



Te Pūtea Matua | Reserve Bank of New Zealand

Position title	Senior Advisor Health and Safety
Group	Operations
Reports to	Senior Manager People Partnering
Reference Level	17

Te Pūtea Matua, the Reserve Bank of New Zealand (RBNZ), is New Zealand's central bank. Toitū Te Ohanga, Toitū Te Ōranga - We enable economic wellbeing and prosperity for all New Zealanders.

Our vision is Great Team, Best Central Bank, expressed as Matangirua Ki Matangireia – working as one towards our ultimate purpose. We operate with Taura / Integrity, Wānanga / Innovation and Taura/ Inclusion.

Kaupapa rōpū | Group purpose

The Operations Group provides strategic support to RBNZ by ensuring effective governance, security, and operational excellence across key functions. This includes fostering a resilient culture, enabling secure technology and data management, optimising financial and procurement practices, and safeguarding assets and people. The Group drives RBNZ's ability to meet its mandate by ensuring organisational efficiency, adaptability, and compliance in a dynamic environment.

Kaupapa mahi | Role purpose

The Senior Advisor Health & Safety is responsible for providing Te Pūtea Matua with specialist advice, strategic and operational support, frameworks, monitoring, and reporting to ensure compliance with legislative health and safety obligations and to keep our people safe and secure. The role works closely with the Senior Manager Partnering and Insights to integrate health, safety, and wellbeing under a cohesive Te Pūtea Matua framework, presenting a consistent approach and narrative to our people.

Ngā kawenga matua | Key responsibilities

- Leading the development of a clear and relevant Health and Safety Strategy with defined objectives.
- Providing guidance, support and direction to the Health and Advisor to best progress the Te Pūtea Matua Health and Safety agenda.
- Enhancing RBNZ's Health and Safety framework and ensuring compliance with the Health and Safety at Work Act.

- Preparing and socialising HSW performance and implementation plans to support delivery of strategic goals across RBNZ.
- Providing competent technical advice to ensure safe practices and compliance with legislative obligations.
- Taking a holistic approach to health and safety by identifying organisational risks, including psychological and emotional wellbeing, in collaboration with People Leaders and stakeholders.
- Facilitating and monitoring health, safety and wellbeing risk management programmes.
- Applying best practice and prior experience to proactively identify, analyse and monitor health, safety and wellbeing risks, and advising on preventative initiatives.
- Collaborating with the Wellbeing team to ensure consistent communication and management of health, safety and wellbeing risks and improvements.
- Conducting regular site inspections and maintaining health and safety risk and hazard registers.
- Championing health and safety awareness and training across RBNZ.
- Investigating incidents and recommending improvement plans, ensuring follow-through to completion.
- Drafting Board and other reports with both retrospective and forward-looking insights, including trend analysis.
- Analysing health, safety and wellbeing data to identify trends and inform decision-making.
- Providing oversight and support to the health, safety and wellbeing group.
- Operating with a one team mentality by collaborating with others to enable 'best for RBNZ' outcomes.
- Demonstrating our values and behaviours consistently to support our desired culture.
- Contributing as required to the delivery of Group and cross-functional strategies, activities, initiatives and programmes / projects.
- Supporting the integration of Te Tiriti, Te Ao Māori and diversity, equity and inclusion within our organisation.
- Taking proactive responsibility for your own health, safety, and wellbeing, and fostering a safe and healthy work environment by identifying, reporting, and managing risks and hazards.
- Developing and maintaining external relationships as required.
- Operating in line with RBNZ's policies and procedures.

Wheako whai take | Relevant experience

- 8+ years' experience in a similar role.
- A relevant tertiary qualification or equivalent knowledge, skills and experience with a commitment to on-going professional development.
- A deep understanding of the Health and Safety at work Act and supporting best practice guidelines.
- Demonstrated experience in advising and supporting senior leaders on health and safety matters.
- Experience operating with a high level of accountability.
- High level of comfort communicating with and influencing stakeholders at all levels of the organisation.
- Ability to build and maintain effective stakeholder relationships and effective working networks across the organisation.
- An autonomous and self-driven working style.
- Sound judgement and the ability to think holistically across a broad range of issues.
- Demonstrates knowledge and application of Te Tiriti o Waitangi.
- Must be eligible to obtain and maintain the appropriate level of NZ National Security Clearance as needed.

Ā mātou whanonga | RBNZ behaviours

As important as what we deliver is how we deliver. We hold people front and centre to our mahi, our way of working is guided by our values which shape our behaviours. Our Individual Performance Framework details these expectations.