



### Mahi Tahī

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

### #arohatōmahī

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	Senior P&C Business Partner
REPORTS TO	People & Capability Manager
GROUP	Organisation Performance
DIRECT REPORTS	NIL
FINANCIAL DELEGATIONS	NIL
WARRANTS REQUIRED	NIL
GRADE	19

*He rau ringa e pakari ai ngā taura whiri i ō tātou kāinga noho me ō tātou hapori – mai i te pae maunga o Tararua ki te moana*

*With many hands the threads which weave our neighbourhoods and communities together will be strengthened from the Tararua Ranges to the sea.*

## Purpose

The People & Capability team helps to enhance organisational capability, foster a positive culture and engagement, and streamline processes for greater efficiency.

We seek to establish a centre of expertise and innovation that will drive our future success.

The Snr People & Capability Business Partner works alongside People Leaders and Teams across a dedicated portfolio to help build capability, improve culture and engagement and create efficiencies through improved processes.

The role supports the organisation across all aspects of the employee journey, from organisational change, recruitment, onboarding /induction, performance management, and contributing to the delivery of projects and initiatives that promote employee well-being, engagement, development and growth.

The end to end partnership models, means the Snr BP can build relationships across their portfolio, gaining a deeper understanding of their needs.



## Skills, Knowledge and Experience

EXPERIENCE	Extensive experience and professional achievement in P&C management, People Leadership or related discipline.
KNOWLEDGE	A seasoned HR Practitioner with knowledge across all facets of people management and leadership. Well developed knowledge of ER and how to resolve issues quickly but with Mana.
SKILLS	Attention to detail and a strong focus on process improvement Exceptional customer service skills The ability to work in a highly confidential environment Demonstrates a strong focus on high performance standards and personal achievement. Highly motivated to exceed expectations. Displays initiative and is personally driven to deliver results.
RELATIONSHIPS	Ability to build strong working relationships and become a trusted support person and colleague. Ability to collaborate across the organisation.
INTEGRITY	High level of professionalism and confidentiality. Ability to appropriately manage sensitive information. Ability to build trust through actions
COMMUNICATION	Demonstrates an intuitive ability to keep people informed and proactively consider how to communicate for the best outcomes. Ensure clarity and check for understanding, while communicating in a clear, confident, and articulate manner. Ability to adapt communication style to meet the needs of the audience.
IMPLEMENTATION	Dependable & can thrive in fast-paced environments. Consistently follows through on actions to ensure they are executed effectively
SELF-INSIGHT	Very self aware, recognises own strengths and weaknesses Is open to feedback and actively seeks opportunities for learning and personal growth.
RESILIENCE	Remains calm, composed, and optimistic in stressful or high pressure situations.
TEAMWORK	Supports and collaborates with team members to achieve targets and strives to get the best out of others. Is resourceful and proactive
GROWTH MINDSET	Has a hunger to learn and can pick up new information and skills quickly. Can apply learnt information to new problems. Quick to pick up technical concepts and jargon and be able to translate this to others.



## Key Responsibility and Expected Outcomes



**'You'  
Matter**

### 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.

### Leadership and Influence

Live our Values and focus on the Moments that Matter. Supporting your colleagues and empowering and inspiring growth and development across the organisation.

### Change Leadership

Be an advocate for and a driver of change. Be a Future builder, help others across the organisation navigate the future. Be a positive culture contributor.



**Partnerships  
Matter**

### Te Tiriti o Waitangi

Demonstrate a commitment to and respect for the Treaty of Waitangi and incorporate these into your work ensuring HDC projects are delivered in a culturally sensitive way.

### Community and Customer Focus

Champion community engagement having a strong focus on meeting quality standards for services and evaluation of customer outcomes and satisfaction.

Identify and engage with communities and community groups to encourage involvement in the development of community initiatives and programmes.

### Relationship Management

Build networks and develop meaningful relationships with stakeholders both internally and outside Council.



**Performance  
Matters**

### Personal Development

Live the values of council and take responsibility for your own self-development to enhance skills and knowledge applicable to current and future roles. Actively and positively participate as a member of the Organisation Performance Group and perform all reasonable duties as needed.

### Risk Management

Effectively identify and manage risks, take actions to resolve and/or escalate issues to contribute to the maintenance of the risk management framework.

### Customer Centric

Serve as a point of contact for employee inquiries regarding policies, benefits, and procedures. Maintaining a customer centric focus, ensure services are delivered in an effective and customer focused way, and that effective working relationships are maintained.



**Work  
Matters**

### Business Partnering

Work proactively with leaders to provide commercial, strategic and tactical advice to empower leaders to execute the people aspect of their business plans.

Fully understand the business priorities, challenges, risks and people related issues of your allocated portfolio so that you can effectively develop a range of fit for purpose solutions which lead to efficiencies, enhanced capability, retention of talent and engagement.

Coach managers as you work with them to build their leadership capability and people management skills.

Support ELT & People Leaders to manage their teams performance.

### Recruitment

Lead the end-to-end recruitment process for the allocated areas of the business, including the delivery of our on-boarding processes.

### Change Management

Support the P&C Manager, Executive Leadership team and managers to develop change processes that align with HDC business plans.

Follow best practice process and have a positive impact on organisational culture for the future.

### Employment Relations

Provide commercial, strategic and tactical advice on employment issues.

Negotiate and mediate sensitive staffing issues such as disputes, complaints and grievances.

Manage organisational risk appropriately following all HDC policies, procedures and govt legislation.

### Industrial Relations

Support the P&C Manager during the bargaining process.

Build and maintain relationships with union organisers, delegates & representatives.

### Performance and Pay

Oversee the delivery of the remuneration model and framework.

Support the delivery of an employee benefits programme that focuses on recruitment and retention.

### Continuous Improvement

Constantly look for ways to improve our overall processes and systems

Keep up to date with market trends and look at ways we can implement new initiatives.



## 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.

