

## POSITION DESCRIPTION

# People and Wellbeing Manager



POSITION TITLE	People and Wellbeing Manager
GROUP	People and Corporate Services
LOCATION	Carterton
REPORTS TO	Group Manager People and Corporate
DIRECT REPORTS	3
DELEGATED AUTHORITY	In accordance with the Delegation Manual

### ROLE OF THE PEOPLE & CORPORATE SERVICES GROUP

The People and Corporate (P&C) Services Group comprises people and organisational capability functions, corporate planning and reporting, governance, and support services to deliver Council's strategic objectives and community wellbeing outcomes.

### ROLE OF THE PEOPLE & WELLBEING TEAM

The People and Wellbeing (P&W) Team includes organisational capability and development, employee/industrial relations, payroll, health and safety, staff wellbeing, and Māori responsiveness to create a people-oriented, high-performance workforce that enables our people to deliver services and meet strategic outcomes.

### PURPOSE OF THE ROLE

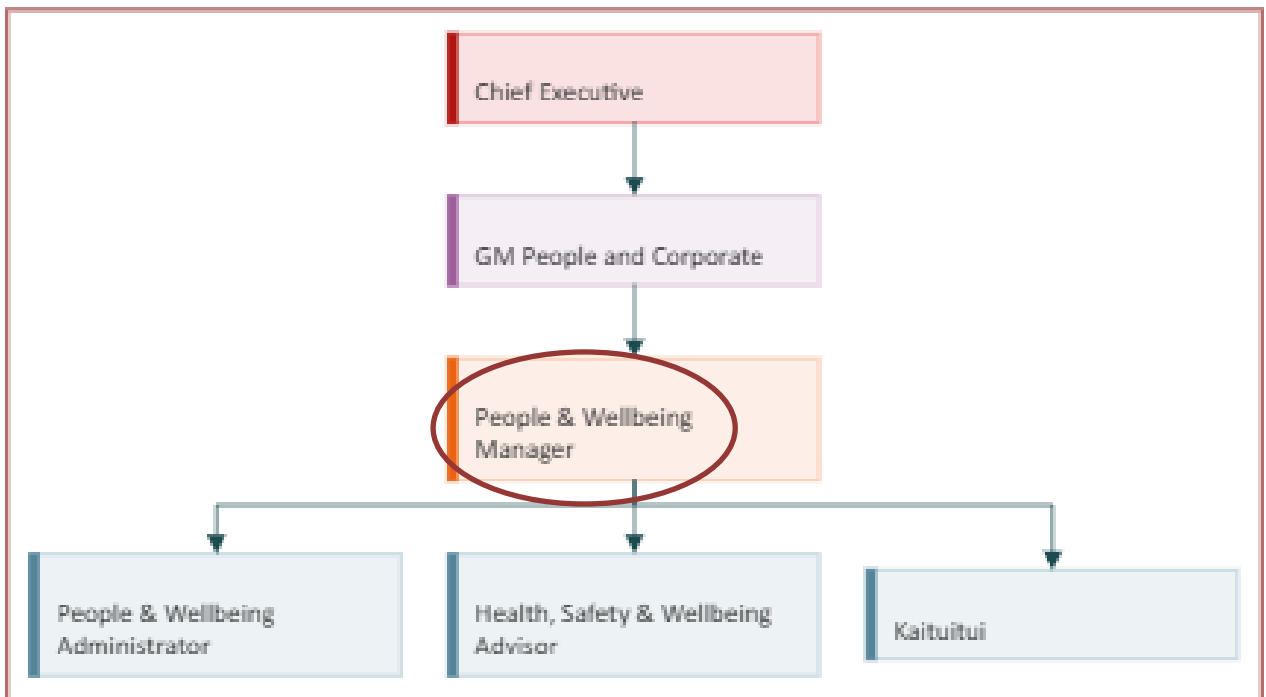
The People & Wellbeing Manager is a key people leadership role for the whole council enabling and empowering its People Leaders and their Teams to perform at their best.

The position is also responsible for leading and managing the day-to-day functions of the P&W Team to deliver its outcomes across payroll, recruitment, employment relations, professional development and training, health and safety, staff wellbeing, and Māori engagement, cultural advice and training.

### RESPONSIBILITIES

- Lead workforce capability and development, payroll, employment relations and other human resources operations, strategies, policies and initiatives to support a high-performance workforce enabling our people to deliver Council's strategic objectives and services.
- Lead health, safety, and wellbeing strategies, policies and initiatives that ensure the council meets its legislative obligations, keeps our people safe and well, and drives a positive organisational culture.
- Support the Council to meet its Te Tiriti obligations and work in partnership with Māori by providing high quality cultural and strategic advice and support, facilitating Māori participation in decision-making, and leading Council wide guidance and training on Te Ao Māori, Tikanga Māori, Te Reo, and Te Tiriti o Waitangi.

## ORGANISATION CONTEXT



## WORKING RELATIONSHIPS

The People and Wellbeing Manager reports directly to the GM People and Corporate, and has three direct reports. In addition, the role has regular contact with a number of internal and external stakeholders including, but not limited to:

INTERNAL RELATIONSHIPS	EXTERNAL RELATIONSHIPS
<ul style="list-style-type: none"><li>• Mayor and Councillors</li><li>• Council and sub-committees</li><li>• Chief Executive Officer and Management Team</li><li>• Other managers and team leaders individually</li><li>• Other Council staff</li></ul>	<ul style="list-style-type: none"><li>• Carterton District ratepayers, residents and members of the public</li><li>• Iwi and mana whenua</li><li>• Other Local Authorities</li><li>• Central Government agencies</li><li>• Suppliers, contractors and other business providers</li><li>• Professional and legal services</li></ul>

## KEY RESULT AREAS

KEY RESULT AREAS	DELIVERABLE MEASURES
Team Leadership	<ul style="list-style-type: none"><li>• Lead the efficient and effective service delivery of the P&amp;W Team managing priorities and ensuring resources and effort are committed to the delivery of objectives and work programmes, within time and budget.</li><li>• Communicate and disseminate council information effectively with team members through appropriate methods including regular staff and one-on-one meetings.</li></ul>

KEY RESULT AREAS	DELIVERABLE MEASURES
	<ul style="list-style-type: none"> <li>• Foster a team environment that promotes and enables an effective, high performing, engaged and connected team.</li> <li>• Ensure that there are the appropriate processes, checks and balances in place so that all work from the Team is consistently of a high quality.</li> <li>• Drive continuous improvement and be committed to identifying, prioritising, and delivering outcomes that meet the Council's and community's expectations.</li> <li>• Develop and manage team members' performance through the Council's appraisal framework including establishing agreed objectives and completing performance and development reviews.</li> <li>• Manage staff timesheets and leave requests.</li> </ul>
<b>People and Organisational Capability</b>	<ul style="list-style-type: none"> <li>• Lead day-to-day HR and people functions that are reflective of business needs, meet legislative compliance, and support, enable and empower a high-performing workforce.</li> <li>• Provide sound HR advice and support to the Executive Leadership Team and people leaders including employment relations issues, organisational change and risk mitigation.</li> <li>• Lead the development and implementation of high-quality strategies, policies, plans and initiatives that are aligned to Council's strategic objectives.</li> <li>• Work with people leaders in a way that ensures regular performance and development conversations with their people, gives them confidence to manage difficult issues, and develops their teams to achieve outcomes.</li> <li>• Drive, implement and monitor initiatives to improve our culture, people and organisational performance.</li> <li>• Actively manage Council relationships with internal and external union representatives including leading the Collective Bargaining process.</li> <li>• Lead the development and implementation of remuneration strategies, processes and systems to ensure they are fit for purpose.</li> <li>• Champion performance management and facilitate effective appraisal review frameworks and processes.</li> <li>• Co-ordinate / oversee preparation and regular review of position descriptions including job evaluation, remuneration, core competencies and skills.</li> </ul>
<b>Planning and Reporting</b>	<ul style="list-style-type: none"> <li>• Plan, monitor and report on the team's activities and delivery of objectives and outcomes.</li> <li>• Provide specific input, including planning and reporting, to the Annual Plan, Annual Report, Long Term Plan and related budgeting and performance measures as required.</li> <li>• Develop and provide financial and non-financial performance reporting in particular, towards the LTP performance measures.</li> <li>• Contribute to high quality reporting and presentations to the Executive Management Team, Council, Committees, Advisory Groups, and Central Government as required.</li> </ul>

KEY RESULT AREAS	DELIVERABLE MEASURES
<b>Health, Safety &amp; Wellbeing</b>	<ul style="list-style-type: none"> <li>• Champion and provide visible leadership in health and safety systems, practices, awareness and compliance to achieve a healthy and safe workplace.</li> <li>• Lead the development of Council's Health, Safety and Wellbeing strategies, policies, processes and practices while ensuring own HS&amp;W and that of the People and Wellbeing Team.</li> <li>• Actively promote and support initiatives and a culture of responsibility and accountability for HS&amp;W within the workplace.</li> <li>• Prioritise HS&amp;W as being a critical part of Council's business.</li> <li>• Demonstrate compliance with all health and safety responsibilities and requirements associated with the position as outlined in Council's HS&amp;W policies and systems including accident reporting, hazard management, PPE, training, audit and reviews, and standard operating procedures (SOP's).</li> </ul>
<b>Māori Responsiveness</b>	<ul style="list-style-type: none"> <li>• Enable positive relationships and partnerships with iwi, hapū, marae, and hapori Māori that contribute to statutory responsibilities and commitments to Te Tiriti o Waitangi.</li> <li>• Support Māori engagement and consultation processes across Council ensuring authentic participation in decision making.</li> <li>• Coordinate and deliver organisational development and training to increase understanding and capability in Te Ao Māori, Tikanga Māori, Te Reo, and Te Tiriti o Waitangi.</li> <li>• Support the integration of tangata whenua values, culture and language into the business and everyday operations of Council.</li> </ul>
<b>Council Contribution</b>	<ul style="list-style-type: none"> <li>• Deliver on overall Council contribution if and when required to ensure Council's overall business goals are achieved as well as developing own professional abilities on a continuous basis.</li> <li>• Demonstrate a collaborative working style and participate as a member of the team undertaking all tasks maintaining positive working relationships with staff, and internal and external stakeholders.</li> <li>• Act as an ambassador for Council and its services.</li> <li>• Contribute to the promotion of the principles of Te Tiriti o Waitangi and work in partnership with Māori.</li> <li>• Act within professional guidelines and Council policies at all times.</li> <li>• Participate in Council's emergency preparation, training, and response as practicable, including working with the Emergency Operations Centre when directed.</li> <li>• Actively participate in and contribute to performance improvement and development.</li> <li>• Participate and contribute to management support initiatives.</li> <li>• Additional tasks, duties or responsibilities as directed by the GM People and Corporate.</li> </ul>

## QUALIFICATIONS, SKILLS AND EXPERIENCE

- A tertiary qualification in a relevant field and a minimum of 5 years generalist HR experience.

- Strong knowledge and experience of relevant employment, health and safety obligations and legislation.
- Leadership style that empowers, motivates and encourages staff to perform at their best, through recognising and valuing their contributions and encouraging their development.
- Excellent written and oral communication skills, in particular, an ability to effectively and concisely present information in formal meetings, presentations, and reports.
- Excellent judgement and decision making.
- Attention to detail and ability to work methodically and efficiently on competing priorities to meet deadlines.
- Ability to work professionally in a political environment.
- Prior experience in Local Government is an advantage.

## COUNCIL BEHAVIOURAL COMPETENCIES

<b>Working Co-operatively</b>	Working effectively with others inside and outside the organisation. Taking actions that demonstrate consideration for the feelings and needs of others and awareness of the impact of ones behaviour on others.
<b>Analysis (Problem Identification)</b>	Securing relevant information and identifying key issues and relationships from a base of information; relating and comparing data form different sources; identifying relationships.
<b>Judgement (Problem Solution)</b>	Committing to an action after developing alternative courses of action that are based on logical assumptions and factual information and that take into account resources, constraints and organisational values.
<b>Leadership (Influence)</b>	Using appropriate interpersonal styles and methods to inspire and guide individuals and groups (staff, peers and managers) toward goal achievement; modifying behaviour to accommodate tasks, situations and individuals involved. Gaining agreement/commitment to ideas, plans or courses of action.
<b>Organisational Awareness</b>	Having and using knowledge of systems, situations, pressures and culture inside the organisation to identify potential organisational problems and opportunities; perceiving the impact and implications of decisions on other components of the organisation.
<b>Client Service Orientation</b>	Making efforts to listen to and understand clients (both internal and external); anticipating client needs; giving high priority to client satisfaction.
<b>Extra-Organisational Awareness</b>	Having and using knowledge of societal, technical, political and governmental issues outside the organisation to identify potential problems and opportunities; perceiving the organisational impact and implications of decisions relative to these factors.
<b>Work Standards</b>	Setting high goals or standards of performance for self, staff, and the organisation; being dissatisfied with average performance; self-imposing standards of excellence rather than having standards imposed by others.

<b>Planning And Organising</b>	Establishing a course of action for self and others to accomplish a specific goal; planning proper assignment of personnel and resources.
<b>Project Planning</b>	Establishing a course of action to accomplish a specific project or goal; planning proper personnel assignments and appropriate allocation of resources; developing contingency plans.
<b>Integrity</b>	Maintaining and promoting social, ethical, and organisational norms in conducting internal and external business activities.
<b>Communication</b>	Expressing ideas effectively in individual and group situations (including non-verbal communication); adjusting language structure or terminology both orally and in memoranda, letters and reports to the characteristics and needs of the audience.

POSITION DESCRIPTION AGREEMENT		
<b>Signed:</b>  <b>GROUP MANAGER</b> <b>PEOPLE &amp; CORPORATE</b>		<b>DATE</b>
<b>JOBHOLDER</b>		<b>DATE</b>