Government
Health & Safety Lead

HOST MANAGER GUIDE

THE GOVERNMENT HEALTH AND SAFETY LEAD SUMMER INTERNSHIP PROGRAMME

ABOUT THE PROGRAMME

Welcome to the GHSL Summer Internship Programme.

Vincent Arbuckle and the 2020/21 Interns

This host manager guide includes:

- Pg. 1: Information about the programme
- Pg. 2: Tips on how to host a successful intern
- Pg. 2: Advice for the intern's first day
- Pg. 3: Examples of previous interns' projects
- Pg. 4: Testimonials from managers and interns.

This internship programme has evolved into a fixed sector project that continues to build on the capability and capacity gaps identified in the HSW workforce.

Hosting an intern has many benefits, such as:

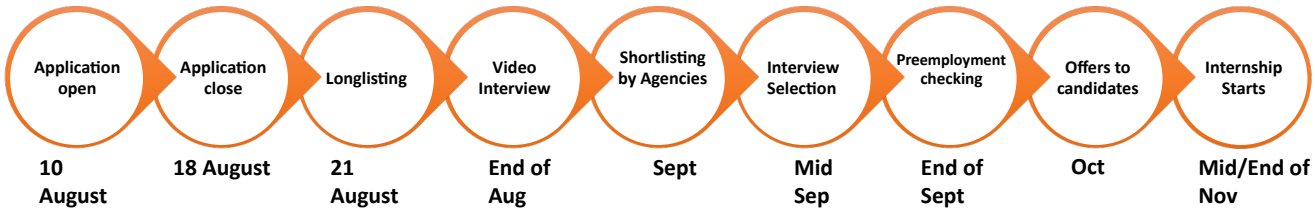
- **Fresh View:** Every intern brings creativity, innovation and dedication to quality, highlighting the potential for success and growth within the HSW sector
- **Immediate Impact:** Interns complete projects and tasks that can free up other team members to concentrate on higher-priority work.

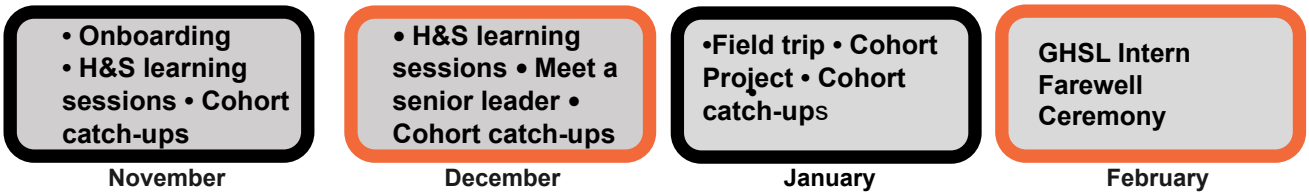
The GHSL works closely with host managers and interns throughout the process before, during and after the programme. So, please do not hesitate to contact us if you have any questions or need further information.

Ray Smith welcoming interns

Recruitment and Programme Timeline

Below is the approximate timeline of the **internship recruitment phase**, followed by a summary of the **key programme of events** for interns.





The GHSL will run the recruitment process on your behalf. However, you will be required to attend selection panels to select your preferred candidates to interview. *Refer to recruitment guide in Appendix.*

PAST INTERN PROJECTS

Interns either work on multiple mini projects or a couple of larger projects - all of which are key pieces of work and are greatly valued by their host agency. These projects are carried out alongside business-as-usual tasks like attending team meetings, admin work and shadowing where appropriate. Below are examples of projects completed by interns in previous years:

*Set up a **SharePoint site** to make the agency's **H&S documents more accessible** to their **frontline** staff*

Created **support guides** for staff and people leaders using the agency's new health and safety reporting tool.

Site and **risk assessments** of the work sites

Worked on how the Airforce could **adopt ISO45000** health and safety standards into their working practices

Drafted ways** that **data** on near-misses and incidents can be **collected** and **presented

Helped on the agency's **hazardous substance register** in preparation for the annual **audit**

***Researched** and **presented** a **deep dive analysis** into one of the agency's critical risks*

***Developed capability resources** for host managers and interns*

Analysed the past 10 years of **ACC data** to see the most frequent injuries within military services and how that can be **prevented**

Developed a deep-dive **framework**

***Analysed** assault **cases** on prisoners and staff*

Re-designed** and updated the H&S content on **website

Literature review** for agency's **critical risks

Updated and **restructured** the **H&S Toolkit** for H&S reps to make it more engaging and accessible

Assisted with **quality assurance** for contractor management

Developing a **preparedness framework** for emergencies

***Designed** H&S **induction modules** for new employees*

***Researched** biological substances and **standardised the procedures** of what to do when spills occur*

Reviewed and **recommended** changes to the organisation's **current H&S resources**

ADVICE FOR HOSTING A SUCCESSFUL INTERN

Here are handy tips from the interns' perspective to make our programme consistent across our agencies:

Onboarding

Arrange a catch-up over coffee or online with your intern before their first day, so they can feel welcomed and meet the team. This will ease first day nerves and allows the intern to feel more at ease.

Be Open and Approachable

Interns may hesitate to ask questions if they feel they're interrupting. A welcoming attitude encourages them to seek guidance when needed.

Schedule Regular check-ins

Regular meetings (weekly or bi-weekly) ensures that the intern stays on track, feels supported and has a space to ask questions or seek clarification.

Encourage Networking

Introduce interns to colleagues or teams outside of their immediate workgroup. Building connections helps them gain insights and feel more integrated.

Offer Opportunities to Learn

Encourage interns to attend meetings, shadow team members, or participate in agency events. These experiences can broaden their understanding of the agency and the HSW industry.

Acknowledge Their Efforts

Recognising the intern's contribution whether in a meeting or one-on-one motivates them and demonstrates the value of their work.

Set Expectations & Regular Reviews

At the start of the internship, outline their responsibilities, project goals, and deadlines. Regular reviews helps interns stay focused, allows them to understand their role and how they contribute to the team.

End on a Positive Note

Wrap up the internship with a reflection on their contributions and any growth you've seen during their placement. Provide constructive feedback on areas to develop and ask if a reference/endorsement is required to support their future in the HSW space.

How to set up for your intern's first day:

- Set up the intern's desk (e.g. laptop, headphones)
- Set up their access to internal systems and login details
- Apply for security tag and access to site
- Set up a work buddy – whether that be yourself or another team member
- Arrange for intern to complete your agency's induction modules
- Arrange a 'meet the team' session

2022/23 Interns at Welcome

TESTIMONIALS

From the Managers:

"We have hosted interns for the entirety of the programme. They have each, in their own way, added value to the work we undertake and the insights that we gain. They bring a fresh perspective, a glimpse into the future of leading a culture of wellbeing and safety and enrich our experiences as much as we enjoy showing them the scope of our work here at Customs. We thoroughly recommend joining the 'host-an-intern' team and appeal to you to support the next generation of those who care deeply about this area and want to make a tangible difference."

Rachael Mason, Manager of Health, Safety and Wellbeing at Customs New Zealand

"We participate in the programme because it is really well-organised and runs smoothly. It has a very in-depth and detailed recruitment process which means the outcome is we get some excellent interns coming to work with us. Second reason is how beneficial it is for the interns – field work, interactions, networking, learning sessions. They get an intensive exposure to the topic… We have had quite a few interns join us here at Kainga Ora - It's been so fantastic having them in our team. All of them who have been with us have gone on to work in other roles in the public sector which shows what kind of quality is coming out of this programme."

Naomi Hosted, Manager at Kainga Ora

From the past Interns:

"I didn't know my degree could lead to a career in HSW but I thought the programme sounded like a great opportunity to put psychology theory into practice. And that's all you need –to find something which interests you and you might be surprised to see just how relevant your studies will be to your work. I always wanted to apply my studies in a way that can help keep people safe, and it's fair to say I haven't been disappointed with my HSW internship"

Zung Mai, 2022/23 Intern, now a H&S Advisor at Plunkett

"The GHSL summer internship programme is a gateway to gain experience in the Health and Safety field within government organisations. It was a great way to understand how the health and safety profession works in a large organisation… the opportunities for growth and professional development and working alongside people to foster positive health, safety, and wellbeing outcomes. The internship programme is an amazing initiative and beneficial to the public sector as it attracts new people and new ways of thinking into the growing industry. The health and safety industry is growing and requires competent individuals to support organisations to flourish in their health and safety and this internship is an opportunity to support this."

Rachel Morrison, 2018/19 intern, now a HSW Senior Advisor at FENZ

"During our internship at Corrections we have fostered a strong relationship with our manager and our colleagues. Being able to easily approach them for questions and guidance has played a big role in shaping our internship experience and enabled us to overcome barriers of fear. Consequently, this has boosted our confidence in the work we are doing and allowed us to feel like valuable members within our team. We have learned about how a dynamic organisation functions with many moving parts, met some incredible leaders and been exposed to a whole range of career pathways. Corrections is an organisation we would love to continue working for in the future"

Anna & Daisy, 2024/25 Interns, Department of Corrections

APPENDIX

Recruitment Process

This briefing paper will provide you with an overview of the recruitment and selection process for the summer internship programme.

Programme details

The programme will run from mid-November to mid-February the following year. All successful interns will be required to work full-time (a 40-hour week) for the duration of the programme (excluding statutory public holidays). Remuneration will be equal across all agencies based on the living working wage. Terms and conditions may vary from agency to agency and all the candidates have been asked to select their three preferred agencies.

Applications – Longlisting

Once the adver has closed, the GHSL/MPI recruitment team will longlist the applications to select the best candidates who meet each agencies requirement. The selected candidates will proceed to the video interview stage.

It is recommended that all agencies at this point advise their People and Capability teams that they will be looking to employ an intern on a 14-week fixed term contract, on the living working wage so they can start drafting up the contract in advance.

Video Interviews - Manager Selecton

Once candidates have completed their short 3 minute video interview, the GHSL and MPI recruitment team will longlist the best candidates for agencies to consider at the scheduled shortlisting session in the September.

We expect the interview day to run from 10.30am to 3.00 pm with rest breaks and a lunch break in between. We will try to keep this as simple, easy and time effective as possible. * TImes are dependent on the number of candidates.

The GHSL will provide interview packs to all agencies. Each agency will be responsible for completing their own shortlisting to select their preferred candidates to interview.

We would recommend that our agencies shortlist together (preferably in person) to support each other, rather than in a competitive way. If agencies are unable to travel, we will offer the option to attend via MS Teams.

At the end of this session each agency will confirm their two preferred candidates to progress to the interview selection stage. If an agency wants to select a candidate who has not selected their agency as their preferred choice, and that agency has not selected that candidate to be interviewed, then the GHSL will contact the candidate to find out if they are interested in being interviewed by the alternative agency.

Interview Selection

Each agency will be expected to attend an interview day located at MPI Pastoral House in mid-September. We expect the interview day to run from 9.30am to 3.00 pm with rest breaks and a lunch break in between. We will try to keep this as simple, easy and time effective as possible. (NB this can be a mixture of in person and online interviews, which will be depencent on candidate numbers and ability to travel). Candidates will be responsible for their own travel and relocation costs.

- On the day agencies will be briefed about the total number of candidates (if anyone has dropped out), how the interviews will run, who will bring the candidates to them, show them the candidate schedule, and interview packs (with scoring sheets and templates) for panels to use will be provided.
- Agencies will be placed into 3 groups.

- The day will be split into three rounds. Each round will have the max of three candidates per group.
- Each agency group will be allocated a total of eight candidates to interview and will be asked to work together to identify the best candidates to match against their agency roles.

Agencies will be allocated time after each round to discuss and write up candidate scores.

Any candidates based outside Wellington and unable to attend in person, will be offered the opportunity to be interviewed online with their preferred agencies. Agencies will be asked to attend a one-hour meeting to discuss who are their preferred candidates in mid-September.

References/ Pre- employment Checks

Each agency will be responsible for completing their own reference checking, police vetting (criminal history checks) and any pre- employment checks and offering their own contracts.

Offers of Employment

Each agency will make separate offers of employment. Terms and conditions may vary from agency to agency. The interns are expected to work full time hours at the hourly rate of the current living working wage. Agencies will need to provide the GHSL confirmation that their successful candidate has accepted their offer of employment by the end of October.

Once our agencies are confirmed we will send out a finalised list of host agencies and the key projects they will be providing.

If you have any questions or need further information, please do not hesitate to contact Debbie Bridge on GHSL@mpi.govt.nz