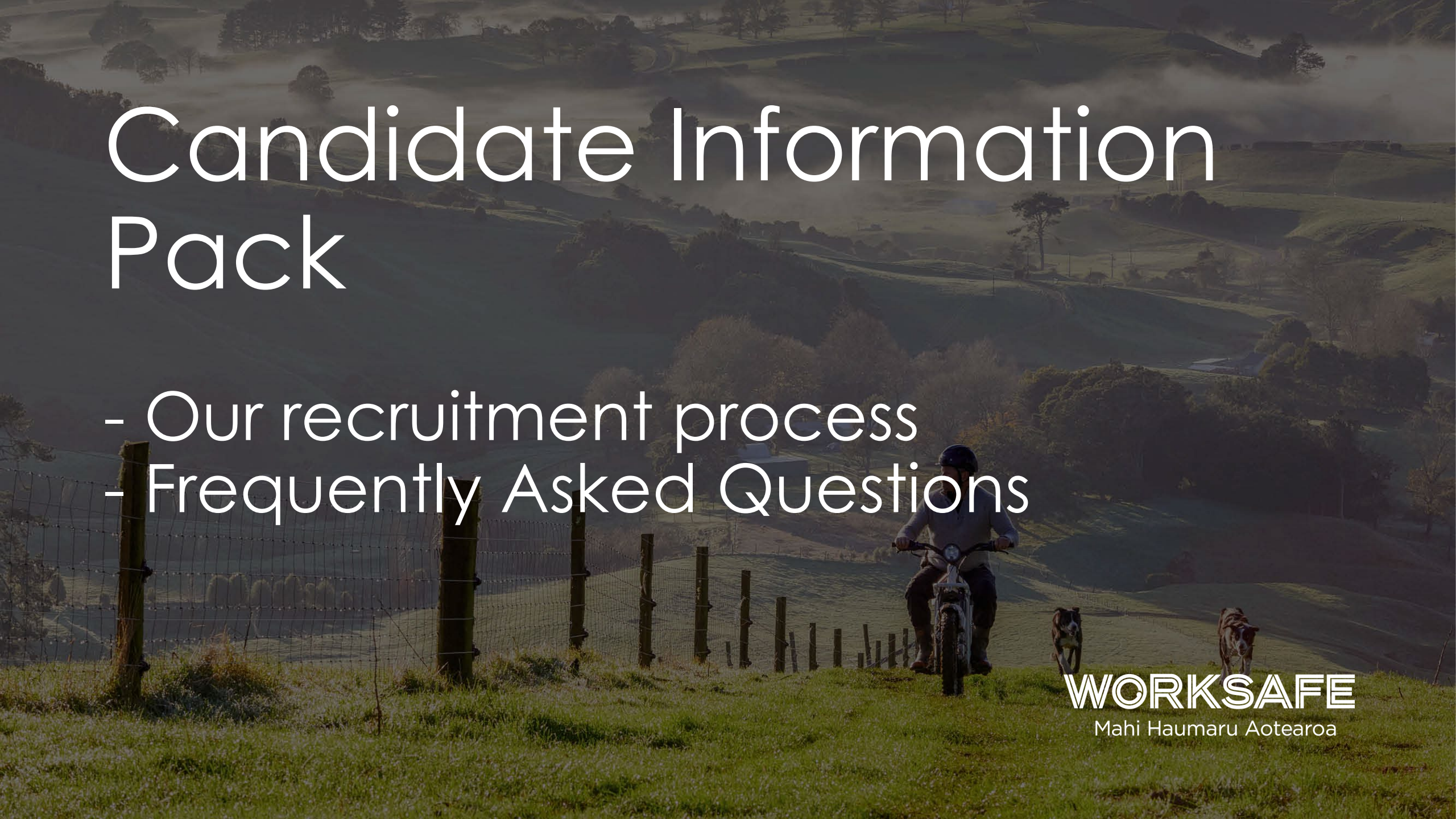
Candidate Information Pack

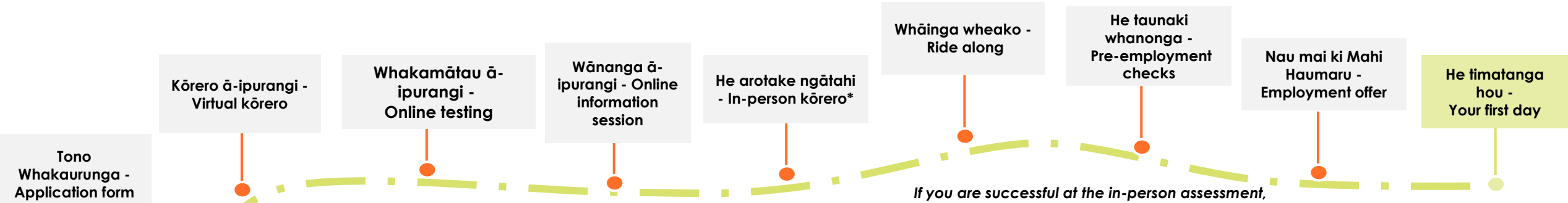
- Our recruitment process
- Frequently Asked Questions



WORKSAFE
Mahi Haumaru Aotearoa

Health & Safety Inspectors - Candidate journey map

Thank you for your interest in joining us - here's a glance at what our recruitment process entails.



Tono Whakaurunga - Application form

After submitting tono whakaurunga – the application form with your CV, you can expect to hear an update from our team within **3-5 business days** after the job ad closes

Kōrero ā-ipurangi - Virtual kōrero

If you progress to the next stage, you will be invited to kōrero ā-ipurangi – a virtual kōrero with our recruitment team about your experience and what interests you. This will be **between 27 Oct – 5 Nov**

Whakamātau ā-ipurangi - Online testing

If you progress to the next stage, you will:

Receive an email link to complete whakamātau ā-ipurangi - online cognitive and personality testing. This is to be completed between **12-15 November.**

Wānanga ā-ipurangi - Online information session

Receive an email link to join a wānanga ā-ipurangi – an online info session where you can hear more about the role from WorkSafe kaimahi and there will be time to answer any pātai (questions). This will be held on **12 November**

He arotake ngātahi - In-person kōrero*

If you progress to the next stage, you will be invited to attend he arotake ngātahi – an in person kōrero. This will involve a meet & greet with WorkSafe kaimahi, a panel interview, and group activity (up to 2.5 hours) to be held on **26 November – 1 Dec**

Whāinga wheako - Ride along

If you are successful at the in-person assessment,

You will be invited to join whāinga wheako - a ride along in your region/area with our kaimahi; this will be 2-3 hours long and provides you with a realistic, on-the-ground preview of what the role involves. **Between 1 – 4 Dec**

He taunaki whanonga - Pre-employment checks

The next step will be completing the pre-employment check link emailed to you, and for us to contact your references. **Between 1 – 4 Dec**

Nau mai ki Mahi Haumaru - Employment offer

Should you progress to offer stage, you will receive a verbal offer from your manager and employment paperwork the week of **11 Dec**

He timatanga hou - Your first day

Your manager will be in touch prior to your first day with all the details you need to know before we welcome you.

Your local start date will 1 Feb 2027, with training to commence from 15 Feb 2027

*If you are unable to attend, he arotake ngātahi – the in person kōrero date specified or commence employment by 1 Feb 2027 unfortunately we will be unable to progress with your application for this cohort. However, you are welcome to apply again in the future.

Frequently Asked Questions

If I have questions about the recruitment process, who should I contact?

Please get in touch with us at newinspector@worksafe.govt.nz - a member of our Recruitment Team will get back to you as quickly as they can.

Do I need Health and Safety experience to work for WorkSafe?

While a background in Health and Safety or industry experience in construction, agriculture, farming, or manufacturing may be highly advantageous to working for WorkSafe, it is not essential. WorkSafe provides kaimahi with full training and development.

When will someone get in touch with me after I apply for the role?

After you have submitted your application, you will receive an automated email to acknowledge our receipt of it. Once the job ad closes, you will be emailed an outcome within 3-5 working days. Please check your junk/spam inbox if you haven't heard from us. We encourage you to check your emails regularly throughout the recruitment process, as there are a number of different stages, often with short timeframes.

I currently work for WorkSafe, do I need to go through the entire recruitment process?

If this applies to you then please let us know as soon as possible via email (newinspector@worksafe.govt.nz) as you would be considered an internal applicant, and we may adapt the process as suitable.

Frequently Asked Questions

Do I need to complete each step of the recruitment process?

Yes, the recruitment process is designed to ensure that we consider all applications and are able to find the right people with right skills, for these positions. Each stage of the process is designed to assess important skills which are required for the role at WorkSafe.

What are the role requirements I need to be aware of?

- You must be a **New Zealand/Australian citizen** or hold a **New Zealand Permanent Resident/Resident Visa**
- Have a full, clean **New Zealand driver licence**
- Once you are experienced and are a qualified Inspector, you may be required to be on the on-call roster.

Physical Requirements - this position carries a number of physical requirements, including but not limited to being able to:

- stand for long periods of time
- walk uphill or downhill for extended periods of time, on terrain that may be paved or unpaved and in potential wet, dry, and slippery conditions
- use personal protective devices such as respiratory protective equipment
- work in hot or cold environments (ie outside in the summer or winter, or within refrigerated or heated environments)
- drive for long periods of time
- work alone and sometimes in remote locations
- kneel, crouch / squat, bend, climb stairs, and reach above your head

Psychological Requirements

- Able to deal with traumatic scenes, information, and people in the grief cycle.

Frequently Asked Questions

I have accessibility and/or neurodiversity requirements – what support can you offer?

We want everyone to have an **equitable opportunity** to participate in our recruitment process. If you have accessibility requirements, are neurodivergent, or need any other support, please let us know. We are committed to making our recruitment process accessible and inclusive.

You can tell us about any support needs in your application form or at any stage of the recruitment process. If you're unsure what support might help, we're happy to discuss options with you. You are also welcome to bring a support person to any recruitment hui, meeting, or interview.

Support may include, but is not limited to:

- Physical access requirements
- Communication preferences
- Alternative formats for information
- Additional processing or response time
- Meeting or interview adjustments
- Flexible interview arrangements
- Technology or equipment needs
- Captioning, interpreters, or other communication support

We encourage you to share any requirements or support needs so we can work with you to provide an accessible and positive recruitment experience.

Frequently Asked Questions

What qualities/competencies should I highlight in my application?

We want to hear from candidates from all background. We will be looking for the following qualities/competencies when screening in particular:

- Resilience
- Flexibility
- Cultural Awareness
- Working Collaboratively
- Effective communication
- Analysis and judgment
- Planning & prioritising
- Influencing
- Emotional intelligence
- Technological ability

What will my salary be? A Trainee Health & Safety Inspector with WorkSafe has a set salary of $84,956 This role offers growth and development opportunities for the future, however the starting salary is unable to be negotiated.

Frequently Asked Questions

I have been through the process before or have previously worked for WorkSafe. Do I have to go through the entire process again?

To keep this process fair and equitable, and to allow us to effectively benchmark you against other candidates, you will need to complete each step of the recruitment process again, even if you have done these previously. While recruitment activities may seem similar, we have made some updates to our process which mean we cannot use your previous scores.

I have missed the cut off for applications, can my application still be considered? I have missed one of the deadlines according to the timeline, can I still continue with my application?

With our recruitment timeline, there are a number of stages that need to keep progressing to move smoothly for candidates and ensure you receive outcomes on dates advised. Therefore, it is really important to complete tasks in the process in the timeframe provided so as to not delay the process. If you are unable to complete any of the stages due to unexpected circumstances, please let us know as soon as possible (ideally before the cut off of that stage) by emailing us at newinspector@worksafe.govt.nz

I cannot make He Arotake Ngātahi – the in-person kōrero dates. Can I have an interview at another time?

The in-person kōrero is planned months in advance to ensure that all candidates are assessed fairly on the day with the same assessors. Therefore, it is not possible for you to complete an interview or an in-person kōrero on a different day. If you are unable to attend the in-person kōrero dates specified, we will be unable to progress with your application for this cohort, however, you are welcome to apply again in the future.

Frequently Asked Questions

I would really love to work for WorkSafe, however the start date does not work for me. Can I start a week or two later?

We provide full training in the classroom, online and in the field, as well as mentoring. The career pathway is the same for every trainee, regardless of prior experience.

Every trainee does the same training towards being appointed as a Health and Safety Inspector and obtaining an Identity Card under the Health and Safety at Work Act 2015 (HSWA). The training is very structured, and all trainees are expected to start training at the same time.

The training will be run over a twelve-week period between Wellington and Christchurch, and your home site (a training schedule will be provided), and include workshops, e-learning modules, exams and ongoing manager facilitated structured practice.

Therefore, you need to be able to commit to the start date and training dates advised due to the nature of the training required for this role.

I am unwell/ill. Can I do any parts of the recruitment process online?

The majority of the steps in the process are done virtually (application, virtual kōrero, online testing) If you are feeling unwell then please let us know as soon as possible via email (newinspector@worksafe.govt.nz). We will try to accommodate your booking and will be in touch.

The in-person kōrero is planned months in advance to ensure that all candidates are assessed fairly on the day with the same assessors. Therefore, it is not possible for you to complete an in-person kōrero on a different day. If you are unwell and unable to attend the in-person kōrero dates specified, we will be unable to progress with your application for this cohort, however, you are welcome to apply again in the future.

Frequently Asked Questions

I am really interested in working for WorkSafe, however I can only work part-time. Is this role available part-time?

The Health & Safety Inspector roles that we recruit for at WorkSafe are all full-time roles, so you would be unable to work part-time. WorkSafe does however offer flexible hours to enable work-life balance. However, if you are not able to commit to working 37.55 hours a week, with occasional on-call hours, then this role may not be suited to you.

Will I be required to travel as a WorkSafe inspector?

Yes. Travel can be a large part of the role, as our inspectors are required to visit workplaces within their region. The amount of travel involved in the role will depend on where in the country you are based – our regional offices often visit businesses in rural locations. Some travel may be required for training, such as to larger offices in your location.