

Executive Director – People, Capability and Wellbeing

Kaupapa | Purpose

Provide strategic leadership and oversight to the People, Capability and Wellbeing directorate to deliver integrated people services that enable a thriving, inclusive, and high-performing organisational culture aligned with Wintec’s strategic priorities.

Support a culture of equity, wellbeing, and continuous development by providing strategic thought leadership across human resources, organisational development, and safety and wellbeing initiatives and workplans. As a member of the executive leadership team at Wintec, contribute to the overall leadership of the organisation, fostering collaboration, innovation, and a shared commitment to ākonga and kaimahi success.

Reports to: Operations Lead

Team: Executive Leadership

Remuneration: \$200,000 - \$230,000 total remuneration excluding KiwiSaver

Date: July 2025

Ārahi | Lead

Provide strategic leadership of the People, Capability and Wellbeing directorate, ensuring the design, delivery, and continuous improvement of people and culture, organisational development, and health, safety and wellbeing services.

Model Wintec’s values and set the tone for an inclusive, respectful and high-performing workplace culture.

Build and sustain a capable, motivated, and engaged directorate team, with clear accountability for performance, development, and wellbeing.

Ensure the directorate's strategies, services, and outcomes are aligned to organisational priorities and meet compliance, customer, and legislative requirements.

Take accountability for the directorate budget, including accurate forecasting, prudent management, and full utilisation of resources in partnership with Finance.

Demonstrate visible leadership across Wintec, actively engaging with kaimahi, unions, and external partners to strengthen trust, collaboration, and outcomes.

Contribute as an executive team member to organisational strategy, collective decision-making, and cross-functional leadership.

Provide thought leadership by anticipating workforce trends, regulatory change, and sector innovations, positioning Wintec as an employer of choice.

Ngā mahi | Do

Lead the development and delivery of people strategies that foster a safe, inclusive, and values-driven culture, enable workforce capability and succession, and drive equity, wellbeing, safety and performance outcomes.

Ensure compliance and operational excellence in employment relations, and wellbeing and safety by maintaining robust systems, policies and processes; managing critical incidents, risks and hazards; and meeting all legislative and audit obligations.

Provide strategic and practical advice to the Chief Executive and Executive Team, influencing organisational direction and ensuring people, capability and wellbeing considerations are embedded in decision-making.

Partner with leaders to ensure they are supported, equipped, and accountable for managing their people effectively and in line with Wintec values and legal obligations.

Oversee constructive and solution-focused engagement with unions, kaimahi representatives, and external agencies, ensuring positive employment relations and fair resolution of issues.

Drive organisational development initiatives that build cultural competency, leadership capability, resilience, and adaptability in the workforce.

Monitor, analyse, and report on people metrics, wellbeing and safety outcomes, and workforce trends, ensuring data-driven decisions and insights to drive continuous improvement.

Health, Safety and Wellbeing

- Significant hazards in the area of responsibility are identified, documented and reviewed annually or as new hazards emerge;
- Significant hazards are eliminated, isolated and/or risk minimised;
- Staff in the area of responsibility are involved in the hazard management process;
- Relevant health and safety training is identified and completed for key staff and those with specific job/training requirements;
- Work accidents and incidents are reported as soon as possible after occurrence; investigation reports are completed and recommendations considered.

Wintec culture

- Observes Wintec's mission, strategies, priorities and values in all activities;
- Follows all Wintec and Te Pūkenga's policies and procedures and legislative obligations;
- Demonstrates an understanding and commitment to the principles of the Treaty of Waitangi and Equal Employment Opportunities (EEO);
- Demonstrates an understanding of and commitment to Wintec | Te Pūkenga mission, strategies, priorities and values;
- Promotes equity and diversity in the workplace; builds mutual trust; and treats kaimahi equitably, transparently, fairly and in a culturally appropriate manner;
- Undertakes continuous improvement and development of systems, procedures and service to ensure Wintec maintains and develops its position as a leading provider of vocational education and training.

Other duties

- Performs other duties as may be reasonably required from time to time.

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 Post Graduate level qualification in Human Resources 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.

Extensive experience and knowledge leading people and culture functions.

Significant experience in a same or similar position in a medium to large organisation including leading teams as an executive leader.

Significant experience within the vocational education sector.

Strong strategic capability and change management practice, excellent communication skills and proven ability in developing relationships across a business and the ability to influence at senior levels and a diverse range of stakeholders.

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

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

Demonstrated practice in advocating, supporting and leading approaches that promote equity and prioritise the needs of priority groups.

Waiaro | Be

Authentic and Inclusive: Promote an environment of inclusion and authenticity, where all contributions are valued. Be courageous to 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. Embrace the interconnectedness of environmental, social, economic and cultural wellbeing.

Collective: Seek progress over perfection, moving forward with aroha, empathy and persistence. 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 Wintec, employers, ākonga and their whānau.

Self-awareness: Navigate yourself, and lead others through 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 and as a leader.

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. Create 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.

Wintec Values



Manawa nui describes the behaviour of a person or group that embodies manaakitanga (kindness), humility, patience, respect, tolerance and compassion.



Manawa roa describes the behaviour of a person or group that embodies staying power, resilience, fortitude, grit and doing what needs to be done to achieve the collective goal.



Manawa ora describes the behaviour of a person or group that embodies the act of breathing life into all aspects of another life form.

Ngā Hononga Mahi | Working relationships

Internal: Governance, leadership, and teams, all kaimahi.

External: Unions, supplier and contractors, government agencies

Resource delegations and responsibilities:

Financial: As per delegations policy

People: 10-15 direct and indirect reports