

Position Description

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| Position Title: | Senior Advisor – Wellness & Wellbeing |
| Service/Group: | Organisational Development |
| Location: | Head Office, Wellington |
| Date: | December 08 |

Overview

The Department of Corrections is a core part of New Zealand's justice sector and manages custodial and community-based sentences imposed by the Courts. More information can be found on our website at www.corrections.govt.nz.

The Organisational Development (OD) Group is responsible for the ongoing development of an organisational culture supportive of the Department's vision and goals through focused and appropriate structural, capability, internal communications and Human Resource development and management strategies. Ensuring cultural responsiveness, building and maintaining positive Employment Relations, the highest standard of Health and Safety, and the delivery of timely and accurate Human Resources advice and services across the organisation are also key functions of the OD Group.

The Health and Safety team within the OD Group, is specifically responsible for the ongoing development and implementation of a comprehensive, responsive and proactive health and safety function.

Purpose of Position

The purpose of this position is to:

- Assess and monitor where the Department currently sits with wellness activities and make recommendations about these based on; benchmarked performance indicators, current national best practice and targeted needs
- Provide strategic technical advice and information to assist the Department in meeting its requirement to extend and institutionalise the message of wellness within the Department
- Provide quality advice to key stakeholders at national, regional and, where necessary, site level on wellness management practices
- Coordinate departmental level information and project work that contributes to departmental capability in the areas of Health, Safety and Wellness.

Working Relationships

Responsible to: National Manager, Health and Safety

Responsible for: Advisor, Wellness & Wellbeing (TBC)

Functional Relationships

Internal:

- Health and Safety team members
- Departmental Managers
- Human Resource Advisors
- Training and Development personnel
- Service Managers
- Health and Safety Representatives
- Health and Safety Committees.

External:

- Department of Labour
- Accident Compensation Corporation
- Industry Experts
- Third Party Administrator
- External Health and Safety Specialists
- Unions
- Other Government Department Health and Safety and Wellness specialists
- The ACC Accredited Employer Association.

Key Accountabilities

Wellness Advice and Information

- Assess the current wellness activities at National and Local levels
- Establish where the Department should be concentrating its efforts in regards to wellness and produce an annual plan
- Assist in identifying wellness training needs for staff
- Analyse health and safety data and identify trends and risk areas
- Assist managers and health and safety committees to develop strategies introduce wellness activities
- Assist and support Managers to enable them to convene and conduct health and safety meetings that introduce wellness initiatives

- Provide reports to Managers on the implementation of programmes around wellness
- Provide a monthly report to National Manager with regards to activities conducted and project updates
- Provide quality advice on wellness issues to Department senior staff as required and produce publications, newsletter articles and information bulletins as required
- Keep abreast of changes to legislation, trends and best practice in order to contribute to the development of policies and work practices including the Department of Corrections Health and Safety systems.

Compliance and Monitoring

- Monitor and support Managers in compliance to all health and safety legislation (Health and Safety in Employment Act 1992, amendments and Regulations) and the ACC Partnership Programme criteria
- Maintain awareness of current Health & Safety legislation and Department of Corrections policies
- Monitor trends in wellness initiatives and best practice via MOH and other Government Departments.

Health, Safety and Wellness Knowledge/Management

- Provide quality advice on wellness issues
- Identify areas for further research and identify initiatives to maintain or enhance the Wellness of personnel within Corrections
- Prepare auditing tools for the Managers such as self assessment reviews to measure compliance and identify performance gaps in Wellness
- Develop action plans based on gap analysis in liaison with managers
- Support sites and measure where appropriate the impact of programmes.

Relationship Management

- Represent the Department where required in liaison with internal and external stakeholders
- Work in partnership with Department personnel and other stakeholders to maintain a nation wide compliant wellness system
- Model a strong commitment to wellness, frequently highlighting and recognising good practise and continue to establish and promote a culture of safe and healthy behaviours within the Department.
- Work in partnership with all personnel and other stakeholders to help them initiate a region wide wellness system

Monitoring, Analysis and Reporting

- Monitor and maintain an overview of wellness programmes within the Department
- Maintain current gap analysis information for the programmes in the field
- Analyse health and safety, accident and injury data and sickness related leave to identify trends and risk areas and to assist in the development of wellness initiatives that can link into safer work practices
- Collate and analyse audit results, provide analytical reporting and trend analysis information
- Prepare monthly reports outlining the status programmes delivered
- Support Groups and Services to understand the concept of wellness and wellbeing.

Continuous Improvement

- Identify areas for further research and recommend initiatives to improve health and safety and wellness within the Department
- Initiate, lead and participate in projects designed to address emerging health, safety and wellness issues and contribute to the goal of continuous improvement
- Monitor current programmes in order to initiate and support improvement where required for the Department
- Develop and implement a wellness policy and review system.

Wellness Plans and Programmes

- Contribute to and support the Health and Safety Annual Plan development, review by providing wellness project activities and monitoring them
- Manage the **Consensus Based Disability Management Audit (CBDMA)** for the Department by supporting and leading the Department towards internationally recognised standards that contribute to enhancing our current philosophies
- Support the Department with advice and direction in non work rehabilitation and strategies to reduce sick leave levels.

Department of Corrections

Person Specification

Knowledge, Skills and Experience

Health and Safety Technical Competencies

- A demonstrated understanding of health and safety legislation
- A demonstrated understanding of the Accredited Employers ACC Partnership programme, ACC entitlements and cover
- A Comprehensive understanding of the Injury Prevention, Rehabilitation, and Compensation Act 2001
- An understanding of quality systems and certification
- An understanding of the principles of systems audits using nationally recognised methodologies.

Planning Skills

- Ability to plan for continuous improvement by reviewing health and safety data and processes and to identify and plan key strategies to contribute to this outcome
- Ability to see big picture and then translate this into detailed plans/activities and from these develop an implementation plan
- Ability to identify opportunities for improvement and take responsibility for making things happen.

Problem Solving and Decision Making

- Ability to analyse, evaluate and interpret complex information for decision making
- Ability to apply risk management principles and develop innovative approaches to improving the Groups and Services performance
- Ability to prioritise to meet the best outcomes consistent with Department principles and protocols
- Ability to make appropriate recommendations to improve systems and processes based on sound logic, analysis and reasoned argument.

Self Management

- Able to act from a strong awareness of own strengths and limits, proactively planning and managing own personal and career development
- Ability to organise multiple activities and respond in a planned co-ordinated manner

- Ability to accept responsibility for making things happen
- Raise any concerns regarding your work in an appropriate manner to your Manager.

Special Job Requirements:

- Industry experience in development and delivery of wellness programmes including injury management, proactive wellness initiatives and production of wellness literature and/or key messages
- Suitable/applicable tertiary qualifications in these disciplines or proven previous work history
- Must have Drivers' License and ability to drive
- Some travel will be required.

Competencies for Performance Management Purposes

Service Focus

- Maintains a helpful and courteous approach when dealing with others
- Clarifies expectations when providing a service and keeps client informed of progress
- Anticipates the needs/concerns of those to whom a service is being provided
- Prioritises and balances the needs of others in overall service provision.

Problem Solving

- Identifies and weighs up risk appropriately before taking action
- Discusses options with manager where appropriate
- Makes use of relevant and available information and consults others when developing workable solutions.

Relationship Building and Management

- Initiates and facilitates contact with and between diverse groups of people to share views, exchange information, come to consensus, problem solve or negotiate common ground
- Shares ideas, information and experience with colleagues.

Conceptual Thinking

- Is able to see the 'big picture' and make the connections between a variety of short-term activities that will contribute to the achievement of longer term strategies
- Develops implementable policies from ideas, issues and suggestions
- Thinks about the longer term impact of specific actions and initiatives.

Communication

- Conveys information and ideas concisely, logically and in a medium (spoken or written) appropriate to the audience
- Actively encourages others to participate in the communication process by inviting their input at every stage
- Takes on board the views of others and incorporates them into 'final product'
- Handles objections or seeming obstructions sensitively, is prepared to rethink own approach and provide considered responses or park the issue for reconsideration at a later time.

Cultural

- Is familiar with the Treaty of Waitangi (historical, legal, social and economic significance) and the relationship between Maori and the Crown as partners to the Treaty
- Is able to engage with stakeholders such as Maori and Pacific advisers within Corrections and external organisations
- Can explain Tikanga Maori concepts and practices, and develop policies and programmes incorporating Maori perspectives
- Values cultural diversity and is sensitive to the customs and beliefs of minority groups.

Responsiveness

- Acts fairly and impartially in all dealings with others, respecting their rights and needs
- Demonstrates an understanding and respect for Maori, Pacific peoples' and ethnic minorities' values and beliefs
- Incorporates cultural responsiveness, and EEO principles into work practices
- Promotes EEO policy to peers and others.

Teamwork

- Proactively shares information, ideas and experience with managers and peers
- Encourages and supports team members and others they are working with
- Promotes a work environment where others can exchange opinions and ideas
- Co-operates with other staff outside their own service or group.

Self Management

- Proactively obtains feedback about their own performance from peers and managers so that they can improve their performance
- Accepts constructive criticism without becoming defensive
- Alerts manager when overloaded, stressed, or having difficulty with specific tasks or areas of responsibility
- Identifies and commits to learning and development opportunities.

Project Management

- Defines clear objectives, enrolling others in that process to gain shared understanding and commitment to common goals
- Breaks work down into manageable components, orders the sequence of tasks to reflect interdependencies, and identifies resource requirements and stakeholders
- Ensures project documentation reflects effective work breakdown, appropriate milestones, timelines and identification of dependencies and risks; plans are actively monitored and early corrective action taken
- Ensures status reporting occurs in accordance with agreed frequency and timing; objectives are achieved on time and within budget; issues and problems requiring support are notified in a timely manner, together with suggested solutions.

Job Description and Scope of Duties

The job holder is expected to perform such other duties as can reasonably be regarded as incidental to the job description, and such other duties reasonably within their experience and capabilities as may be from time to time assigned following consultation.

Approved by: _____

Position: _____

Signed: _____

Date Approved: _____