

# Organisational Development Advisor

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## **Kaupapa | Purpose**

Enable high-quality, equitable and bicultural Organisational Development and Equity (ODE) delivery by providing coordination, advisory support, and practical implementation of development, engagement, and capability initiatives across Toi Ohomai.

Working collaboratively across People, Culture and Wellbeing (PCW) and with leaders and kaimahi, the Organisational Development Advisor will apply OD tools, evidence and insights to improve kaimahi experience and capability, strengthen inclusive practice, and embed sustainable.

**Reports to:** Organisational Development and Equity Lead

**Team:** People Culture and Wellbeing

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## **Ngā mahi | Do**

Provide OD advice and coordination, advise on OD tools, practices and activity; coordinate the design, delivery and implementation of development, engagement and capability initiatives.

Support talent management, contribute to programme design; coordinate implementation and logistics; track participation and outcomes.

Administer ODE systems and maintain content, permissions, workflows and data integrity across ODE systems; resolve issues and escalate risks.

Produce OD materials, draft, update and curate OD frameworks, guides, toolkits and communications to support leaders and kaimahi.

Collect, organise and prepare ODE data; deliver monthly dashboards and insights to inform decision-making and continuous improvement.

Facilitate engagement, coordinate kaimahi engagement activities (e.g., surveys, focus groups, action planning) and support follow-through on agreed actions.

Professional development framework, administer, review and maintain the professional development framework, ensuring clear processes, documentation and uptake.

Capability framework delivery, support development and coordinate roll-out of the kaimahi capability framework and related learning initiatives.

Compliance learning matrix, establish and maintain the organisational training matrix for compliance learning; monitor completion and escalate gaps.

Enable equitable, inclusive and Tiriti-honouring PCW delivery by embedding culturally responsive practice and supporting the removal of structural, cultural and systemic barriers to kaimahi inclusion.-honouring PCW delivery by embedding culturally responsive practice and supporting the removal of structural, cultural and systemic barriers to kaimahi inclusion.

Collaboration and communication, liaise with internal stakeholders to align timelines, messages and resources; prepare clear, accessible communications that support adoption.

Actively engage with colleagues across People, Cululture and Wellbeing to ensure advice, systems, services and initiatives are aligned, connected and enable a seamless experience for kaimahi, leaders and other customers.

Maintain strong visibility and presence across Toi Ohomai sites, enabling responsive support, relationship building, and the ability to address needs through availability and constructive engagement.

Participate in shared PCW priorities, support cross-functional work during peak periods, and uphold appropriate separation of duties, checks and quality controls to ensure our collective delivery is efficient, safe and compliant.

**Demonstrate commitment to:**

**Ākonga at the center** through ensuring positive outcomes for ākonga in all aspects of their learning journey.

**Te Tiriti o Waitangi and Māori Success** by positively championing and contributing to the success of partnerships with Iwi, Hapū and Mana Whenua, honoring Te Tiriti o Waitangi to uplift Māori success.

**Equity** by identifying and removing barriers to participation and achievement, and fostering inclusive, culturally responsive environments where all ākonga and kaimahi can thrive.

**Vocational Education Excellence** through building responsive provision and services to meet the needs of ākonga, and stakeholders and to enable future sustainability.

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## Pūkenga | Have

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

Evidence of ongoing professional development that enhances knowledge and practice relevant to the position

Demonstrated experience coordinating OD/engagement/capability initiatives and applying OD tools and methods in a medium to large organisation. -

Confidence administering OD systems (e.g., LMS, survey and analytics tools) and preparing accurate, insight driven reports and dashboards.

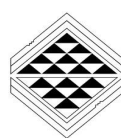
Ability to create clear frameworks, guidance, learning resources and communications tailored to diverse audiences.



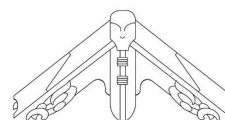
WHANAUNGATANGA



TOITUTANGA



MANAAKITANGA



KOTAHITANGA

Strong planning, coordination and follow-through skills across multiple workstream-through skills across multiple workstream

Excellent interpersonal skills; able to facilitate, influence and collaborate across the team and the wider organisation.

Experience in supporting the inclusion of Te Tiriti o Waitangi practices in a workplace setting

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

Demonstrated practice in advocating and supporting approaches that promote equity.

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## Waiaro | Be

**At Toi Ohomai, Toiohomaitanga describes our way of doing and being. It reflects how we care for each other, work together, and uphold our shared purpose. These behaviours apply to all kaimahi, with expectations scaled to the nature and level of each role. They guide how we show up in our mahi, contribute to our collective success, and reflect our commitment to Ā mātou uara | Our values in everyday practice.**

**Ako:** Demonstrates curiosity and a commitment to continuous learning. Applies new knowledge to improve practice and outcomes and actively contributes to a culture of shared growth. This supports toitūtanga by sustaining excellence and adaptability over time.

**Authentic and Inclusive:** Fosters inclusive environments where people feel safe, respected, and able to be themselves. Actively includes diverse perspectives, addresses inequities, and supports others to thrive. These behaviours reflect manaakitanga through care, generosity, and upholding the dignity of all.

**Connected:** Builds and maintains strong, trusting relationships across teams and communities. Fosters cross-functional collaboration by sharing knowledge, aligning efforts, and supporting others to achieve shared goals. Communicates with empathy and respect, contributing to a shared sense of purpose. This strengthens whanaungatanga by nurturing meaningful connections and collective wellbeing.

**Innovative and impactful:** Identifies opportunities to improve and applies evidence, creativity, and courage to drive meaningful change. Uses data and insights to inform decisions, challenge the status quo, and focus on outcomes that matter for ākongā, kaimahi, and communities. These behaviours reflect kotahitanga, recognising that lasting improvement is strengthened through collaboration and shared purpose.

**Engaged:** Actively participates in Toi Ohomai initiatives that advance our vision. Shares knowledge, supports others, and contributes to a positive, forward-focused culture. This is how we can live kotahitanga, working together with unity and purpose.

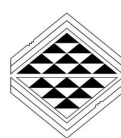
**Self-aware:** Demonstrates humility, reflection, and openness to feedback. Understands the impact of their actions and takes responsibility for creating conditions where others can thrive. This reflects toitūtanga through thoughtful and courageous practice that supports respectful relationships and sustainable ways of working.



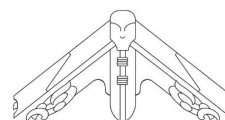
WHANAUNGATANGA



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## Ngā Hononga Mahi | Working relationships

**Internal:** People, Culture and Wellbeing team, leaders, managers and kaimahi

**External:** Suppliers (as required), external networks, unions

### Resource delegations and responsibilities:

**Financial:** Nil

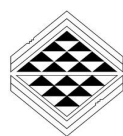
**People:** Nil



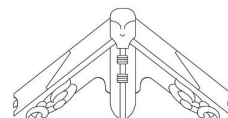
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