

# Officer Development Programme 2022

HEALTH AND SAFETY PROFESSIONAL DEVELOPMENT FOR PUBLIC SERVICE SENIOR LEADERS

updated 6 December 2021

TAKING REGISTRATIONS NOW FOR COURSE FIVE  
COMMENCING 9 FEB (WELLINGTON) - SEE DATES NEXT PAGE

## Description

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

The programme was launched in 2020 and recognised at the 2021 NZ Workplace Health and Safety Awards, winning the Governance category.



## Programme Components

This professional development programme includes 8.5 hours of in-person and online 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.

## 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".

## 2022 IOD Course Dates

We are now taking registrations for Course Five (dates below).

| Module   | Topic   | Location                      | Date   | Time             |
|----------|---|-------------------------------|--------|------------------|
| Module 1 | Managing, leading and governing health and safety | Online                        | 9 Feb  | 8.30am - 11.00am |
| Module 2 | H&S Risk Management                               | In person* (Wellington - MPI) | 9 Mar  | 8.30am - 10.30am |
| Module 3 | Overlapping duties                                | In person* (Wellington - MPI) | 13 Apr | 8.30am - 10.30am |
| Module 4 | Monitoring what matters                           | In person* (Wellington - MPI) | 11 May | 8.30am - 10.30am |

*\* As per the Covid-19 Protection Framework (traffic light system), face to face workshops will run if Wellington is in green, or online if in orange or red.*

*A minimum of 18 participants are required to run a course, with a maximum of 24. In-house options are also available - above minimum and maximums apply.*

## Investment

The programme is provided to public service agencies who register via the GHSL at a discounted rate of \$1,200 + GST per person.

## Registrations and expressions of interest

Please email us with attendee details (Name, Position, Email and Phone details, plus IOD membership details if known). Note that places are limited, and all bookings will remain tentative until confirmed by the GHSL.

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