

Position Description

Position Title:	People & Culture Manager
Reports To:	General Manager Corporate Support
Responsible For:	2 direct reports: a P&C Business Partner and a H&S Coordinator
Group and Team:	Corporate Support Leadership Team
Delegations and	
Budget Responsibilities:	As per Delegations Register

Purpose

To lead the provision of high quality, legally compliant, and customer centric people and culture functions. This includes (but is not limited to) employment and industrial relations, remuneration, employee experience (recruitment, welcome, retention, and farewell), performance, reporting and administration, and capability.

To develop and deliver a people and culture strategy that achieves a people-oriented performance culture emphasising quality leadership, empowerment, engagement and excellent delivery.

Key Relationships

External to Council

- Professional advisors and suppliers in a range of services such as recruitment, training and development, coaching, legal and payroll services
Community groups and organisations
- Other local and regional authorities
- Outside agencies including Government departments
- Customers/Public.

Within Council

- Other Corporate team members
 - All GDC employees
 - Senior Leadership Team
 - Elected Representatives
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What You Will Do *(provided as a guide only)*

Strategic Planning, Advice & Implementation:

- Contribute to the achievement of GDC's overall strategy and 10-year plan as well as business plans.
- Develop and implement a people and culture strategy that aligns with the overall organisation's vision and plans and delivers excellent employment experience.
- Together with the CE, senior leadership team, and Hokonui Runanga, develop and implement a bi-cultural strategy that aligns with GDC's overall strategy and specifically the P&C strategy so that the organisation's bi-cultural journey is authentic.
- Develop and implement a range of initiatives that align with relevant organisational strategies, e.g. diversity and inclusion; wellbeing.

- Provide timely, concise reporting and advice to the CE, SLT and Council against key performance goals, key issues, developments and risk.
- Provide timely, concise reporting on Health & Safety against key performance goals
- Ensure impartial, accurate and timely P&C advice and information is provided to the CE, SLT and managers to enable them to make consistent and informed decisions.

Workforce Planning, Recruitment and People Development:

- Develop and maintain workforce plans that address areas of future talent requirements, attracting and retaining talent and building capability.
- Review the quality of recruitment processes and providers so that it meets with employment brand strategy and expectations
- Ensure appropriate training and development requirements are delivered efficiently and effectively to achieve objectives.
- Provide advice and where needed coaching to management so that they develop their leadership skills and performance as managers of well-functioning teams.
- Collate information, analyse, and report workforce trends and key issues and develop best practice approaches to addressing them.

Employee Relations / P&C Policies

- Coach and support managers and team leaders in formal people processes, including advice and guidance to employees and managers for remuneration and performance management/development matters.
- Maintain positive employee relations, with managers kept abreast of changes to policies, practices and employment or case law which affects employment relations.
- Ensure P&C policies reflect up to date employment practices and are well communicated throughout the organisation.
- Identify and address areas of employment relations risk and ensure mitigation strategies are implemented.
- Train and support managers and team leaders to lead courageous conversations and conduct investigations internally or externally when needed and as appropriate.
- Facilitate the resolution of staff management and employment relationship problems as required.

Industrial Relations

- Actively manage Council relationships with internal and external union representatives.
- Lead the collective bargaining process, including strategy and negotiations in accordance with the agreed remuneration strategy.

Performance, Remuneration and Reward

- Develop the core competencies and skills matrix (for roles, leadership and culture) required for Council to meet its goals.
- Facilitate the job evaluation process, ensuring integrity and consistency across positions; advising people leaders on process so they can make unbiased decisions.
- Take the necessary advice to lead the development and implementation of remuneration strategy, to ensure we are positioned appropriately in the market place.

- Champion performance management and facilitate annual reviews of employee work performance.
- Review the development and implementation of performance and professional development systems, ensuring appropriate linkages with remuneration and reward ensuring relevancy.
- Ensure that required information is provided to the Payroll service provider in an accurate, consistent, and timely manner.

Culture, Engagement and Change Management

- Review, plan and champion our organisation culture in the light of GDC's values, bi-cultural journey and overall strategy.
- Support the SLT and managers with specialist advice and practical help with change, transformation management projects and culture shaping for their departments and teams.

Health and Safety

- Champion and provide visible leadership in health and safety systems, practices, awareness and compliance to achieve a healthy and safe workplace.
- Help evolve Council's Health, Safety and Wellness strategies, policies, processes and practices.
- Ensure proactive and accurate Health and Safety reporting across the business and with our people leaders, ensuring that managers' corrective actions are implemented.
- Ensure investigations of serious harm workplace accidents are properly undertaken, notifying WorkSafe where necessary and assisting them with any subsequent investigation.

Leadership

- Lead, coach and motivate team members, promoting employee engagement with constructive feedback, openness, acknowledgement and trust.
- Ensure a workplace culture that meets GDC's values including shared ideas, problem solving and mutual support within and across teams that empowers others to achieve results that are responsive, business like, well planned, safe and successful.
- Meet organisation goals through the proactive and consistent application of performance and development processes.
- Promptly address concerns relating to the performance of team members so that an appropriate support/development plan can be put in place.

Financial Management

- Ensure the effective financial management of activities and budgets under your control in accordance with Council guidelines, timelines and delegated responsibilities.
- Ensure a professional and well considered business case is presented when requesting a change in resource requirements.

What You Will Bring

Education and Qualifications

Essential:

HR or Employment Law qualification.

Demonstrated experience across the range of people and culture functions.

Experience developing and implementing people and culture strategies, initiatives and projects.

Demonstrated experience working as a trusted business partner to an organisation

Experience in change management, coaching people managers, diversity and inclusion.

Desirable:

Experience or exposure to te reo Māori, and bi-cultural development

Experience and exposure to Health and Safety reporting systems.

Knowledge, Skills and Experience

Essential:

Ability to be a role model for behaviour and values.

Ability to provide high level advice in a credible manner.

Excellent communication skills, empathetic and able to listen and engage with people.

Excellent organisational, interpersonal and teamwork skills.

A balanced and informed approach to problem solving as well as managing situations involving change, stress and conflict.

Ability to plan and prepare for outcomes on the basis of priority and effective management of time.

Proven ability to identify, establish and where appropriate, implement process improvements at both strategic and operational level.

Ability to gain and maintain knowledge of local government responsibilities.

The ability to think strategically about the future development of the people needs of the organisation and to generate broad objectives consistent with that development.

Desirable:

Budget management.

Sound understanding of the NZ employment environment and relevant local government legislation.

Our Values

Professionalism and pride

- We are honest, reliable and credible
- We are proud to work for the Gore District Council
- We respect our community and our colleagues

Quality customer service

- We go the extra mile to deliver excellent customer service
- We respond quickly and effectively
- We respect and understand our customers' needs

Provide solutions

- We are agile in our thinking, whenever possible, when facing challenges
- We are innovative
- We are courageous in our decision making

Work as a team

- We are supportive and loyal, positive and encouraging
- We share a sense of family and a sense of humour
- We value and respect individualism, and sharing differing points of view

Value opportunity

- We seize opportunities for professional growth
- We strive to excel in all we do
- We are ready to lend a hand whenever we are needed.