

Position Description

Title:	Senior Adviser, Health and Safety
Business Unit:	Biosecurity New Zealand
Directorate:	<i>Mycoplasma bovis</i> (M. bovis)
Reports to:	Manager Programme Services
Location:	Flexible
Approved by:	Deputy Director General, Biosecurity New Zealand
Date:	September 2020

Let us introduce ourselves

Ko wai mātou

The purpose of MPI is Growing and Protecting New Zealand. Our ambition is that New Zealand is the most trusted source of high value natural products in the world. We work to achieve four outcomes: Growth, Sustainability, Protection and Participation. At MPI our values are respect, trust, connect and deliver.

New Zealand's biosecurity system is vital – our country is unique, and we need to protect it. Our primary sector, tourism, environment, and even our way of life are underpinned by a strong biosecurity system.

At Biosecurity New Zealand, our focus is on stopping unwanted pests and diseases at the border, before they get to New Zealand, and eradicating or managing the impact of those already here. With the help of New Zealanders, we ensure our unique environments and the value of our primary industries are maintained.

An inclusive and diverse workplace means a lot to MPI

He mea nui ki a MPI tētahi wāhi mahi manaaki, kanorau hoki

Being an inclusive and diverse organisation means that everyone has the same opportunities and is treated with the same level of respect and acceptance, regardless of factors that make us who we are (such as gender, age, life circumstances, sexuality, ethnicity, opportunity, religion, marital status, and physical ability). Everyone has a unique contribution to make.

MPI is committed to making sure all our people represent the people of Aotearoa, and feel a sense of belonging to MPI. That's why we are focussed on improving our cultural capability; recruiting for diversity with a focus on attracting more Māori and Pasifika people into MPI; achieving gender equality for all management tiers and making sure that women are empowered and supported to take up leadership positions; focusing on our flexible work arrangements to enable all MPI people to balance the commitments they have in their lives, ensuring all staff have the ability to take up opportunities available to them; and closing our gender and ethnic pay gaps across MPI.

We're committed to strengthening inclusive behaviours so that all MPI people genuinely have their voices represented, heard and respected, and growing the sense of belonging that we all have to MPI.

He aha te mea nui o te ao. He tangata, he tangata, he tangata.

What is the most important thing in the world? It is the people, it is the people, it is the people.

What is the purpose of this position?

Te whaingā poto o tēnei tūranga

The Senior Adviser, Health and Safety will deliver health and safety advice to *M. Bovis*, develop and implement effective health and safety practices in agreed areas to ensure legislative compliance,

and lead health and safety practice and culture. This requires the development of collaborative working relationships across *M. Bovis*, Ministry for Primary Industries, and external partners.

The role is a fixed term position that reports to the Manager Programme Services and works closely with MPI's Safety & Wellbeing team. The primary focus of this role is to uplift health, safety and wellbeing capability amongst the *M. bovis* workforce.

What will you be doing?

Ngā kawenga mahi

Responsibilities of this position are expected to change over time and the Senior Adviser, Health and Safety will need the flexibility to adapt and develop as the environment evolves and work collaboratively with *M. bovis* directorate:

- Role model collaborative working and participating in a high performing team environment.
- Lead the delivery of new health and safety systems, policies and procedures within the directorate, ensuring these are aligned with MPI's safety and wellbeing programme.
- Provide technical support and coordinate *M. bovis* Health & Safety Representatives.
- Provide thought leadership and expertise in the governance of MPI health, safety and wellbeing processes and monitoring compliance with MPI policy and New Zealand legislation, including ensuring that risks are identified, controlled and mitigated.
- Provide expert technical advice to *M. bovis* managers
- Work collaboratively across the directorate and MPI to meet the organisation's health and safety duties. This includes accessing expert internal or external advice as appropriate.
- Monitor and report on the operation and delivery of Safety and Wellbeing to ensure processes and systems in agreed areas are operating effectively and targets are understood and delivered.
- Support the safety and wellbeing programme, analyse safety and wellbeing data and identify trends and risk areas.
- Conduct a programme of health and safety checks to ensure legal compliance and identify opportunities for improvement.
- Build and sustain positive working relationships with other MPI staff and external key stakeholders as appropriate to ensure business units are aware of the expertise and advice available to them.
- Provide coaching and mentoring as required and contribute to the ongoing development of health, safety, and wellbeing capability across *M. bovis* and MPI.
- Proactively identify and address risks and emerging issues which could impact on Fisheries New Zealand's ability to deliver against its strategic priorities.
- Build and maintain effective and credible relationships with business partners and key stakeholders, and participate in relevant forums, reference groups and project teams.
- Role model MPI's organisational values and uphold its commitment to the principles of the Treaty of Waitangi.

General

Ngā korero Whānui

All our employees are expected to:

- 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
Manager, Programme Services	<ul style="list-style-type: none"> • Provide expert advice and guidance on health, safety and wellbeing risk management • Seek guidance on process, intellectual leadership, individual development and management support. • Seek guidance and direction on delivery of work programme, key milestones, issues, risks and mitigations.
<i>M. bovis</i> leadership team	<ul style="list-style-type: none"> • Collaborate on projects, share information and practices, and co-ordinate with team members across work programmes. • Influence and persuade people to obtain agreement where there are conflicting interests.
Safety and Wellbeing Directorate	<ul style="list-style-type: none"> • Collaborate on safety and wellbeing activities to ensure consistent delivery of Safety and Wellbeing advice and processes to meet business needs.
Internal stakeholders	<ul style="list-style-type: none"> • Communicate and consult 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.
H&S Committees and Representatives	<ul style="list-style-type: none"> • Progress projects, get input to policies/guidance/tools etc, and to collect or provide information.
Legal Services	<ul style="list-style-type: none"> • To share information, seek and provide assistance and discuss legal issues.

External	Nature of the relationship
Ministers offices	<ul style="list-style-type: none"> • Support the Minister(s) and collaboration on ministerial servicing processes and relevant issues if required.
Stakeholder/industry groups	<ul style="list-style-type: none"> • To inform, share information, liaise on key matters, and represent interests of the Ministry.
Other government agencies	<ul style="list-style-type: none"> • To inform, share information, liaise on key matters, and represent interests of the Ministry including through collaborative projects.
Maori stakeholders, Iwi, Hapu, organisations	<ul style="list-style-type: none"> • To facilitate active collaboration, build knowledge, and capture Maori knowledge/information as inputs to work.
Contractors/Consultants/ Recruitment Agencies/ Suppliers e.g. WellNZ & EAP	<ul style="list-style-type: none"> • For contract management and for provision of services as required.

Dimensions of the position

FINANCIAL RESPONSIBILITY

MPI operating expenditure	<i>By agreement with your manager and in accordance with the annual budget.</i>
Non-departmental expenditure	<i>By agreement with your manager and in accordance with the annual budget.</i>
Capital expenditure	<i>By agreement with your manager and in accordance with the annual budget.</i>

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
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Education, skills and experience

Qualifications	Essential <ul style="list-style-type: none"> • Tertiary qualification(s) in relevant discipline(s) and/or similar experience.
Experience and knowledge	Essential <ul style="list-style-type: none"> • Experience in developing and implementing safety and wellbeing processes, systems and solutions within large and complex organisations. • Strong working knowledge of H&S legislation and of good practice in safety and wellbeing. • Knowledge of business reporting and data management processes. • Understanding of management policies relating to the Treaty Principles and the Crown's obligations to Māori under the Treaty of Waitangi Fisheries Claims Settlement Act and other statutes as they relate to fisheries resources. Desired <ul style="list-style-type: none"> • Experience in managing contracts and relationships of external providers and suppliers. • Experience in managing relationships and consultation with an assortment of external stakeholders. • Knowledge of Biosecurity New Zealand's business environment, its strategic priorities, strengths and weaknesses. • Understanding of management policies relating to the Treaty Principles and the Crown's obligations to Māori.
Skills	Essential <ul style="list-style-type: none"> • Project management skills, including experience in leading projects and achieving effective outcomes in situations where there are diverse interests. • Proven negotiation skills.

	<ul style="list-style-type: none"> Proven demonstrated ability to communicate clearly and effectively (both orally and in writing) with a wide range of people in different situations, in order to explain, persuade, convince and influence others.
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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
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	
Works Collaboratively (Advanced)	<ul style="list-style-type: none"> Demonstrates collaboration at an organisational/sector level Fosters collaboration across groups and/or the organisation
Plans and Organises (Advanced)	<ul style="list-style-type: none"> Demonstrates planning and organising skills in large and complex projects/situations involving many people and groups in a medium-long time frame with significant resource challenges

RESPONSE TECHNICAL EXPERT CAPABILITIES – for Tier 5 / 6 managers / staff likely to be involved in a response function in their area of expertise	
Solving Problems	Identifies solution given available information
Anticipating Problems	Forecasts and detects errors, gaps and potential flaws
Professionalism	Acts in accordance with job related values, principles and standards
Dealing with Ambiguity	Comfortably handles unclear or unpredictable situations

Handling Pressure	Remains calm, composed and focussed on the work in ongoing high-pressure situations
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RESPONSE CAPABILITIES

– for staff likely to be involved in a response support or administrative function

Dealing with Ambiguity	Comfortably handles unclear or unpredictable situations
Handling Pressure	Remains calm, composed and focussed on the work in ongoing high-pressure situations