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| ***POSITION DESCRIPTION*** | |
| **POSITION TITLE** | Manager – People & Capability |
| **DEPPARTMENT** | People & Capability |
| **GROUP** | Office of the Chief Executive |
| **REPORTS TO:** | Group Manager Office of the Chief Executive |
| **DIRECT REPORTS** | Three (3) |
| **POSITION PURPOSE**  The Manager – People & Capability is a key strategic and operational role responsible for leading the Council’s HR function to support the delivery of organisational goals. This position provides expert advice to the CEO, Senior Leadership Team (SLT), and managers on all aspects of people management, while also ensuring a positive, values-aligned workplace culture.  The Manager – People & Capability plays a central role in workforce planning, talent development, performance, change management, and organisational development, with a strong focus on continuous improvement and compliance within the local government framework. | |
| **DATE OF REVIEW** | July 2025 |
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| **ORGANISATIONAL CONTEXT** | |

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| ***KEY RELATIONSHIPS*** | | | |
| **EXTERNAL** | | **INTERNAL** | **COMMITTEE/GROUPS** |
| * Public * Legal Advisors * Local Government NZ * Unions * Employment Agencies * Training Providers * Iwi | | * CEO * Senior Leadership Team * Managers * All Staff | * Standing Committees of Council |
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| ***FINANCIAL RESPONSIBILITIES*** | | | |
| As per the Financial Delegations Register   * Jobholder can spend unbudgeted capital **Y** / N**.** Amount: $10,000.00 * Jobholder is responsible for committing the organisation to long term contracts Y / **N** | | | |
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| ***KEY ACCOUNTABILITIES*** | | | |
| KEY RESULT AREAS | EXPECTED OUTCOMES/PERFORMANCE INDICATORS | | |
| **Values** | At all times ensuring Council values are reflected in behaviours and professional delivery of role. | | |
| **Strategic Leadership** | Partner with the CEO and SLT to align HR strategy with Council’s strategic objectives.  Lead the development and implementation of HR policies, frameworks, and programmes that foster a safe, inclusive, and high-performing organisation.  Contribute to organisational design, change management initiatives, and workforce planning. | | |
| **Operational HR Management** | Oversee the employee lifecycle including recruitment, onboarding, retention, development, and exit processes.  Provide coaching and support to managers on performance management, employment relations, and staff engagement.  Ensure compliance with employment law, Council policies, and collective agreements. | | |
| **Culture & Engagement** | Champion a positive organisational culture based on integrity, collaboration, and service.  Lead Council’s employee wellbeing, diversity and inclusion, and engagement strategies.  Drive initiatives that support leadership development, succession planning, and capability building. | | |
| **Health, Safety & Wellbeing** | Oversee the Council’s Health & Safety framework in conjunction with the H&S Officer.  Ensure a proactive approach to risk management and wellbeing. | | |
| **Systems & Reporting** | Manage HRIS systems to ensure accuracy and data integrity.  Provide regular workforce analytics and reporting to the CEO and SLT to inform decision-making.  Ensure compliance with audit and regulatory requirements. | | |
| **Health, Safety and Wellbeing** | Provide leadership and direction in matters relating to Health, Safety and Wellbeing by understanding and implementing the requirements of the Health and Safety at Work Act, and Council’s policy and procedures. This includes:   * Maintaining Council’s safe working practices and procedures within your team and leading by example in all areas of health, safety and wellbeing. * Ensure compliance with any reasonable policy or procedure given by Council. * Taking reasonable care for your own health and safety, as well as the safety of others, ensuring that your actions or omissions do not adversely affect anyone. * Cooperating with Council policies and procedures, including the use of necessary personal protective equipment and clothing. * Reporting any potential or actual risks, injuries, work-related illnesses, and incidents (including near misses) to facilitate investigation and mitigation. * Accurately reporting all work-related hazards, incidents, and accidents, and promptly implementing corrective actions. * Providing support to the Health, Safety, and Wellbeing team in internal audits, assessments, and investigations as required. * Attending and completing Health and Safety training, ensuring all required certifications remain current. * Actively participating in Council’s health, safety, and wellbeing practices and projects. | | |
| **Additional Duties** | **Collaboration and Inclusion:** Demonstrate understanding and respect for work colleagues and customers. Actively support a diverse and inclusive workplace environment. Ensure the Council meets its obligations under the Treaty of Waitangi, the Treaty Settlement Act. Additionally, observe cultural protocols and safety practices to support initiatives, consultations, and relationships with Iwi.  **Emergency Management:** Participate in civil defence and emergency management training and activities as directed to fulfil the Council’s statutory responsibilities.  **Additional Duties:** Perform other duties as required, as appropriate.  Embrace change by being proactive in your learning and development to support both personal growth and the Council’s goals. Discuss and set development goals with your people leader, engage in on-the-job learning, and stay open to feedback and innovation. Collaborate across teams, share your ideas and strengths, and mentor others to enhance team outcomes. | | |

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| ***PERSON SPECIFICATION*** | | |
| **QUALIFICATIONS**  *(or equivalent level of learning)* | **Essential** | **Desirable** (for recruitment purposes only) |
| Tertiary qualification in Human Resources, Business, or a related discipline. | Experience working within the public sector or local government is highly desirable. |
| **EXPERIENCE**  *(Indicate years of experience required as appropriate)* | Minimum 7 years of progressive HR experience, with at least 3 years in a senior or managerial role. |  |
| **SKILLS/ATTRIBUTES/JOB SPECIFIC COMPETENCIES**  *(Typically, be expected for 100% fully effective in role)* | Strong understanding of New Zealand employment law and HR best practice.  Proven ability to lead people, influence stakeholders, and drive change.  Excellent interpersonal, coaching, and conflict resolution skills.  Strategic thinker with a hands-on approach to implementation.  High degree of professionalism, confidentiality, and integrity.  Knowledge of Te Tiriti o Waitangi and commitment to bicultural competence. | |

*To adapt to the evolving nature of our work environment, including technological advancements and statutory changes, it may be necessary to periodically review and update this job description. These updates can occur as part of the annual performance cycle's preparation or as needed. The manager of this position, in consultation with the position holder, may initiate these updates. This job description should be reviewed during the preparation phase of performance planning.*

Employee Name Date

Employee Job Title

Approved: Manager Name Date

Manager Job Title

