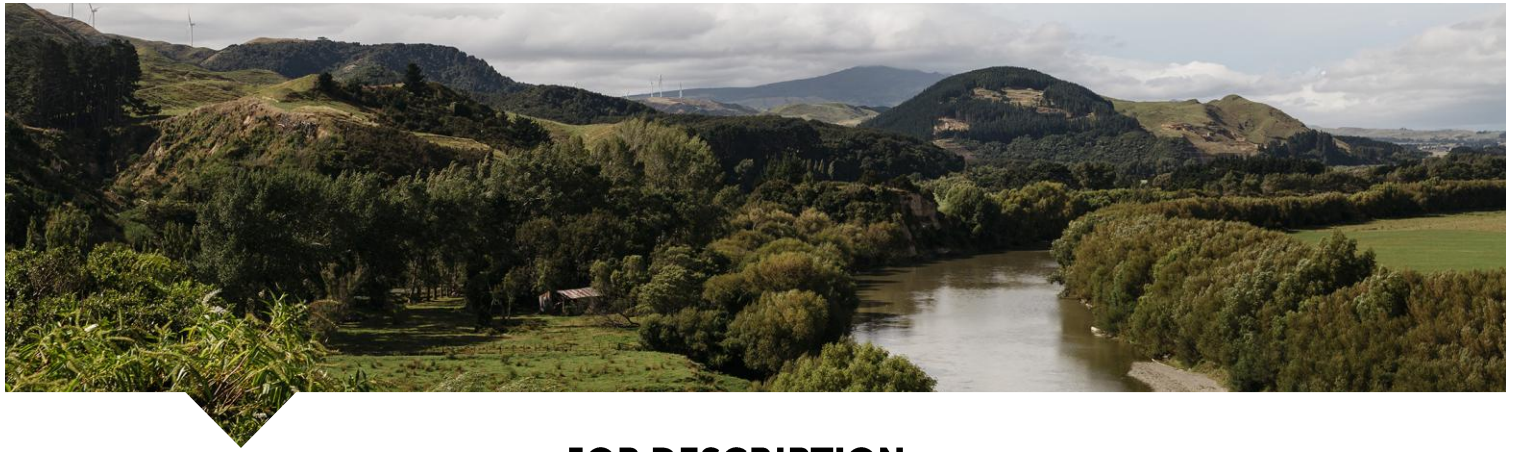
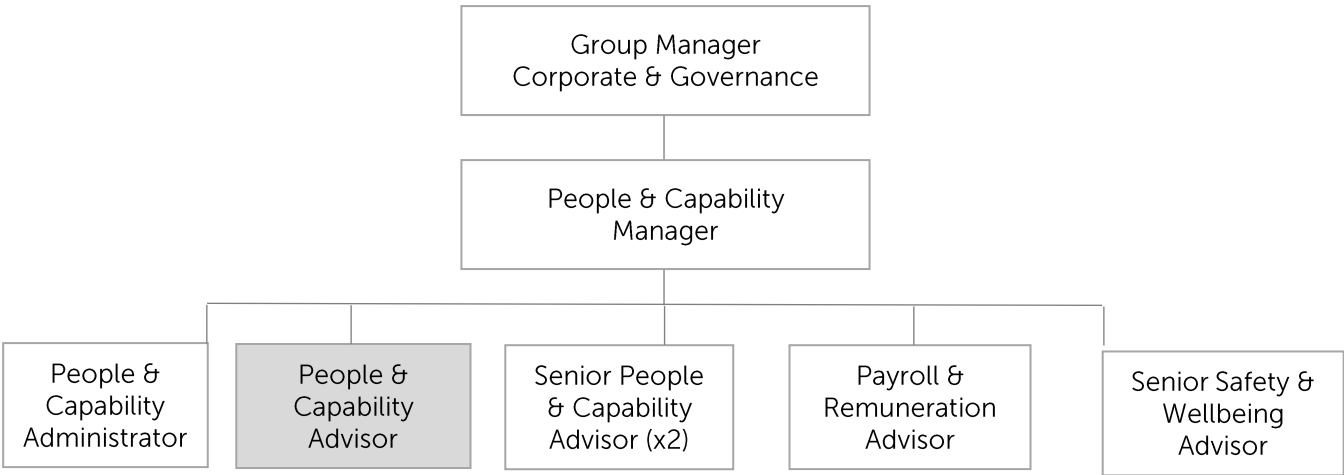




JOB DESCRIPTION

Job Title:	People & Capability Advisor
Work Unit:	Corporate Services Group
Responsible to:	People & Capability Manager
Responsible for:	No line management responsibilities. Periodic supervision of temporary staff/contractors as required.
Position purpose:	To deliver effective People & Capability support by combining operational HR delivery with proactive business partnering, enabling leaders to achieve organisational objectives and foster positive employment relationships. The role acts as a trusted advisor and coach, providing practical guidance across the employee lifecycle while contributing to the improvement of people practices, systems, and processes.
Salary range:	\$86,488 (85%) - 101,751 (100%)
Date:	October 2026

ORGANISATIONAL CONTEXT



FUNCTIONAL RELATIONSHIPS

The People & Capability Advisor will develop constructive and collaborative relationships with the following:

EXTERNAL	INTERNAL
▪ Peer Group Networks ▪ Government Departments and other Local Authorities ▪ Employment related agencies ▪ Training providers ▪ Consultants ▪ Prospective Employees	▪ People & Capability Manager ▪ People & Capability Team ▪ People Leaders ▪ Other Horizons Regional Council staff

KEY RESULT AREAS

JOBHOLDER IS ACCOUNTABLE FOR	JOBHOLDER IS SUCCESSFUL WHEN
Advisory and Support	
▪ Proactive partner with managers and team leaders, providing regular engagement, coaching and guidance on people leadership and the employment relationship. ▪ Provide advice and coaching to staff to enhance their understanding of the employment relationship, obligations and organisational expectations. ▪ Provide support and coaching to managers and staff to enhance working relationships and performance. ▪ Ensure appropriate confidentiality with regard to all matters relating to personal details and staff matters. ▪ Maintain current knowledge of employment legislation and best practice, advising leaders of significant changes and implications as required ▪ Ensure that all employment relations matters are undertaken in a manner that complies with legal requirements and Horizons policies and with appropriate confidentiality and sensitivity. ▪ Oversee recruitment processes. Provide advice on recruitment matters and participate on interview panels as required. ▪ Support and coach managers to build people management capability, providing sound guidance through complex and sensitive matters, and constructively challenging leaders to address issues early to minimise escalation and formal employee relations processes.	▪ Leaders view People & Capability as a partner. ▪ Advice given is reliable, responsive, assured, empathetic, and is presented clearly and legibly. ▪ Managers and staff are satisfied with the quality and timeliness of the advisory service provided. ▪ Complex or sensitive people matters are addressed proactively, reducing escalation and formal employee relations processes. ▪ Recommendations are based on sound information, are well thought out and are presented in a persuasive, logical and clear way. ▪ No 'at fault' substantiated breaches of confidentiality. ▪ Advice is current and informed by latest legislation. People & Capability Manager / Leaders Forum is aware of changes to employment legislation as appropriate. ▪ No 'at fault' industrial relations disputes arise from a breach of employment agreements or employment legislation. ▪ Recruitment drives are in line with best practice initiatives, and are compliant with the Human Rights Act, and other relevant legislation.
Training	
▪ Assist with the development, implementation and coordination of the Leadership & Corporate Training Strategy, including the corporate induction and	▪ Corporate and Leadership Training Programmes are carried out on time, and within budget, and reflect the needs of Horizons and individual staff.

orientation programmes. With support from the P&C Administrator. - Facilitate the planning and implementation of individual development plans (including succession plans) and other training programmes as required. - Where required, design and deliver training to staff and leaders.	- Individual staff development plans reflect the needs of Horizons and individuals staff. - Leaders and staff are aware of opportunities to create individual development plans / succession plans. - New staff gain a broad understanding of Councils overall functions in a timely manner. - Leaders actively engage in developing their people.
Organisational Development	
- Partner with managers to undertake workforce planning activities, identifying current and future capability, capacity, and resourcing needs. - Systematically monitor and improve systems methods, efficiency and quality of services provided. - Assist with developing and reviewing People & Capability policies. - Contribute to organisational development initiatives and People & Capability projects aligned to the People & Capability Strategic Plan. - Provides guidance on organisational design, role changes, and position requirements to support service delivery and organisational objectives. - Leads and supports job sizing and role evaluation activities, including role clarity, scope changes, and alignment to remuneration frameworks, contributing to Remuneration Committee processes and outcomes. - Guides, supports, and partners with managers and teams through change initiatives, ensuring people impacts are addressed, engagement is maintained, and organisational outcomes are achieved. - Provides coaching and advice to leaders to build capability in leading change effectively.	- Identifies, develops, and implements People & Capability initiatives that address organisational needs and improve people outcomes. Recognises and implements service improvements that enhance the efficiency, consistency, and effectiveness of People & Capability processes. Projects work is completed, as required, to agreed specified standards and within budgetary constraints. - Horizons managers have the information and knowledge to plan for their short and long term workforce requirements. - Job sizing and role evaluation activities are completed accurately, consistently, and aligned to remuneration frameworks, supporting Remuneration Committee decisions. - Roles are clearly defined, appropriately scoped, and meet organisational and operational needs. - Managers and teams are supported through change initiatives with minimal disruption and positive engagement outcomes. - Leaders demonstrate increased capability and confidence in managing change effectively. - Change initiatives achieve the intended workforce and organisational outcomes, with people impacts addressed proactively.
Pay and Performance	
- Assist the People & Capability Manager with the management of Horizons Pay & Performance Development and Review programme, and Remuneration System. - Provide coaching and support to staff and managers on the implementation of the Horizons performance development & review system & remuneration system. - Assist managers and staff with writing KRA's and setting professional development plans for their staff. - Support the People & Capability team as required during the annual performance and pay review process.	- The integrity of the performance development and review programme is maintained. - All leaders have an opportunity to understand and manage all aspects of Horizons performance development programme. - Staff and leaders understand the performance review and remuneration systems. - Annual pay review process is completed accurately, within timeframes required.

Communicating and Reporting	
- Provide accurate and timely employment related reports to the People & Capability Manager and Horizons Management group as required. - Develop and provide regular People & Capability metrics updates on relevant employee/demographic information. - Provide regular updates on relevant People & Capability matters to staff, leaders, Unions and other relevant parties.	- All reporting requirements and deadlines are met. - Communication programmes are developed and deployed regularly. - Staff, leaders and Unions are informed of what they need to know, when they need to know it.
People & Capability Team Support	
Support the activities of other members of the People & Capability team as and when required to ensure business continuity is maintained and customer service requirements met.	- All additional tasks are fulfilled accurately, efficiently and effectively to the standard required and within agreed timeframes. - Payroll function can be carried out accurately, in full and on time, as and when required.
Corporate Contribution	
- Maintain own professional development. - Undertake Performance Development tasks/responsibilities. - Undertake Health and Safety tasks/responsibilities. - Participate in emergency management activities as required. - Participate and contribute to corporate projects and inter-departmental initiatives as agreed. - Maintain Council plant and equipment. - Fulfil administration-reporting requirements (e.g. timesheets, vouchers, reporting).	- Appropriate training and development undertaken as agreed. - Corporate responsibilities are undertaken and completed accurately, meeting specified standards and within agreed timeframes. - Contribution to projects and corporate initiatives is effective and valued. - Administration requirements are completed timely and accurately.

PERSON SPECIFICATION

Essential

- A tertiary level qualification in a relevant People & Capability management or related discipline; (or, equivalent industry experience).

Knowledge/Experience

- Thorough understanding of wide range of People & Capability principles and practices including relevant business experience in general People & Capability management.
- Up-to-date working knowledge of relevant NZ employment legislation.

Skills

- Developed influencing skills, able to encourage others behaviour and outcomes to support goals.
- Strong judgement, communication, and relationship management skills.
- Communicates openly and states views clearly without creating hostility.
- Coaches others to empower and encourage desirable behaviours.
- Develops wide and successful networks, and gains trust within relationships.

- Effectively delivers oral and written communication about complex employment issues to internal and external audiences.
- Collaborative working style, builds strong relationships with team members.
- Demonstrates judgement about what is relevant and appropriate for an organisation's interests.
- Effectively discerns when it is appropriate to seek assistance/advice.

COMPETENCIES FOR PERFORMANCE DEVELOPMENT

Customer Focus

- Commitment to meeting the needs of anyone they work for and with including colleagues.

Job Knowledge

- Have the knowledge and skills to perform the requirements of the position.

Communication

- Use written and verbal language and style appropriate to the audience and context.

Teamwork

- Work constructively with people as a team member to achieve a common goal.

Dependability and Commitment

- Reliable and dedicated to achieving results.

Continuous Improvement

- Adjusts to change and different perspectives, thinks proactively, pursues opportunities and take appropriate action.

Organising for Results

- Ensures work is completed effectively and within agreed deadlines.

PERSONAL ATTRIBUTES

- Trusted Relationships & Customer Focus
 - Builds strong, credible relationships and a safe environment for discussion.
 - Takes a pragmatic, customer-focused approach, supporting leaders to achieve outcomes.
- Coaching & Influence
 - Coaches managers and staff constructively, influencing through guidance and relationships rather than authority.
 - Supports leaders to take ownership of people decisions.
- Innovation & Continuous Improvement
 - Thinks laterally to solve problems and identify better ways of working.
 - Embraces complexity and ambiguity to improve organisational outcomes.
- Change & Resilience
 - Responds positively to change and supports others to adapt.
 - Maintains composure and professionalism under pressure.
- Professional Standards & Integrity
 - Applies HR knowledge and judgement consistently.
 - Acts fairly, ethically, and with organisational integrity in all decisions.
- Sensitivity & Inclusion
 - Demonstrates empathy and respect for diverse cultures, needs, and behaviours.
 - Models organisational values in all interactions.

OTHER REQUIREMENTS

Be prepared to:

- Occasionally work outside of normal business hours.
- Occasional overnight stays away from home.
- Undertake activities, as directed, as part of Horizons Regional Council's response to flood events, environmental incidents and emergency response.
- Maintain a proactive approach to Health and Safety in relation to your responsibilities and ensure legislative responsibilities and codes of practice are complied with.

Ngā uara o Ngā Pae | Our Horizons Values

Kia Mau Ki Te Tokanga Nui a Noho | There's no place like home



Manaakitanga	We care for our communities and the region's environment. We care for current and future generations.
He kura te tangata	We treasure our people. We look after each other, we uphold each other's mana, and we use our different skills to support one another.
Mā rau ringa e tutuki ai	We succeed together. We strengthen our partnerships by collaborating with each other and our communities. We share information, knowledge and experiences because doing things together works best. We listen to understand each other.

DECLARATION

This position description is prepared on the basis of existing and foreseen duties and responsibilities. As such it will not prejudice further specification and/or rearrangement at a later date. Also it will not prejudice a particular incumbent's ability to achieve personal development through a change (or partial change) in duties and/or position.

Approved: _____ (Manager) Date: ____/____/____

Read and Understood: _____(Incumbent) Date: ____/____/____