

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Manager, People Safety and Wellbeing

Business Group	Te Pou Rangatōpū Corporate
Location	Wellington
Salary band	M4

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 Manager, People Safety and Wellbeing 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 provide senior specialist expertise and leadership for Ministry People Safety and wellbeing matters. Reporting to the Manager, Workforce Design, Capability & Wellbeing, and working closely with senior leaders within Te Pou Rangatōpū and across the Ministry, the Manager, People Safety and Wellbeing will lead the strategic design, implementation, and continuous improvement of the Ministry's people, safety and wellbeing approach.

The role leads the strategic design, implementation, and continuous improvement of the Ministry's approach to people safety and wellbeing, including initiatives that strengthen safety, mental health, and overall wellbeing. This

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role also elevates traditional health and safety responsibilities into a strategic leadership role focused on capability uplift and cross-agency collaboration.

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 Manager, People Safety and Wellbeing you will:

- Lead the strategic design and implementation of the People Safety & Wellbeing strategy across the Ministry.
- Build and lead programmes that integrate wellbeing, mental health, safety, and risk management.
- Partner across Te Pou Rangatōpū to align capability, design, and operational priorities with system-wide wellbeing outcomes.
- Provide strategic advice to the Executive Leadership Team on wellbeing risk, trends, and interventions.
- Lead the design of tools, frameworks, and training that build long-term capability for safe, healthy, and inclusive workplaces.
- Work collaboratively to embed equitable and responsive wellbeing approaches.
- Develop initiatives and programmes, guidelines and provide advice.
- Liaise with internal managers and subject matter experts and any external stakeholder groups to ensure they contribute to PSW programme development and implementation.
- Identify, manage, and mitigate PSW related operational and people risks.
- Represents the views of People Sustainability and Place to others responsible for developing strategies, initiatives, and programmes that may impact on the safety and wellbeing of the workforce.
- Coordinate and oversees the provision of regular and ad hoc data and trends to business groups.

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- Provides information, planning and commentary into PSW business cases and policies.
- Prepares reports, briefings and other material as requested for Hautū and Te Pou Tokomanawa.
- Provides workforce input to responses to Ministerial correspondence, OIA requests, parliamentary questions, and Ministerial reports.

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

Wheako | Experience

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

- Proven experience working in a similar role at a senior level with senior managers leading people strategy, wellbeing, or health programmes at an organisational level.
- 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 to achieve shared outcomes.
- Effective performance in a similar role, with specialist in-depth knowledge of essential components of Health & Safety legislation and an understanding of the NZ State Sector and machinery of government.
- Experience in promoting knowledge sharing within teams and successfully facilitating and leading meetings and workshops.
- Ability to build and maintain effective internal relationships as well as identify and establish required external relationships building strength and rapport in maintaining and sustaining those relationships.
- Experience in strategic planning, design thinking, and applying evidence-based practice.
- Experience building partnerships across diverse internal and external stakeholders, including unions.
- Capability in leading and developing high-performing, inclusive teams.
- Skilled at using data and insights to drive action, accountability, and engagement.

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.

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- Strong problem solving and decision-making capability, including the ability to identify problems, manage or mitigate risks and implement innovative solutions that align with strategic direction.
- Excellent communication skills both verbally and written with the ability to simplify and explain complex and analytical data to wide range of audiences at all levels.
- A proven ability to use data and insights to identify trends, risks, and opportunities, to influence and guide organisational and system-level decision making.
- Strong leadership, coaching and support skills.
- Strategic agility and system thinking.
- Excellent relationship and influencing skills.
- Commitment to Te Tiriti o Waitangi and delivering equitable outcomes.

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, 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

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	August 2025
Approved By	HR Advisory Team