

# POSITION DESCRIPTION

<b>Position Title:</b>	Government and Stakeholder Lead
<b>Organisation:</b>	The New Zealand Institute of Safety Management (NZISM)
<b>Reports to:</b>	Chief Executive Officer
<b>Main purpose</b>	
<p>The purpose of the role of the Government and Stakeholder Lead is to provide leadership in building productive collaborative, relationships between NZISM, government and key stakeholders. This role will facilitate the ongoing promotion of NZISM through developing a strategy for identifying, engaging with and influencing key government agencies and stakeholders on the critical issues faced by the OHS industry. Relationship management with individual organisations may be undertaken by the post holder or other members of the NZISM SLT or Board but will be coordinated by this role.</p> <p>They will support the professional growth of the industry by developing positions for NZISM to take with government and key stakeholders to enhance the profile of the profession and promote NZISM as the preferred professional membership organisation of OHS practitioners and professionals.</p> <p>The Government and Stakeholder Lead is a member of the Senior Leadership Team and will participate in all aspects of organisational management decision making.</p>	
<b>Background</b>	
<p>Created as an incorporated society in 1972 the New Zealand Institute of Safety Management (NZISM) represents the interests of Generalist Health and Safety Practitioners and Professionals who work in private or public sector organisations in a multitude of industries throughout New Zealand. We also assist in determining standards for health and safety in New Zealand and consulting with the likes of the New Zealand Government via our association with the Health and Safety Association of New Zealand (HASANZ).</p> <p>NZISM started as a collective of local branches and has grown into a nationally based organisation. Because of our history we recognise the importance of the individual practitioner/professional and emphasis this by helping our members to develop their skills and knowledge by means of our internationally aligned Professional Accreditation Programme and its associated Continual Professional Development (CPD) programme. We support the programme with the provision of optional mentoring, regular local branch meetings, workshops and seminars. We assist those newly starting out in a career in health and safety through to those with many years' experience seeking further advancement.</p> <p>Our purpose is to influence better health and safety outcomes at work.</p>	
<b>The role</b>	
<p>The Government and Stakeholder Lead role exists to ensure NZISM has an increased profile and develops strong and productive relationships with key government agencies and industry stakeholders, to promote NZISM as the leading professional association for OHS professionals.</p>	

They will proactively influence and engage with key government stakeholders on NZISM's strategic issues, with the ultimate aim of positioning NZISM as the "go to" organisation for occupational health and safety information and advice. They will keep up to date with relevant developments within the industry and be able to communicate the importance of occupational health and safety to government representatives.

They will need to think strategically about how best to advance the objectives of NZISM and work within the political sphere to influence these objectives. As part of the Senior Leadership Team, they will develop strategies to carry out advocacy work and monitor the success of this and drive projects to develop the reputation of NZISM as thought leaders in Occupational Health and Safety Management.

The Government and Stakeholder Lead will develop effective relationships with government department heads and executives. The outcome of this will be reflected in our increased engagement with government and NZISM being sought to participate in various stakeholder working groups.

They will work with various stakeholders including HASANZ, WorkSafe, Government Health and Safety Lead to develop and implement strategies to overcome the skills shortage of OHS professionals.

Alongside the Senior Leadership Team, they will work proactively and opportunistically, to stimulate NZISM's views and opinions into current OHS conversations both internally, within the wider industry and across the government sector. The role will also ensure opportunities are identified and developed to reinforce NZISM's authoritative voice on the benefits of using accredited OHS professionals.

NZISM requires the Government and Stakeholder Lead to be an experienced and knowledgeable professional, along with sound knowledge of policy and practice in the occupational safety and health sector.

## **Deliverables**

The Government and Stakeholder Lead will work with the CEO to lead, develop and deliver a stakeholder engagement strategy and business plan which includes:

- A planned programme of work to raise the profile of NZISM to relevant government departments and key industry stakeholders;
- The promotion of membership to NZISM and HASANZ to government employees;
- The enhancement of NZISM's reputation as an authority on occupational health and safety;
- Developing strong working relationships across government;
- Identify other opportunities, risks and advice to ensure effective delivery of the strategy.
- Creating and maintaining a secure database of key contacts, current issues, lines to take, etc. for use by the wider SLT and Board

The Government and Stakeholder Lead will work with the CEO and Senior Leadership Team to:

- Represent NZISM on various government working groups;
- Provide timely, accurate and efficient responses to submissions to the government;
- Build the reputation of NZISM across industry and sectors;
- Meet regularly with the Senior Leadership Team to discuss organisational issues and risks, make decisions on our strategy, policies and practice;
- Be responsible for our performance and the outcomes we achieve;
- Lead the development of government engagement strategic priorities;
- Contribute to and sometimes lead key projects to deliver on the wider organisational strategy and business plans;
- Provide timely advice to the Senior Leadership Team, Chief Executive and the Governance Board.

<b>Working relationships</b>	<p>Internal:</p> <ul style="list-style-type: none"> <li>• Chief Executive Officer</li> <li>• Senior Leadership Team</li> <li>• Governance Board</li> <li>• National Branch Manager Network</li> <li>• Committees and special interest groups across NZISM</li> <li>• Administration team</li> </ul> <p>External:</p> <ul style="list-style-type: none"> <li>• WorkSafe</li> <li>• Government Health and Safety Lead</li> <li>• Other relevant Government agencies/ministries</li> <li>• NZISM Supporter network</li> <li>• HASANZ</li> <li>• Industry Stakeholders</li> </ul>
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>• Proven record in successfully contributing to, leading and managing significant pieces of work and/or projects;</li> <li>• Anticipates potential problems/risks and develops contingency plans;</li> <li>• Highly developed interpersonal skills, including the ability to exercise tact, diplomacy, be persuasive and build effective relationships;</li> <li>• Key understanding of the health and safety ecosystem</li> <li>• Thought leadership, promoting debate about current issues and approaches</li> <li>• Experience of advocacy, political advisory, lobbying or government relations work would be advantageous;</li> <li>• Occupational safety and health risk management industry expertise.</li> </ul>
<b>Attributes required for the Senior Leadership Team</b>	<ul style="list-style-type: none"> <li>• Leadership qualities; operates with integrity and confidentiality</li> <li>• Connects with others; is a team player who enjoys working with others, building trust and delivering together</li> <li>• Customer focused; understands we are a membership organisation and exist to benefit our members and the workers and industries they represent</li> <li>• Resilient; composure, grit and a sense of perspective</li> <li>• Self-aware; able to analyse, adapt and change</li> <li>• Honest and courageous; can deliver difficult messages and is prepared to voice unpopular opinions, when it is the right thing to do</li> <li>• Goal focused; likes achieving ambitious goals</li> <li>• Curious; likes to see how to do things differently</li> </ul>
<b>Key Performance Indicators</b>	<ul style="list-style-type: none"> <li>• NZISM has well developed relationships and increased profile within the government sector;</li> <li>• NZISM is engaged to provide input in government working groups;</li> <li>• The profile of the OHS professional is raised across government;</li> <li>• NZISM is recognised as the authority on occupational health and safety.</li> </ul>
<b>Direct reports</b>	NA
<b>Time commitment</b>	TBC Anticipated 20-30 days/year

This above information is intended to describe the general nature of work being performed and therefore does not imply that the duties/skills listed are the only the duties/skills to be performed by the incumbent. From time to time, incumbents may be required to perform duties outside of their normal responsibilities as needed.