

POSITION TITLE:	People & Capability Advisor – Learning and Development [fixed term]		
GROUP:	Executive Advisory Group	SECTION:	People & Capability
REPORTS TO:	People & Capability Manager		
RESPONSIBLE FOR:	NA		
FAMILY:	TS3	GRADE:	16
DATE REVIEWED:	March 2022		

HBRC STRATEGY

Our Vision:

We want a healthy environment and a resilient and prosperous community.

Our Purpose:

We work with our community to protect and manage the region’s precious taonga of rivers, lakes, soils, air, coast and biodiversity for health, wellbeing and connectivity.

Our Values:

- **Partnership and Collaboration:** We work with our community in everything we do
- **Accountability:** We hold ourselves to account to deliver results, be responsive to community expectations, and the best use of ratepayers’ funds and assets
- **Transparency:** We report on what we do and the value this delivers for our community
- **Excellence:** We set our sights and expectations high, and never stop striving to do better

Our Focus:

- **Water quality, safety and climate-resilient security** ~ *Te kounga o te wai, te haumarutanga me te mārohirohi ā-āhuarangi o te whakamarutanga.*
- **Climate-smart and sustainable land use** ~ *Kia koi, kia toitū hoki te whakamahinga o te whenua.*
- **Healthy, functioning and climate-smart biodiversity** ~ *kio ora, kia āhe, kia mārohirohi ā-āhuarangi hoki te rerenga rauropi.*
- **Sustainable and climate-resilient services and infrastructure** ~ *kia toitū, kia mārohirohi ā-āhuarangi hoki ngā ratonga me ngā hanganga ā-whare.*

POSITION SUMMARY

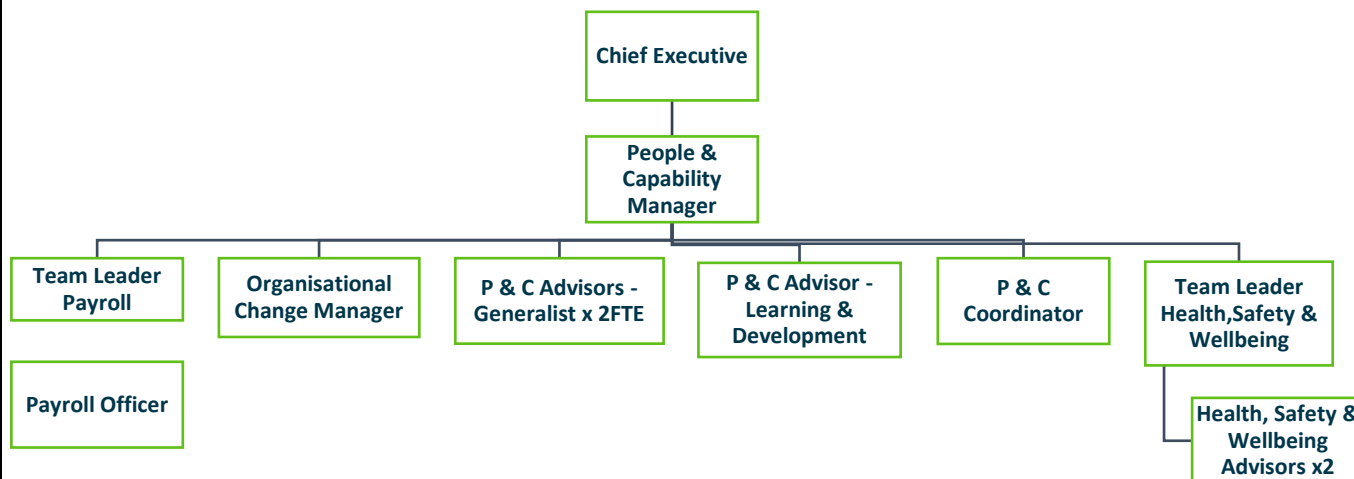
The primary focus of the People & Capability Advisor – Learning & Development will be to design, develop and implement organisational development initiatives for HBRC that have been identified and agreed in the People Plan. These initiatives will be focused on leadership, people experience and sustainable workforce. The role will work closely with the P&C Manager and Advisors.

GROUP AND TEAM GOALS:

The People and Capability Team are responsible for establishing and embedding the People Plan, ensuring the organisation is supported with the necessary programmes, processes and initiatives to attract, retain and sustain our people. The People and Capability Team provide the following roles and functions as part of the Executive Advisory Group:

- Providing insight and expertise that allow our people and HBRC to be successful
- Understand the organisation and apply business acumen so you understand where we are going and can actively contribute
- Ensure managers and staff have confidence in our capability to match valued solutions to needs
- Oversee implementation of a people & capability integrated competency framework that leads recruitment, induction, training development and performance in respect of applied: Treaty of Waitangi Principles, iwi consultation and engagement, applied use of Te Reo Māori and incorporated practice of Māori values and mātauranga. Build culture including a safe and trusted environment where our people can thrive
- Be proactive about our talent needs today, while focusing on the long-term strategic need
- Mitigate risk to HBRC to ensure the wellbeing of our teams and stakeholders
- Ensure appropriate staff policies and best practices are in place related to HR and H&S matters.
- Align staff policies with organisational needs and values.
- Ensure a sound recruitment process is in place and utilised appropriately.
- Manage and facilitate appropriate staff, and organisational development initiatives and opportunities
- Champion the development of leadership incentives and People & Capability HR 'best practice'
- Develop and maintain an effective and appropriate remuneration process and associated policies.
- Monitor and make recommendations to promote and maintain a positive culture throughout the organisation.
- Maintain and promote a health and safety and wellbeing culture that is effective and of a high standard.
- Ensure advice, processes and procedures are available to meet the requirements of the Health and Safety at Work Act
- Deal with industrial issues requiring People and Capability intervention.

ORGANISATIONAL CONTEXT



JOB SPECIFIC ACCOUNTABILITES

People Plan Initiatives

The person in this role will be responsible for:

- Developing a competency framework
- Setting up a generic training programme including sourcing appropriate providers
- Leadership development

- Reviewing and making recommendations for improvement of our Group Induction programme
- Supporting trainers and co-training where appropriate on any internal training modules that form part of the generic training/development offering.
- Assisting the P&C Advisors with the Talent Mapping Process (including facilitation and supporting documentation).

General

- Proactively develop and maintain effective relationships across the organisation.
- Ensure all processes undertaken are compliant with the Employment Relations Act, Human Rights Act, Privacy Act and other relevant legislation.
- Maintain an up-to-date knowledge of employment and other relevant legislation.

FUNCTIONAL RELATIONSHIPS

Internal

- People and Capability Manager
- EA to the Chief Executive
- Executive Team
- Team members
- Managers and Team Leaders
- General Staff
- Staff Support Group
- Staff Union

External

- Consultants and contractors
- Local authorities
- Technical and legal professionals
- Training Providers
- Other Government Agencies
- Tertiary Institutes

COMMUNITY RELATIONSHIPS

Fostering good working relationships is fundamental to the successful achievement of strategic goals for HBRC. We know we can't achieve change without the people (our community) outside our business. As expressed under our purpose statement, "working with our community" is at the heart of everything we do. This is particularly relevant to our relations with Tāngata Whenua in terms of co-governance and co-management. Successful relationships involve building trust. Which in turn enables us to support each other to respond to new challenges as they arise.

This means:

- Professional attitude is projected at all times in dealing with external contacts.
- Information is accurate and is provided in a timely manner.
- Outcomes that are fair and clearly understood by both parties are achieved
- Customers are satisfied with responses to written or verbal requests for information.

CONTINUOUS IMPROVEMENT

All Hawke's Bay Regional Council (HBRC) staff are expected to actively and enthusiastically promote the concept of continuous improvement in their work for HBRC. This means:

- Maintaining a positive overall attitude in the workplace, including promoting HBRC in a positive manner, as assessed by your peers and Manager
- Taking part in training opportunities provided by HBRC with an open mind, as assessed by pre and post training meetings with your Manager.
- Practicing the skills provided in training offered by HBRC, as assessed by regular feedback meetings with your Manager.
- Showing a strong team commitment, as indicated by peer feedback and your Manager's assessment.
- Practicing the concept of continuous improvement by showing initiative with new ideas and positively acknowledging other ideas.

- Giving honest and open feedback as and when required, aiming to constructively deal with all issues, as assessed by regular feedback meetings with your Manager.
- Deliver on project outcomes: on time and on budget.
- Displaying sound judgment and making responsible decisions.
- Working to high quality standards and where applicable contributes to maintenance of ISO 9001:2015 accreditation of the Quality Management System.

HEALTH AND SAFETY

All staff are expected to follow established health and safety procedures while working for HBRC, and in accordance with policies developed by HBRC. This means:

- Complying with and adhering to HBRC's accepted standards and procedures.
- Where appropriate, taking responsibility for workplace hazards/risks you identify and communicated to management.
- Undertaking regular reviews of workplace risks/hazards that are present in your work.
- When, and if, necessary, participate in the investigation of accidents/incidents according to HBRC procedures.
- Undertaking appropriate and effective staff training when required or necessary.
- Promoting a healthy and safe workplace.
- Actively supporting health and safety initiatives.
- Comply with any rehabilitation plan designed with you for a return to work after an accident.
- Comply with the COVID-19 Public Health Response (Vaccinations) Order 2021

EMERGENCY MANAGEMENT

When a Civil Defence event happens, you may be required to assist with carrying out the Council's Civil Defence responsibilities after providing required support for your family and dependants. All HBRC staff are expected to undertake such Emergency Management functions as are determined appropriate to meet HBRC's role and function in this area. This means:

- Undertaking such a role as is allocated for emergency management requirements.
- Participating in such exercises as are required to maintain a state of preparedness in HBRC.
- Responding to such requests to assume an emergency management role as are required by events.
- Understanding the contents of the relevant section of the Business Continuity Plan (BCP) and its implications for your role.
- Where the requirements of the role require it, review the relevance of the BCP for your team, section or Group on a regular basis.

PERSON SPECIFICATION

Minimum Qualifications and Experience required

- Relevant tertiary qualification
- 10 + years in a learning and development role, preferably in a comparable role
- Training development and facilitation experience
- Experience in developing competency frameworks
- Experience in developing learning programmes
- Experience in utilising on-line training tools
- Valid driver's licence.

Knowledge

The following indicates what would typically be expected for this role at a competent level:

- Knowledge of HR compliance requirements and a relevant employment legislation.
- Training needs analysis knowledge
- Working knowledge of multiple human resource disciplines, including employee and union relations, recruitment, selection, onboarding and exiting.

- Proficiency in MS Word, Excel, Project, PowerPoint and other database and information management systems
Analytical skills.

Personal Attributes

- Strong stakeholder management skills and the ability to work autonomously
- Exceptional customer service and a passion for solution focussed outcomes
- Excellent interpersonal skills with the ability to positively influence others and to initiate and engage effectively at all levels, internally and externally
- Communicates effectively to convey and interpret data/information.
- Collaborative work practices to build strong working relationships.
- Solutions focused
- Ability to effectively plan, organise and co-ordinate work to ensure that goals are achieved with the highest quality of work possible within agreed timeframes
- High level of resilience to manage a challenging and varied workload
- Ability to work collaboratively within a team to achieve both team and organisational objectives
- Ability to effectively gather multiple sources of information and apply technical and analytical skills to make effective decisions.
- Ability to clarify objectives, identify key issues, consider all perspectives and evaluate.
- Ability to cope with a variety of work and on occasion difficult situations.

Awareness

- Demonstrated awareness of Te Tiriti o Waitangi and including Te Reo Māori in relevant and practical ways in interaction and engagement to demonstrate respect and value of Tikanga Māori in appropriate settings.

CHANGES TO JOB DESCRIPTION

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment. Such changes, including technological requirements or statutory changes, may be initiated by the manager of this job with due consultation with the position holder. This job description should be reviewed as part of the preparation for performance planning for the annual performance cycle.

ACKNOWLEDGEMENT

I have read this job description and fully understand the requirements set forth therein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand that this job description does not constitute an employment contract with Hawke's Bay Regional Council.

Employee Signature

Date

Printed Name