

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Senior Health and Wellbeing Advisor

Business Group	Te Pou Rangatōpū Corporate
Location	Wellington
Salary band	A8

Mahi i roto i te Ratonga Tūmatanui | Working in the Public Service

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āianeī, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

Mō ētahi atu kōrero hei whakamārama i tēnei kaupapa, haere ki | You can find out more about what this means at [Role and purpose - Te Kawa Mataaho Public Service Commission](#).

To Mātou Aronga | What we do for Aotearoa New Zealand

At Te Tāhuhu o te Mātauranga | Ministry of Education, delivering our purpose makes a real difference to all ākonga of Aotearoa:

He mea tārai e mātou te mātauranga kia rangatira ai, kia mana taurite ai ōna huanga
We shape an education system that delivers excellent and equitable outcomes

We fulfil our purpose by:

- delivering services and support nationally, regionally and locally to and through the education sector and in some cases directly to ākonga and whānau
- shaping the policies, settings and performance of the education system so that it is well placed to deliver equitable outcomes for ākonga and their whānau, from early learning through tertiary.

Tēnei Tūranga | About the role

The Senior Health and Wellbeing Advisor acts as a source of expert information and advice on health and wellbeing related matters. Working within the People Safety and Wellbeing Team, with a strong Health and Safety focus, you will lead the Wellbeing aspects of the team's collective work, while aligning to the Health and Safety Act 2015 (HSWA) and WorkSafe guidelines for Mentally Health Work.

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Ngā Haepapa | Accountabilities

As a Specialist within Te Tāhuhu o te Mātauranga | the Ministry of Education you will:

- Share specialist knowledge across the organisation and with stakeholders, working with others to inform operational level decision making.
- Contribute to an effective team with a positive approach to the work environment that encourages and supports high performance, collaboration and problem solving.
- Lead the resolution of issues, identifying risks and solutions to protect and enhance the integrity and reputation of the Ministry.
- Lead or contribute to the development and implementation of innovative and fit-for purpose solutions and frameworks for current and future challenges.
- Develop and use data and insights to make evidence-based decisions and recommendations on operational issues.
- Build capability in others through coaching, quality assurance, and proactively sharing knowledge and expertise.

As the Senior Health and Wellbeing Advisor you will:

- Scope and document a Strategic Wellbeing Framework under the supervision of the Manager People Safety and Wellbeing to:
 - Establish Wellbeing principles for the Ministry
 - Provide a robust decision-making framework to evaluate external (and internal) Wellbeing offerings and make balanced investment decisions with a budget
 - Align with Ministry duties under HSWA
 - Align with Ministry strategic objectives including the Strengthening Education change programme
 - Optimise the “mix” of wellbeing initiatives to support Ministry people
 - Support future work to be undertaken in developing a Psychosocial Wellbeing / Mentally Healthy work approach for the Ministry
- Align Health, Safety and Wellbeing practices and reporting with industry best practice including the Government Health and Safety Lead (GHSL)
- Develop and coordinate our wellbeing initiatives and services, including working with external service providers and monitoring
- Providing Wellbeing reporting content for leadership governance reporting
- Developing and maintaining accessible policies, procedures, and guidance material for managers and kaimahi
- Management of existing wellbeing initiatives including EAP service, Flu Vaccinations
- Management of the Wellbeing inbox and general enquiries from Managers and staff
- Preparation of campaign communications for specific Wellbeing focus days/ week that are observed by the Ministry e.g Mental Health Awareness Week

You will make decisions in accordance with the Ministry's policies and delegations framework.

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Wheako | Experience

To be successful in this role you will have the following experience:

- Tertiary qualification in a relevant discipline and/or equivalent experience.
- Experience in a complex organisation
- Experience in building relationships and partnerships to achieve shared outcomes.
- 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.
- Experience in managing contracts and relationships of external providers and suppliers.

Ngā Āheinga | Capabilities

To be successful in this role you will have the following capabilities and competencies:

- A track record of bringing people together and leading, coaching and mentoring others to achieve outcomes.
- A proven ability to use data and insights to identify trends, risks and opportunities, to influence and guide organisational and system-level decision making.
- Excellent interpersonal and communication skills.
- A commitment to ongoing personal and professional development.
- Project management skills, including experience in leading projects and achieving effective outcomes in situations where there are diverse interests.
- Proven negotiation skills.
- 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.

Tātai Pou | Our Cultural Competency

Tātai Pou is the Ministry's Māori Crown Relations capability framework. Tātai Pou is designed to support our people and organisation to give effect to the articles of te Tiriti o Waitangi in our work. The work-based capabilities have four focus areas and describe four levels of competency (high, confident, developing and essential) that enable us to deliver our partnership approach so that Māori enjoy and achieve educational success as Māori.

Pou Hono Valuing Māori	Developing
Pou Mana Knowledge of Māori content	Developing
Pou Kipa Achieving equitable education outcomes for Māori	Developing
Pou Aroā Critical consciousness of racial equity for Māori	Developing



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Leadership Success Profile - Te Kawa Mataaho | Public Service Commission

Leadership matters. Strong leadership at every level in the Public Service will transform the experiences of New Zealanders. The Leadership Success Profile establishes “what good looks like” for leadership at all levels. Information about how the Leadership Success Profile applies to this role is available on the Ministry’s intranet.

Ngā Whakaaetanga | Approvals

Date Reviewed and Approved	September 2026
Approved By	HR Advisory team