then Chief Executive of the Department of Corrections, to undertake the new system role of Government Health and Safety Lead (GHSL).

The GHSL works with 38 core public service agencies to strengthen health and safety performance at an individual agency level, and collectively as a sector. Together, these 38 agencies employ over 90,000 staff, engage thousands of volunteers and partner with NGOs and the private sector in service delivery to all New Zealanders. The team is currently based at the Ministry for Primary Industries, where Ray Smith is now Director General.

The GHSL works to:

- Strengthen system capability,
- Build cross sector relationships the sustain learning and intelligence about what works,
- Raise awareness of issues and opportunities,
- Support sharing of good, proactive and joined up responses,
- Develop system resources where it is practical to do so.

The GHSL facilitates this intern programme and is the main point of contact for all programme events. We can also help interns and agencies with enquiries, questions and provide guidance throughout the internship programme.

## OVERVIEW

### PROGRAMME OBJECTIVES

This Health and Safety Summer Internship is a key part of the GHSL's workforce development programme, designed to build a pipeline of future passionate health, safety and wellbeing (HSW) professionals for the government sector.

We offer placements within an HSW team in a government agency. This programme aims to provide interns with relevant practical health and safety experience and hopes to develop interest in the government HSW sector. For a list of agencies and their requirements see pages 6-9.

By the end of the summer, we expect interns to:

- Gain an understanding of why HSW is important,

- Build a professional network,
- Understand the breadth and complexities of HSW in government,
- Contribute to valuable pieces of work in a diverse and interesting organisation,
- Obtain relevant work experience in HSW.

The programme is now in its fourth year. The first ran in 2017/18 with nine interns across nine agencies. In 2018/19 participation increased with 22 interns across 21 agencies. 12 intern alumni are now working full-time in HSW roles within government. The 2019/2020 we had 20 interns across 18 agencies. 7 intern alumni were employed in full and part time working within government.

## PROGRAMME STRUCTURE

This programme will run from 23 November 2020 to 26 February 2021. All positions will be based in **Wellington**.

The Programme has three components:

1. **Paid employment** with a government HSW team. The intern is provided meaningful HSW work that exposes them to the type of activity carried out within a government agency. Typically, an intern would expect to have one project or significant piece of work to be delivered within the three-month period, with additional tasks assigned by the agency.
2. **Workshops, field trips and networking events:** Organised by the GHSL, these events provide professional development opportunities and exposure to HSW within the public sector.
3. **Networking:** Building relationships within the intern cohort is an important part of the programme. Interns are encouraged to actively network with each other; meeting for coffee after work and, where appropriate, collaborating on projects or initiatives. Interns are also encouraged to network across the HSW community and the GHSL provides various introductions throughout the programme. We offer a private Facebook page, to share updates and knowledge with the other interns and we recommend using LinkedIn to connect with other practitioners across the sector (we can help develop profiles).

Interns are given private journals and are encouraged to actively use these to record and reflect on key learnings throughout the programme.

## RECRUITMENT PROCESS

### HOW TO APPLY

Intern positions will be advertised on [Government Jobs website](#) and on various other job sites, with applications closing **30 August 2020**.

Applications will be managed through the [Ministry of Primary Industries](#), so all adverts will link to requiring applicants to complete an online application form and upload their CV and cover letter.

To help us match you with the right agency and project, please ensure you use your cover letter to tell us a bit about why you're interested in health and safety and if you have any particular areas of interest. This might include;

- Risk assessment and management
- Wellness / wellbeing
- Mental health
- Data, insights and reporting

- General H&S advisory

If there any specific agencies you are more interested in than others, let us know that too and we'll take that into consideration as we complete shortlisting. For a list of agencies and their requirements see pages 6-9.

## SHORTLISTING AND INTERVIEWS

Applicants who have been shortlisted will be asked to complete a short video interview. The final interview will be conducted face-to-face in Wellington. Dates for this are yet to be confirmed.

Reference checking and police vetting (criminal history checks) will also be completed by your assigned agency prior to employment being offered.

## EMPLOYMENT INFORMATION

Each agency will make separate offers of employment and these may vary slightly. The Government Health & Safety Lead has recommended that salaries align to the minimum living wage which is currently \$21.10 per hour.

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

The Government Health & Safety Lead team 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.

## 2020 / 2021 PROGRAMME TIMELINE

This is a guide only. Dates are yet to be finalised and may be subject to change

### AUGUST

- Intern Programme is advertised on **10 August 2020**. Applications closing on **30 August 2020**

### SEPTEMBER

- Shortlisting
- Interviews

### OCTOBER

- Agency vetting process
- Employment offers extended

### NOVEMBER

- Programme commences 23 November 2020
- Induction /Waharoa

## DECEMBER / JANUARY

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

## FEBRUARY

- Events (schedule TBC) including a mix of development events, field trips and networking. Programme concludes on 26 February with a shared lunch and presentation event.

## CONTACTS

If you have any questions about the programme, please get in touch with one of the GHSL team members at the **Government Health and Safety Lead**.

Phone: 0800 HS LEAD

Email: [ghsl@mpi.govt.nz](mailto:ghsl@mpi.govt.nz)

You can also find information via our [website](#) and link up with us on [social media](#).

# PARTICIPATING AGENCIES, WORK AND PROJECTS

## 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.

*The intern will be part of a team working with Health and Safety Advisors on the recommendations for improvement stemming from our SafePlus Review. A key focus will be risk in the business.*

## 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.

The FENZ intern will participate in the following work streams:

- *Document register and Portal clean up*
- *Create a Safety Health and Wellbeing Desk file*
- *Review National Communication Opportunities for Safety, Health and Wellbeing*

## 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 37 government agencies to enable their personal leadership of health and safety for the benefit of all New Zealanders.

*Agencies to confirm the projects and work that their interns will complete during their placement.*

## New Zealand Customs



**NEW ZEALAND**  
**CUSTOMS SERVICE**  
TE MANA ARAI O AOTEAROA

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

*The intern 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. A mini appreciative enquiry survey of younger Customs staff to gauge their views on how they have learned about risk, controls and their own practises and the effectiveness of those in the real environments.

## Ministry of Justice



The Ministry works with the judiciary and justice sector to help make sure New Zealand is a safe and just society. They do this by delivering people-centred justice services to provide access to justice for all New Zealanders.

*The intern will be involved in:*

*the HSS Quality Framework which brings together the measurement of efficiency and effectiveness to produce data that enables the business to track progress, make good decisions, and practice continuous improvement (driving intelligence driven decision making). This includes our incident and use of powers reporting systems for Court Security.*

*The HSS Business Process Management Programme, which assists in embedding a culture of continuous improvement. The practice of BPM creates a foundation for ongoing business process improvement and allows a more effective response to change in a continually evolving environment. The practice of Process Management will enable HSS to understand and control all processes identified, mapped and validated. This allows for proactive management of processes as appose to reactionary management. Outputs of this work include workflow mapping, creating SOPs and knowledgebases.*

## Ministry for Primary Industries

Ministry for Primary Industries  
Manatū Ahu Matua



The Ministry is the public service department of New Zealand charged with overseeing, managing and regulating the farming, fishing, food, and animal welfare, biosecurity, and forestry sectors of New Zealand's primary industries.

*Specific projects will include:*

- *Assisting to design performance dashboards and gather data*
- *Testing*
- *Communication and training*

## 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 intern will work within the NZDF Safety's Training, Promotion and Engagement cell on their web overhaul project which will act as a hub for internal safety-related communications, resources and training for all members of the NZDF. They may also be called upon to support the development of other promotion and engagement material.*

## WorkSafe New Zealand



WorkSafe is New Zealand's primary workplace health and safety regulator. They work to lift health and safety performance, supporting New Zealanders to return home from work healthy and safe.

*This intern will need to be comfortable working with a small team covering a wide variety of topics including: Safety Management Systems, Risk Assessment, Data Insights/Reporting and General H&S Advice.*

## Ministry of Social Development



The Ministry of Social Development is the lead agency for the social sector. We help the Government set priorities across the sector, co-ordinate the actions of other social sector agencies and track changes in the social wellbeing of New Zealanders. The Ministry provides policy advice and delivers social services and assistance to young people, working age people, older people, families, whānau and communities. We work directly with New Zealanders of all ages to improve their social wellbeing. We serve over a million people every year, working out of more than 160 locations around the country. It is likely that every New Zealander will come into contact with the Ministry at some point in their life.

*The intern will be assisting the Health Safety and Security team with the following projects:*

- *Our Security Assurance Programme is designed to identify the controls within a sites security ecosystem which do not meet the baseline standards. The intern will work with our Security Advisors on these controls to minimise or eliminate any risk so far as is reasonably practicable.*
- *Our Information Management Framework is designed to review all our HSS policies, processes and guidelines to ensure they remain legally compliant and fit for purpose. The intern will work with our wider HSS team to achieve these outcomes.*
- *The intern will work with our Lead Health and Safety Advisor to scope SafePlus for our organisation in the upcoming financial year.*