

People and Culture Advisor

Kaupapa | Purpose

Provide people, culture and wellbeing expertise and values-based delivery of people processes for the people and culture team with responsibility for delivery of core people and culture functions. Support the People and Culture Manager to deliver, frameworks, policies, and standards as developed through people and culture communities of practice.

Be involved in people and culture communities of practice, contributing to the design and development of consistent, high-quality frameworks, policies, and standards.

Reports to: People and Culture Manager

Team: EIT | Te Pūkenga People and Culture team

Remuneration: TBC

Date: July 2024

Ngā Hononga Mahi | Working relationships

Internal: PCW team, leaders, managers and kaimahi

External: Unions, employment advocates, suppliers (as required)

Resource delegations and responsibilities:

Financial: Nil

People: Nil

Ngā mahi | Do

Provide people and culture expertise, to leaders, managers and kaimahi on all people and culture areas, including as an expert on process and policy requirements for EIT | Te Pūkenga. Provide this knowledge in support of regional delivery, and in contribution to continuous improvement.

Deliver core people and culture functions including (but not limited to) employment relations, remuneration, kaimahi experience (recruitment, welcome, retention and farewell), performance, HRIS assistance, reporting and administration and capability.

Develop and maintain strong relationships with leaders, managers and kaimahi, delivering a quality, customer-centric, values-led approach.

Contribute and grow people and culture expertise through involvement in people and culture projects and the development of national frameworks, policies and standards. Implement initiatives developed through people and culture projects.

General:

Comply with EIT | Te Pūkenga policies and procedures.

Contribute to a healthy workplace by implementing safe work practices and strategies to effectively manage personal wellbeing.

Undertake additional responsibilities and tasks relevant to this position as requested by the position manager.

Demonstrate commitment to:

Te Tiriti o Waitangi. Through our developing understanding of our obligations and our connection with Te Tiriti o Waitangi as both individuals and as an organisation.

Ākonga at the Centre. Through prioritising the experience, wellbeing, and success of our ākonga in our decision-making process.

Equity. Through recognition, empowerment, and inclusion we can give greater acknowledgement of the unmet needs of Māori, Pacific and disabled ākonga and their whānau.

Vocational Education and Training Excellence. Through quality provision for all ākonga, meeting the regional needs of employers and communities.

Pūkenga | Have

Minimum degree level qualification in Human Resources, or a related field or the equivalent body of knowledge gained through experience

Demonstrated experience providing expert insight and advice at a senior level across all people and culture functions in support of organisational delivery

Previous involvement in developing people and culture frameworks, policies, standards and implementing these within the organisation

Sound understanding of the vocational education sector

Excellent communication skills, in particular the ability to build relationships in order to work collaboratively with and influence a diverse range of stakeholders

Experience in advocating and/or leading the inclusion and application of Te Tiriti o Waitangi practices in a workplace setting

Experience in supporting and advocating the use of te reo, tikanga and mātauranga Māori in the workplace

Demonstrated practice in advocating and supporting approaches that promote equity and prioritise the needs of priority group

Authentic and Inclusive: Promote an environment of inclusion and authenticity, where all contributions are valued. Be courageous disrupt inequities for all, including Māori, Pacific and disabled peoples. Hold the conviction that meaningful partnerships with Māori/iwi will contribute to progress for all.

Connected: Integrate waiora-sustainable thinking into your everyday mahi, meeting the needs of the present, without compromising our ability to meet our needs for the future.

Collective: Maintain a focus on results and delivery to build a sustainable, world class, vocational education and training network. Lean into transformation, challenge the status quo and choose courage over comfort to create better results for EIT Te Pūkenga, employers, ākonga and their whānau.

Self-Awareness: Accept change with confidence, understanding how to create the conditions you and others need to thrive. Demonstrate humility, be reflective and self-aware, always seeking to grow personally.

Ako: Hold lifelong learning as vital in connection, hauora, and continuous improvement both personally and professionally. No matter your role, recognise your mahi contributes to making a positive difference for our ākonga and their whānau, and their ability to create thriving communities. Recognise Te Tiriti o Waitangi as a powerful mechanism for taking positive action in Aotearoa, and a pathway to achieve equity for all.

Mana tāngata: Contribute to a connected, creative, compassionate workplace, where teams are committed to growth, learning and achieving our shared purpose. Contribute to maintaining a safe environment for learning and development, in all you do, including Te Tiriti, equity, academic and professional excellence. Recognise kaimahi and whānau wellbeing are interconnected, when we support personal and professional growth we contribute to Te Oranga/participation in society.