

# Officer Development Programme 2021

HEALTH AND SAFETY PROFESSIONAL DEVELOPMENT FOR PUBLIC SERVICE SENIOR LEADERS

updated 9 September 2021

**UPDATED TO INCLUDE NEW WORKSHOP  
DATES AND LOCATIONS (DUE TO COVID-  
19 RESTRICTIONS)**

## Programme Overview

### Description

The Government Health and Safety Lead (GHSL) has partnered with the Institute of Directors (IoD) to offer a new Officer Development Programme, designed for public service agency senior leaders with officer responsibilities under the Health and Safety at Work Act 2015 (HSWA).

### Programme Components

This professional development programme includes 8.5 hours of in-person workshops (a customised IoD Advanced Health and Safety course, delivered across four short modules), supplemented by pre-and post-course e-learning modules, reading materials, resources, tools, and case studies.

All course and resource content has been tailored for the public service, recognising that officers in most central departments and agencies are also senior leaders with management responsibilities for health and safety.

## Structured Course Component

### Course Overview - Institute of Directors Advanced Health and Safety

Content from the IoD Directors' Advanced Health and Safety course has been tailored to meet the specific needs of the public service.

The following topics are covered across four, two-hour modules. Each topic will be explored with a governance focus but with consideration as to how the topic may be viewed through different lenses (governance, leadership, management) in a public sector environment:

- **Managing, leading, and governing Health & Safety** - an overview of the three roles and perspectives. Includes leadership behaviours and practices. Recap on the scope of PCBU duties. Bringing it to life -practical application i.e. meeting structures, reporting, questions that should be asked, using the three lenses of governance, leadership, and management.
- **Health and Safety risk management.** Risk landscape (acute, chronic, and catastrophic), risk assessment methodologies, implementing effective prevention and mitigation controls, controls assurance (3 lines of defense), risk tolerance, owning your risk matrix, alignment with Enterprise Risk Management.
- **Overlapping duties** and understanding the complexity and challenges of identifying and managing them (particularly thinking about the public sector's wider role in policy setting, standard setting, system ownership/funding).
- **Monitoring what matters** - setting meaningful KPIs, data, insights, reporting and information management systems - this module references the Business Leaders' Health and Safety Forum guide "Monitoring What Matters".

## Course Four - Workshop Details

Some workshops will now be delivered online, due to Covid-19 restrictions. At this stage we plan to complete one in-person workshop.

Module	Topic	Location	Date	Time
Module 1	Managing, leading and governing health and safety	Online	23 Sept	9.30 am - 12.00 pm
Module 2	H&S Risk Management	In-person course (New Zealand Customs Service, Level 4, 50 Anzac Avenue, Auckland CBD)	4 Nov	9.30 am - 12.00 pm
Module 3	Overlapping duties	In-person course (New Zealand Customs Service, Level 4, 50 Anzac Avenue, Auckland CBD)	4 Nov	1.00 pm - 3.00 pm
Module 4	Monitoring what matters	Online	25 Nov	9.30 am - 12.00 pm

## E-learning and reading required prior to each workshop

In preparation for each facilitated workshop, we ask that you complete the short introductory e-learning, videos and pre reading for each module.

You can also access additional resources, post-workshop online learning and surveys to provide feedback.

Covering most of the theory-rich content in the pre-work will allow a much greater level of interaction and discussion during the workshop.

Access to the pre-course work will be sent out via email from [system@litmos.com](mailto:system@litmos.com) about 2-weeks prior to the course start date. Once your account activation is complete, the unique link will become invalid. We recommend bookmarking the following link to easily return to your course: <https://iod.litmos.com/login/>

If you don't receive the email, or require assistance you can contact [Governancedevelopment@iod.org.nz](mailto:Governancedevelopment@iod.org.nz)

For an overview of each module visit: <https://www.iod.org.nz/governance-courses/officer-development-programme-health-and-safety/#>

## Suggested activity between modules

We encourage you to take time after each workshop to reflect and apply your learning, for example:

- Identify one item you want to action or explore further in between each module.
- Engage with your Health and Safety Manager to discuss a health and safety issue in your agency or attend a health and safety committee meeting at one of your offices.
- Conduct a site visit within your own agency and follow through a critical risk.
- Engage with front line workers to get an unrefined view health and safety from the workers' perspective.

Engage in one on one coaching between modules. This could be via an existing arrangement, with a peer (from your agency or from within the Programme), or through external (structured) coaching.

## GHSL Contact

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