

Ngā Kōrero e pā ana ki te Tūranga

## Job Description

### Team Manager, Health and Safety

Business Group	Te Pou Rangatōpū   Corporate
Location	Flexible
Salary band	M3

### 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 āiane, 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 Team Manager Health and Safety leads and manages people, plans and resources to support the delivery of outcomes that are aligned to the Ministry's purpose and agreed strategies.

You will specifically lead the development and implementation of the integrated Health and Safety Strategy including the overall plan, work programme, policies, guidelines and education to support health and safety delivery across the Ministry. You will be critical in providing expert advice and support to staff and key stakeholders across the Ministry including training, incident management, engagement and reporting at an operational level. You will also support and assist with the implementation and ongoing management of health and safety risks, in line with the Ministry's risk management approach. You will collaborate with staff across the Ministry to provide support in identifying and monitoring health and safety risks at the regional and enterprise level, and to ensure effective controls are in place to minimise such risks.

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### Ngā Haepapa | Accountabilities

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

- Give effect to the Ministry's purpose and operating model, supporting and enabling Te Mahau.
- Lead, develop and implement an integrated workplan that is aligned to the Ministry's priorities and work programmes.
- Collaborate across the Ministry to lead and manage plans and workflows, incorporating technical expertise as needed to deliver improved services and outcomes.
- Lead, manage and contribute to the monitoring and reporting of delivery against workplans and outcomes.
- Plan and manage budgets to support sound financial management and expected return on investment.
- Identify, mitigate and manage risks to delivery and to the reputation and integrity of the Ministry.
- Build workforce capability and diversity by supporting others to grow, embrace change and seek out diverse perspectives.
- Create and maintain a safe, positive and inclusive workplace where people collaborate and are supported to perform at their best.
- Role model authentic practice to build capability as a good kawanatanga partner.
- Create and support networks that support kaimahi to have a voice.
- Collaborate with others to identify priorities and interdependencies and deliver outcomes for Te Mahau.
- Use data and insights to make evidence-based decisions and to respond effectively to the needs of internal and external customers.

#### As the Team Manager, Health and Safety you will:

- Contribute to the development of the Ministry's health and safety management system and other applicable standards including WorkSafe NZ SafePlus
- Refresh existing frameworks, policies, practices and tools considering best practice, recent decisions and legislative changes to continuously improve the Ministry's commitment to Health and Safety and improve the overall safety culture
- Support the development and implementation of risk mitigation strategies to reduce the Ministry's health and safety risk profile, while working within the Ministry's risk management framework
- Contribute to the Ministry meeting its obligations as set out in the Worker Participation Agreement
- Contribute to the running of the National Health and Safety Forum to oversee the application of the Health and Safety Commitment to the Ministry
- Provide expert advice and support to staff and key stakeholders across the Ministry including training, incident management, engagement (through tools, resources and self-service options) and reporting to build overall health and safety capability and maturity
- Build and maintain effective relationships and partnerships with internal and external stakeholders to share best practice and engage in way to continuously improve health and safety culture across the Ministry.
- Work closely with the Security team in Property and Sustainability in relation to health and safety and security risks and planning.

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:

- Proven team leadership experience.
- Experience in developing and delivering workplans that align to organisational strategies and work programmes.
- Experience in developing, monitoring, improving and maintaining functional workflows and processes.
- Experience in leading and contributing to embedding organisational change that delivers intended outcomes.
- Experience building and leading inclusive and diverse teams and creating a safe, open and responsive culture.
- Experience in building relationships to achieve shared outcomes.
- Experience in, and working knowledge of, the health and Safety legislation
- Experience working within the Government Health and Safety environment including the Government Health and Safety Lead and the All of Government Health and Safety Leadership Group
- Experience partnering with Unions in relation to the development and implementation of health and safety frameworks

### Ngā Āheinga | Capabilities

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

- Proven ability to coach and constructively challenge others to grow.
- A proven track record of building and maintaining trusted relationships with colleagues and internal and external stakeholders.
- Sound knowledge of government and public sector processes.
- Excellent interpersonal and communication skills.
- A commitment to ongoing personal and professional development.

### Tātai Pou | Our Cultural Competency

Tātai Pou is our Māori Cultural competency framework. It has been aligned and is complementary to the Māori Crown Relations Capability Framework (MCR). 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, consolidation, 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	Confident
Pou Mana   Knowledge of Māori content	Confident
Pou Kipa   Achieving equitable education outcomes for Māori	Confident
Pou Aroā   Critical consciousness of racial equity for Māori	Confident



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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	November 2022
Approved By	Hautū, Te Pou Rangatōpū   Deputy Secretary, Corporate