



#### Mahi Tahī

We are one team, stronger together as we work with and for our community to deliver outcomes that matter.

#### #arohatōmahi

We love our work and know that our work matters. That is why we do what we say we will do and apply energy and enthusiasm across our mahi.

#### Manaakitanga

We put our people first by showing them that they matter, through a focus on whānau's needs and aspirations.

#### Tiakitanga

We proudly and professionally contribute every day to the care of our community and whenua with courage, positivity and mana - leaving a legacy which future generations will embrace.

## Details

JOB TITLE	People and Capability Business Partner
REPORTS TO	People and Capability Manager
GROUP	Capability and Transformation
DIRECT REPORTS	Nil
FINANACIAL DELEGATIONS	Nil
WARRANTS REQUIRED	Nil
GRADE	19

## Purpose

The People & Capability Business Partner plays a vital role in enabling our Council to thrive by partnering with People Leaders to strengthen individual, team, and organisational capability.

Grounded in our values of Manaakitanga, Mahi Tahī, #ArohaToMahi, and Tiakitanga, this role builds trusted relationships to understand the unique needs of each team and deliver people solutions that enhance performance, support growth, and uphold mana.

Embedded within the business, the role works across the full employee journey, from recruitment and onboarding through to development, performance, change and supporting respectful and well-managed transitions out of the organisation. Our People & Capability team ensures our people systems and practices are inclusive, future-focused, and consistently applied across the organisation.

Through our end-to-end partnership model, the Business Partner roles gain a deep understanding of their portfolio's needs while also contributing to a cohesive, organisation-wide approach to people leadership, culture, and capability.

This role supports the delivery of strategic initiatives that grow internal capability, enable effective leadership, and foster a positive, values-led workplace culture that can respond to current and future challenges.



## Key Responsibility and Expected Outcomes

### *Strategic People Partnering*

- Act as a trusted advisor to People Leaders, providing proactive, solution-focused advice on people matters that support team performance, engagement, and alignment with Council priorities.
- Use workforce insights, data, and feedback to identify trends, anticipate needs, and inform people strategies across teams and functions.
- Facilitate connections between leaders, teams, and the People & Capability function to embed consistent, values-led people practices.

### *Leadership and Capability Development*

- Partner with leaders to identify current and future capability needs, supporting the design and delivery of targeted development initiatives.
- Coordinate internal training and leadership programmes that build practical skills, digital confidence, and change readiness.
- Enable internal facilitators and subject matter experts to deliver impactful learning experiences, including onboarding, systems, customer service, and leadership development.
- Support succession planning, mentoring, and secondments to grow internal capability and strengthen leadership pipelines.

### *People Systems, Processes and Policy Application*

- Provide practical guidance to leaders on the consistent and equitable application of HR policies, processes, and frameworks—including performance, remuneration, leave, and role design.
- Contribute to remuneration and job evaluation processes to ensure roles are accurately documented, fairly sized, and market-aligned.
- Advise on benefits, allowances, and employment conditions under relevant agreements and legislation.
- Provide proactive support to the People and Capability Manager by contributing to the development, review, and implementation of people policies and frameworks. Assist in translating policy into practical guidance for leaders, ensuring consistency and alignment with organisational values and legislative requirements. Actively participate in policy improvement initiatives and help drive adoption across the organisation.

### *Employee Relations and Organisational Support*

- Support the management of performance concerns, conflict, misconduct, and medical incapacity, ensuring processes are fair, timely, and legally compliant.
- Coach leaders through challenging conversations and formal processes, maintaining accurate documentation and procedural integrity.
- Contribute to continuous improvement of ER frameworks and ensure consistency with legislation and organisational policies.

### *Change and Engagement*

- Support organisational change initiatives by advising on people impacts, supporting transition plans, and ensuring leaders are equipped to lead through change.
- Help drive engagement by supporting values-based leadership, effective communication, and the implementation of initiatives that foster collaboration and culture.

### *Health Safety & Wellbeing*

- Promote a strong health and safety culture by proactively modelling our values and hold self and others to account to Consistently follow all health and safety policies and legislative requirements.

### *Council Contribution*

- Actively contribute to the Capability and Transformation Group by performing duties as required, promoting a positive workplace culture, and participating in Emergency Management activities.



## CAPABILITY & COMPETENCIES REQUIRED

### *Skills, knowledge & Experience*

- A seasoned HR Practitioner with sound understanding of employment law and HR policy frameworks, with the ability to interpret and apply them to practical workplace situations.
- Skilled at assessing people-related risk and providing clear, balanced, and practical advice. Ensures that decisions and actions are well considered, procedurally fair, and reflect both legal obligations and organisational values.
- Confident navigating complexity while keeping people and reputation at the centre.
- Proven ability to resolve issues quickly while upholding Mana for all parties involved
- Demonstrated experience working as a trusted advisor, providing insights, coaching, and support to strengthen leadership and deliver team and organisational outcomes.
- Strong analytical and problem-solving skills to identify issues, interpret data, and recommend evidence-based solutions.

### *Drives Community Outcomes*

Delivers impactful outcomes for the community by providing exceptional service, fostering meaningful lwi relationships, integrating Te Reo Māori and tikanga, and continuously improving efficiency within the Horowhenua District Council landscape.

### *Delivery Focused*

Delivers high-quality work with integrity, accountability, and efficiency, following through on commitments, engaging with lwi where appropriate, and using digital tools effectively to achieve meaningful community outcomes.

### *Mana Enhancing*

Builds trust by placing people at the heart of decisions, embracing diverse cultures, upholding high standards of professionalism, nurturing personal growth and self-care, and protecting the mana and integrity of relationships.

### *Connected*

Builds strong, trust-based relationships across teams and the community through clear communication, collaboration, and cultural engagement, creating a connected and inclusive environment that drives better outcomes.

### *Resilient and Adaptable*

Adapts to change with curiosity and resilience, maintaining focus under pressure, seeking diverse perspectives, and persevering to deliver the best outcomes for the community.



## Alignment with our community outcomes



We uphold Te Tiriti o Waitangi and its principles and recognise the role of Mana Whenua as kaitiaki of their rohe. We support them to maintain and enhance tikanga with their ancestral lands and waterways, wāhi tapu and other taonga, and build mutually respectful partnerships with tangata whenua, supporting whanau, marae, hapū and iwi in achieving their aspirations.



We contribute to improving our natural environment for current and future generations to enjoy, and protect the important natural features in our district.

We ensure our built environment supports the wellbeing of our people and manage competing pressures on resources sustainably.



We provide efficient, reliable and affordable infrastructure, developing and maintaining facilities and infrastructure to meet the needs of current and future generations. Our community facilities and infrastructure are resilient, helping us to respond to climate change and natural hazards, working with partners to develop infrastructure that enables growth.



We are business friendly, supporting diversity and resilience in our local economy and work with others to make our economy grow. We aspire for economic security for all of our people and seize growth opportunities for our district.



We value the diversity of our people, and how our district's heritage shapes our community's sense of identity and pride.

We provide infrastructure, services, facilities and places to build resilient and connected communities where people of all ages and backgrounds feel included and safe. We are building collaborative relationships with service providers to enable all people to live positive and healthy lifestyles, encouraging our people to participate in local decision making.

