

Manawa nui
We reach out and welcome in

Manawa roa
We learn and achieve together

Manawa ora
We strengthen and grow the whole person

Wellbeing and Safety Advisor (Region 2)

Kaupapa | Purpose

To provide guidance and expertise that will help us achieve our wellbeing and safety vision: 'Our people are safe and well, and feel included, cared for and optimistic.'

To work with ākonga, kaimahi and others on strengthening our wellbeing and safety processes and practices.

Reports to: Regional Wellbeing and Safety Lead
– Region 2

Team: People, Culture and Wellbeing

Date: May 2023

Tō mātou tirohanga roa | Our vision

Whakairohia he toki, tāraia te anamata | Learning with purpose, creating our futures

Tō Mātou Pūtake | Our purpose

Te Pūkenga provides quality education opportunities that support learners, employers and communities gain the skills, knowledge, and capabilities Aotearoa needs now and for the future. Learners and their whānau are at the centre of all we do.

Ā mātou tino whāinga mātauranga | Our educational priorities

We have five educational priorities. They support us to meet our legislative requirements, and will guide our work over the next few years:

- A relentless focus on equity and ensuring participation – we honour and uphold Te Tiriti o Waitangi in all we do.
- Delivering customised learning approaches that meet the needs of learners and trainees wherever they are.
- Using our size and scale to strengthen the quality and range of education delivery throughout Aotearoa. Excellence in educational provision for all.
- Services that meet the specific regional needs of employers and communities.
- Transition educational services in a smooth and efficient manner.

Ngā mahi | Do

Influence and support the achievement of our wellbeing and safety vision across on-campus, on-job and online areas within Region 2, particularly in the Mokoia Campus.

Provide advice and guidance to a wide range of stakeholders on wellbeing and safety matters.

Contribute to the design, development and delivery of our wellbeing and safety strategy.

Drive excellent ākonga and kaimahi engagement, participation and representation on wellbeing and safety matters.

Participate in and lead learning reviews of successful work and of events that did not go according to plan.

Contribute to the design, development and delivery of wellbeing and safety frameworks, processes and practices.

Support the Regional Wellbeing and Safety Lead – Region 2 in the mahi needed to achieve positive wellbeing and safety outcomes.

Build relationships with ākonga support, P&C, properties and facilities management, and other Te Pūkenga functions through open communication, sensitivity, honesty and collaboration.

At Te Pūkenga, all roles hold collective responsibility for delivery of our Te Pūkenga competencies. As it applies to this position you are required to give effect to:

Te Tiriti o Waitangi. Through our developing understanding of our obligations and our connection with Te Tiriti o Waitangi as both individuals and as an organisation.

Ākonga at the Centre. Through prioritising the experience, wellbeing and success of our ākonga in our decision-making process.

Equity. Through recognition, empowerment and inclusion, we can give greater acknowledgement of the unmet needs of Māori, Pacifica and disabled ākonga and their whānau.

Vocational Education and Training Excellence. Through quality provision for all ākonga, meeting the regional needs of employers and communities.

Pūkenga | Have

Tertiary-level qualification in wellbeing and safety (or related field) or sufficient, demonstrable knowledge of wellbeing and safety.

Experience working in a wellbeing and safety role providing support and advice across an organisation.

Understanding of the vocational education sector and the recent reforms.

Excellent written and oral communication skills, in particular the ability to partner with others through relationship building and influencing across a diverse range of stakeholders.

Experience in supporting and/or leading the inclusion and application of Te Tiriti o Waitangi practices in a workplace setting.

Experience in supporting and advocating the use of te reo, tikanga and mātauranga Māori in the workplace.

Demonstrated practice in promoting and supporting approaches that promote equity and prioritise the needs of priority groups.

Waiaro | Be

Authentic and Inclusive: Promote an environment of inclusion and authenticity, where all contributions are valued, and teammates feel safe to take risks and be vulnerable. Be courageous and pioneering in your intent to disrupt inequities for all, including Māori, Pacifica and disabled peoples. Hold the conviction that meaningful partnerships with Māori/iwi will contribute to progress for all.

Connected: Integrate waiora-sustainable thinking into your everyday mahi, meeting the needs of the present, without compromising our ability to meet our needs for the future. Embrace Te Pae Māhutonga, and the interconnectedness of environmental, social, economic and cultural wellbeing.

Collective: Seek progress over perfection, moving forward with aroha, empathy and persistence in the pursuit of our collective goals. Maintain a focus on results and delivery to build a sustainable, world class, vocational education and training network. Lean into transformation, challenge the status quo and choose courage over comfort to create better results for Te Pūkenga, employers, ākonga and their whānau.

Inner strength: Navigate yourself, and lead others through change and uncharted territory with confidence, understanding how to create the conditions you and others need to thrive. Demonstrate humility, be reflective and self-aware, always seeking to grow personally and as a leader. Draw energy from our Te Pūkenga purpose and your own personal purpose to move forward in our collective mahi.

Ako: Hold lifelong learning as vital in connection, hauora, and continuous improvement both personally and professionally. No matter your role, recognise your mahi contributes to making a positive difference for our ākonga and their whānau, and their ability to create thriving communities. Recognise Te Tiriti o Waitangi as a powerful mechanism for taking positive action in Aotearoa, and a pathway to achieve equity for all.

Mana tāngata: Contribute to a connected, creative, compassionate workplace, where teams are committed to growth, learning and achieving our shared purpose. Create a safe environment for learning and development, in all you do, including Te Tiriti, equity, academic and professional excellence. Recognise kaimahi and whānau wellbeing are interconnected, when we support personal and professional growth we contribute to Te Oranga/participation in society.

Ngā Hononga Mahi | Working relationships

Functional Relationships

Internal: Kaimahi, ākonga, managers and leaders, regional and national WS team

External: Suppliers, contractors, unions, government agencies

Resource delegations and responsibilities:
Nil