



Position Description

Title:	Principal Adviser Health, Safety and Wellbeing, Government Health & Safety Lead
Branch:	MPI Food Safety
Reports to:	Director Government Health & Safety Lead
Location:	Wellington
Approved by:	Deputy Director-General, MPI Food Safety
Date:	November 2023

Ray Smith, Director-General of MPI holds the functional leadership responsibility for Government Health and Safety. On 1 July 2021, this function moved to form part of the MPI Food Safety Branch under the Ministry for Primary Industries.

The Government Health and Safety Lead (GHSL) provides practical support to chief executives and senior leaders of government agencies and their health and safety teams to support their leadership of health and safety for the benefit of all New Zealanders.

The GHSL works with 42 public service and other government agencies to:

- strengthen system capability
- build cross-sector relationships that sustain learning and intelligence about what works
- raise awareness of issues and opportunities
- support sharing of proactive and joined up responses
- develop resources to support the system, where is it practical to do so.

Purpose of the position

The Principal Adviser Health, Safety and Wellbeing primarily exists to provide thought leadership and strategic direction on Health, Safety and Wellbeing across the public service. Whilst working across all elements of Health, Safety and Wellbeing, the role will take the lead for mentally healthy work. The purpose of the position is to effectively influence multiple stakeholders at both a strategic and operational level, from Chief Executives and senior leaders through to practitioners at all levels.

This position is required to design and lead significant cross-sector programmes of work that enable agencies to build their capability and continuously improve their approaches to health, safety and wellbeing.

Principal responsibilities/key result areas

- Support the Director, GHSL with the strategic direction for mentally healthy work by designing the ongoing strategy, identifying priorities and work planning.
- Provide subject matter expertise and advice, or know where to get appropriate subject matter advice, on psychological H&S matters to support the GHSL in its function.
- Provides subject matter expertise on Health, Safety and Wellbeing management matters to support the GHSL in its function.
- Actively identify and capitalise on opportunities to achieve the GHSL's strategic goals by influencing key strategic partners within and beyond the public sector, including WorkSafe New Zealand, the Business Leaders Health & Safety Forum, tertiary education providers, unions and private sector organisations



- Plan and lead comprehensive sector programmes of work and associated initiatives, using project management disciplines including project planning, milestone reporting, risk analysis and reporting, stakeholder engagement, communications and change management.
- Ensure that all programmes, activities, and processes are developed through highly effective engagement and co-design efforts with relevant stakeholders and are fit for purpose by actively leading, managing and delivering the allocated work programme.
- Coaching and supporting staff in areas relevant to the Principal Adviser Health, Safety and Wellbeing portfolio
- Building and maintaining relationships with key partners such as agency H&S Leads and industry influencers.

General

Respond to the changing needs of the Ministry for Primary Industries (MPI), performing other tasks as reasonably required.

Participate in responses (using the New Zealand Coordinated Incident Management System) if required and support others to participate in response as required.

Maintain a strict sense of professional ethics, maintain confidentiality and privacy, and abide by MPI's Code of Conduct.

This position description is not intended to be an exhaustive list of tasks, but to act as guide as to the main duties and responsibilities of the position. Its content will be subject to regular review in conjunction with the job holder.

Key relationships and stakeholders

Internal	Nature of the relationship
Director	<ul style="list-style-type: none"> • Support the GHSL's Director as a wellbeing, health and safety subject matter expert • Provide advice and guidance on mentally healthy work and how it relates to the 42 government agencies of the GHSL • Provide guidance and direction on the delivery of work programmes, key milestones, issues, risks, and mitigations • Provide the Director with periodic updates on the progress of workstreams
Other team members	<ul style="list-style-type: none"> • Collaborate on projects, share information and practices, and co-ordinate with team members across work programmes. • Guide and support other team members working on mentally healthy work programme initiatives • Influence and persuade people to obtain agreement where there are conflicting interests.
Internal stakeholders	<ul style="list-style-type: none"> • Communicate, consult and collaborate on strategies and operations, as detailed in the work programme.
Other managers, teams within MPI	<ul style="list-style-type: none"> • Collaborate on organisational projects, share information, and practices and co-ordinate across work programmes.

External	Nature of the relationship
Sector wide Senior Executives	<ul style="list-style-type: none"> • Actively seek and build relationships with Chief Executives and other Senior Executives from GHSL member agencies.



	<ul style="list-style-type: none"> Provide advice and guidance on health, safety and wellbeing issues, including mentally healthy work
H&S Leads and practitioners; H&S reps; HR Leads and practitioners; Unions and relevant suppliers	<ul style="list-style-type: none"> Actively seek and build relationships with key stakeholders across the public, private and professional membership sector. Effectively maintains strong stakeholder engagement through credible working relationships with subject matter experts and stakeholders. Provides support and briefings to inform, share information, and/or liaise on specific matters and represent the interests of the GHSL or public sector.

Dimensions of the position

Financial responsibility

MPI operating expenditure	Nil
Non-departmental expenditure	Nil
Capital expenditure	Nil

Freedom to act

The authority to exercise Human Resource Delegations of Authority for non-managerial positions as detailed in the Human Resource Delegations of Authority.

The ability to incur financial costs for non-managerial positions, as detailed in the Financial Delegations of Authority.

Non-Departmental Financial delegations (as approved by the Minister from time to time for specific programmes).

Expenditure within approved budget and delegated authority.

Planning, prioritising and deploying all resources within the defined area of responsibility.

Security clearance

To fulfil the requirement of this position a security clearance classification to the following level is required:	Criminal Conviction Check. Additional clearance is determined by the Director on a case-by-case basis
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Education, skills and experience

Qualifications	<p>Essential</p> <ul style="list-style-type: none"> A recognised qualification in health safety management, psychology, organisational psychology, business management, or a related field or relevant work experience. <p>Desired</p> <ul style="list-style-type: none"> Graded member of the New Zealand Institute of Safety Management or overseas equivalent, and/or relevant psychological professional bodies
Experience and knowledge	<p>Essential</p> <ul style="list-style-type: none"> Previous experience in developing H&S guidance material Previous experience collaborating and consulting with multiple stakeholders on mechanisms to improve H&S outcomes Previous experience in developing initiatives to drive better H&S outcomes Previous experience in H&S risk management, particularly in key/critical risks



	<ul style="list-style-type: none"> • Knowledge of the Health and Safety at Work Act 2015 • Previous experience in designing and leading significant programmes of work • Understanding of psychological health and safety risks and management approaches – mentally healthy work <p>Desired</p> <ul style="list-style-type: none"> • Understanding of contemporary thinking on psychosocial risk management – mentally healthy work • Previous exposure to H&S in a broad range of risk settings • Previous experience managing cross-sector projects and initiatives
Skills	<p>Essential</p> <ul style="list-style-type: none"> • Strong communication skills with an ability to build credible and effective working relationships with senior leaders, technical specialists and external professional bodies. • Ability to communicate effectively, both in writing and verbally to an audience of H&S specialists as well as lay people • Skills in research and application of good H&S practices, relevant to key/critical risks facing the public sector. • Skills in guiding and mentoring others in delivering H&S specific work streams • Skills in collating, interpreting, and presenting data in a way to efficiently drive positive H&S behaviour and outcomes <p>Desired</p> <ul style="list-style-type: none"> • Strong ability to identify H&S improvement opportunities • Ability to develop and nurture stakeholder relationships and build a strong network of contacts with H&S leads and practitioners across government

Capabilities

COMMON CAPABILITIES – expected in all MPI roles	
Engaging <i>Te Whai Wāhitanga</i>	<ul style="list-style-type: none"> • Connects with others • Listens • Reads people and situations • Interacts appropriately in different situational / social / cultural settings • Communicates tactfully
Honest and Courageous <i>He Pono, He Māia</i>	<ul style="list-style-type: none"> • Shows courage • Shows decisiveness • Acts with integrity
Resilient <i>He Manawaroa</i>	<ul style="list-style-type: none"> • Is adaptable • Remains effective under pressure • Demonstrates composure
Results Focus <i>He Aro ki ngā Hua</i>	<ul style="list-style-type: none"> • Committed and tenacious • Focused on achieving



COMMON CAPABILITIES – expected in all MPI roles	
Self-Aware Learner <i>He Ākonga Kiri Mōhio</i>	<ul style="list-style-type: none"> Seeks feedback on own performance Self-assesses Adapts approach Shows commitment to development
Tikanga Māori <i>Tikanga: the dynamics of doing what is culturally appropriate so as to respect, and not transgress, the mana, integrity and honour of anyone in a given context; Māori: the indigenous people of the land</i>	<ul style="list-style-type: none"> Applies Māori culture and language to work Draws on Māori culture to enrich one's work Applies Māori knowledge and values within a government and Crown context <p><i>Refer to relevant Career Pathway Māori Cultural Competency for role-specific expectations.</i></p>

CAPABILITIES – specifically relevant to this role	
Communicates with Impact	<ul style="list-style-type: none"> Communicates clearly Influences others Communication achieves intended purpose
Customer and Stakeholder Connection	<ul style="list-style-type: none"> Thinks about broader context Knows stakeholders / customers Consults widely
Plans and Organises	<ul style="list-style-type: none"> Manages and delivers on work priorities Purposeful about use of time
Quality Focus	<ul style="list-style-type: none"> Follows set processes Ensures details are correct Checks that work meets all required standards
Works Collaboratively (Advanced)	<ul style="list-style-type: none"> Demonstrates collaboration at an organisational / sector level Fosters collaboration across groups and/or the organisation
Strategic (Advanced)	<ul style="list-style-type: none"> Develops / implements strategy (extends the organisation's strategic objectives and vision, and/or finds ways to realise them within the context of one's role) Engages others to do the same (involves others in thinking broadly about the future, clarifying direction and committing to moving forward) Demonstrates strategic skills at an organisational / sector level
Written Communication (Advanced)	<ul style="list-style-type: none"> Writes clearly and succinctly Uses correct grammar and spelling Uses a writing style appropriate to a document's purpose Can present complex data and information in a clear user-friendly way Meets professional formatting expectations Uses exemplars and peer review
GROUP-SPECIFIC / TECHNICAL CAPABILITIES FROM CAREER PATHWAYS	
	<ul style="list-style-type: none"> Health and Safety Risk Management Psychological health and safety