

Senior People and Culture Advisor Position Description

Business Unit	Corporate
Location	Wellington
Type	Permanent fulltime
Last Updated	May 2023

Our tikanga

The tikanga of Taumata Arowai are based on the guiding principles of Te Mana o te Wai.

Kāwanatanga – lead by example by upholding and role modelling positive partnerships and behaviours based on kaupapa Māori principles, knowledge of local kawa and tikanga. Our thinking and practices are guided and informed by the principles of the Te Tiriti o Waitangi and Te Mana o te Wai.

Kaitiakitanga – ensure appropriate action is taken to steward, protect and preserve the integrity of the mauri, mana and ora of wai and tangata for the future. Our actions are guided and informed by mātauranga Māori-led change where kaitiakitanga can be exercised.

Manaakitanga – act in a mana enhancing way, with care and respect for the mauri, mana and ora of wai and tangata. Our work supports and respects the interests, strengths, and aspirations of wai and tangata for long term intergenerational sustainability.

Ko wai mātou | About us

Taumata Arowai is the water services regulator for Aotearoa New Zealand. It is a Crown entity governed by a Minister-appointed Board and advised on Māori interests and knowledge by Te Puna, a statutory Māori Advisory Group.

Te Mana o te Wai, Te Tiriti o Waitangi and the Water Services Act 2021 are central to our mahi. Taumata Arowai recognises that we need to develop strong relationships and work collaboratively across the sector. Effective relationships with iwi, Māori, the wider water sector, local and central government and across Aotearoa, are essential.

Our responsibilities are to protect and promote drinking water safety and related public health outcomes. We also have an oversight role in relation to the environmental performance of drinking water, wastewater and stormwater networks.

Spirit of service

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āiane, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under te Tiriti o Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

Mō tēnei tūranga mahi | About this role

Position Purpose

The purpose of this position is to provide high quality specialist support and advice to Taumata Arowai people leaders across a full range of HR and people and culture matters. This position also takes a lead role in delivering the Taumata Arowai people and culture work programme, made up of a range of organisational development and operational initiatives. The Senior People and Culture Advisor also coaches and mentors the People and Culture Advisor/Graduate Advisor and People and Culture Coordinator.

A key outcome of this role is to build people leaders capability to build a high performing organisation.

The Senior People and Culture Advisor is a member of the Corporate Team that provides a range of enabling services to support the organisation to deliver its regulatory functions.

Reports to	People and Culture Manager	
Staff	Nil	
Key Relationships	Internal KOPA (Executive Leadership Team) People and Culture Team People Leaders and managers Kaimahi Communications Team Te Rōpū Ārahi	External Public Service Association (PSA) Suppliers and providers Legal Representatives Leadership Development Centre

Key Accountabilities

As a Crown agency, it is likely that the scope and functions of positions within Taumata Arowai will evolve over time as Taumata Arowai grows and matures. Responsibilities of this position are expected to change over time as Taumata Arowai responds to these changing needs. Please be aware that you may be asked to work in an area outside your core role in a major emergency event.

People Advice

- Provide people leaders with timely best practice advice and support on a wide range of complex people related matters, policies and practices.
- Provide thought leadership in the areas of workforce planning, capability development (including leadership), employment relations and organisational change.
- Support people leaders with advice on end-to-end employment lifecycle activities, particularly in the areas of recruitment, performance, development, and employment relations.
- Play a key role in the development and delivery of the Taumata Arowai people workplan, leading specific tasks and/or initiatives such as managing for performance, staff engagement and involvement initiatives across the business.
- Translate business and workforce strategies into People and Culture deliverables
- Undertake activities and tasks associated with the team's operational activities such as payroll, and reporting.
- Work closely with people leaders and business managers to identify people solutions specific to their business needs
- Ensure that people and culture policies, processes and other available collateral are up to date, current and relevant for our operating context
- Work closely with business managers to identify people solutions specific to their business needs.
- Take a lead role supporting business change management projects and culture-shaping for the organisation.
- Any other tasks or activities that may reasonably be required including project work

Relationship Management

- Establish and maintain sound working relationships with people leaders and managers to ensure the delivery of quality advice and support.
- Coach managers to be effectively implement policy, practice, and build people leadership capability.
- Effectively appraise the People and Culture Manager and senior leaders of issues and/or areas of sensitivity
- Build capability and confidence in te ao Māori, including giving effect to Te Mana o te Wai and upholding Te Tiriti o Waitangi

Health and safety for self

- Work safely and take responsibility for keeping self and colleagues free from harm
- Report all incidents and hazards promptly
- Know what to do in the event of an emergency

- Cooperate in implementing return to work plans.

Ko koe tēnei | About you

Qualifications

- Relevant tertiary qualification – in an HR or HR-related discipline

Experience

- 3 – 5 years proven experience providing human resource and/or organisational development advice and expertise to people leaders
- Experience working in the Public Sector desirable
- Significant experience effectively managing a wide range of relationships at all levels of the organisation and with external providers
- Experience providing support in organisational design and change
- Experience promoting inclusion, diversity and wellbeing in the workplace desirable

Knowledge

- A deep understanding of contemporary HR/OD policies and practices in a NZ context
- Significant knowledge and understanding of HR systems and processes
- Understanding of the machinery of government and the public policy making process
- Significant level of knowledge and understanding of NZ employment law (including Employment Relations Act, Privacy Act, and other relevant employment legislation)
- Understanding of the political, social, economic, and environmental context in which Taumata Arowai operates

Skills and Attributes

- Excellent communications skills, including a proven ability to influence to achieve optimal outcomes in a complex environment.
- Intellectually curious with strong analytical ability and sound judgment and decision-making skills
- Strong writing skills and the ability to write for a range of audiences
- A strong customer service ethos with a focus on the delivery of practical solutions
- Ability to work under pressure and manage ambiguity and complexity
- Ability to show empathy and compassion while staying focussed on achieving people outcomes
- Demonstrated commitment to the principles of Te Tiriti o Waitangi and developing own capability in te ao Māori