Firearms Safety and Education New Zealand

Health, Safety and Wellbeing Lead

Position Description

Reports To: Head of People and Capability

Location: Wellington

Executive Group: Firearms Safety and Education

Shift Work/Non-Shift Work: Non-shift work

Level: Leader/Manager

Remuneration Range: 21

Employee Type: Employee

Financial Delegations: Nil

Direct Reports: 1

Working at Firearms Safety and Education New Zealand (who we are)

Firearms Safety and Education New Zealand (FSE) are New Zealand's independent firearms regulator. We are responsible for overseeing lawful firearms possession and ensuring firearms possession is limited to those who are fit and proper to possess firearms, and who comply with their legal obligations.

We have three core functions:

- to effectively implement the firearms licensing system,
- to manage the firearms registry,
- to educate people to enable compliance and promote the safe use of legitimate firearms.

We are committed to modernising the firearms regulatory system and providing regulatory oversight to ensure the possession and use of firearms in New Zealand is as safe as it can possibly be.

Our approach is underpinned by:

- good regulatory practice,
- trust and confidence by investing in people and our communities,
- enablement and promotion of safety and compliance in all activities related to firearms,
- Excellent service.

We engage, educate, encourage and enforce when necessary.

Position overview (where you'll be working)

The purpose of Firearms Safety and Education New Zealand is to effectively regulate the legitimate possession and use of firearms to keep all communities safe.

The Health, Safety and Wellbeing Lead (the Lead) works closely with leaders and staff to foster a safe, healthy and psychologically supportive workplace. As the in-house expert on health, safety and wellbeing, the Lead develops and implements the work programme, ensuring:

- We identify, assess and manage risks and hazards
- We have a maturing approach to critical risk management
- Leaders and staff understand their responsibilities to keep themselves and others safe

- We are meeting our compliance and audit responsibilities relating to health, safety and wellbeing
- All our locations across New Zealand experience and understand health, safety and wellbeing in a consistent way
- Our organisation is linked into Police, giving effect to the working arrangements and collaborating across range of areas

Responsibilities (what you'll be doing)

The **Health, Safety and Wellbeing Lead** will:

Keep our people safe

- Understand the hazards faced by the team and enable them to eliminate or minimise the associated risk.
- Report all accidents, incidents and near misses in a timely fashion.

Strategy, Leadership and Planning

- Establish and lead a comprehensive health, safety and wellbeing work programme
- Ensure work programmes are aligned with strategic objectives
- Communicate the team's strategy, providing clear direction, vision and priorities.
- Manage and deliver agreed programmes of work within budget and agreed timeframes.
- Provide governance leadership and subject matter expertise to the Health and Safety Champions Group.
- Use expertise, leadership and coaching skills to build the health and safety capability of leaders, employees and Health and Safety Champions.
- Develop and maintain team disciplines that promote accountability, delivery and high performance.
- Develop and maintain healthy team dynamics, including managing performance and supporting employee development.
- Ensure FSE meets all legal and contractual obligations in relation to health and safety
- Be familiar with the latest contemporary thinking on health and safety and contributes this knowledge to the organisation.
- Demonstrate advanced and integrated understanding of a complex body of health and safety knowledge, including an extended understanding of recent developments as a basis for critical thinking.
- Apply cognitive, technical and creative skills to investigate and analyse complex information, concepts and theory and to reflect critically to generate new knowledge and apply it to professional practice.
- Provide insight and diagnostics on business issues, leading the continuous improvement of processes and services through a collaborative approach to problem solving.

- Encourage innovation, continuous improvement and appropriate risk-taking to support organisational objectives.
- Provide regular reporting on programme delivery, team performance, and progress against plans and work schedules.

Delivery

- Manage the critical risk programme for FSE, ensuring the voice of FSE employees is reflected in associated activities.
- Develop and implement a verification and assurance programme.
- Sponsor or lead teams delivering key projects and initiatives.
- Lead teams and projects requiring the integration of multiple concepts, technologies and activities.
- Contribute to the development and delivery of health, safety and wellbeing training and communications.
- Drive innovation through the development and implementation of strategies that respond to changing business environments.
- Maintain current technical knowledge, including best practice guidance, emerging trends and legislative changes.

Key Relationships

- Build and maintain collaborative relationships across FSE, including with the Health and Safety Champions Group, governance groups and people leaders.
- Build and maintain collaborative relationships with the relevant health and safety teams within NZ Police.
- Establish and maintain effective working relationships with people leaders across the organisation, driving a positive and proactive safety culture.
- Build and maintain collaborative relationships with People and Capability team members to support a cohesive people experience.
- Build and maintain a collaborative relationship with NZ Police to give effect to host agency arrangements.
- Build and maintain collaborative relationships with relevant HR and health and safety networks across the broader public sector.
- Represent FSE in engagements, forums and working groups with NZ Police, government agencies and external stakeholders as required.
- Use communication, engagement and influencing skills to act as a trusted advisor, functional expert and mentor to leaders and stakeholders.
- Foster relationships at all levels of the organisation to ensure health, safety and wellbeing considerations are embedded in decision-making and operational practice

All employees of Firearms Safety and Education New Zealand are expected to:

Adhere to standards of integrity and conduct.

- Comply with legislative and statutory requirements within area of expertise, including employment and privacy legislation.
- Model the Values.
- Respect diversity and demonstrate inclusiveness.
- Understand the hazards in their work area and eliminate or minimise the associated risk.
- Report all accidents, incidents, and near misses in a timely fashion.
- Actively participate in Wellness and Safety initiatives and training.
- Perform other duties and participate in projects as required.

Key relationships (who you'll be working with)

Internal	• Chief Executive • Executive Director, Systems and Enablement • Leadership Team • People and Capability team • Performance and Insights team • Legal team
External	• Police Centralised Services • Government Health and Safety Lead • Unions • Other public sector agencies as required

Position specific competencies: (how you'll deliver results)

To be successful in this role, the **Health, Safety and Wellbeing Lead** will bring:

- Strong technical knowledge of health and safety management and the legislative context
- Practical experience of managing critical risks and using appropriate methodologies (e.g. bowtie)
- Relevant experience working in an organisation with a dispersed workforce
- A degree in a related discipline
- A track record of continuous learning which may include a professional membership (e.g. NZISM), professional development or relevant postgraduate qualifications
- Strong organisational skills with the ability to manage projects and competing priorities
- A strong desire for continuous improvement, and experience using digital tools to achieve a better experience for employees and leaders
- Experience coaching and upskilling others, including colleagues and people leaders
- Experience within the public sector (desirable)
- Demonstrated commitment to developing and maintaining a culture of respect and inclusion within an organisation.

- Demonstrated ability to effectively communicate with a range of stakeholders, including representing an organisation in a range of settings.

Additional information: (what you need to know)

For selection purposes, candidate suitability will be considered in relation to:

Qualifications & Experience:

Essential

- A degree in a related discipline
- A track record of continuous learning which may include a professional membership (e.g. NZISM), professional development or relevant postgraduate qualifications

Work Environment

- Flexibility Options: Flexible work options available.
- Travel requirements: Travel may be required.
- Physical Environment: Office.

Pre-Employment Checks

- Standard vetting required.
- Children's workers not applicable.
- Drug and alcohol testing, as required, according to guidelines.
- National security clearance not necessary for this role.