

People and Culture Operations Lead

Kaupapa | Purpose

Lead and manage the divisional People and Culture operations team (partnering and advisory) to build strong partnerships and provide high-quality, reliable advice to leaders and kaimahi in Toi Ohomai. Hold responsibility for People and Culture operations delivery, ensuring values-based, timely and complaint delivery that enables the business.

Support the People and Culture Director and work in collaboration with the Organisational Development and Equity Lead to ensure People and Culture as a function, enables the success of Toi Ohomai, its kaimahi and ākongā.

Reports to: People and Culture Director

Team: People and Culture

Remuneration: \$123,431 - \$154,289 gross per annum (total remuneration, excluding KiwiSaver)

Date: November 2024

Ngā mahi | Do

Provide values-based leadership and management to the people and culture operations team (business partnering and advisory) to deliver core people and culture functions which are values-aligned, high quality and embed equity.

Hold responsibility for people and culture operations delivery, including data and analytics, remuneration and reward, recruitment and onboarding, employment relations, industrial relations, HR systems and compliance, and policy and procedure (operations).

Ensure the wellbeing, productivity, performance, growth, and development of the people and culture operations team.

Contribute to thought leadership in support of the People and Culture Director across people and culture operations.

Contribute as part of the People and Culture leadership team to enhance people and culture contribution to Toi Ohomai, enabling the continued success of the business.

Contribute and grow people and culture expertise through involvement in projects and the development of frameworks, policies, and standards.

Use reporting and analysis to understand the effectiveness of people and culture activity to make data driven decisions and inform continuous quality improvement. Draw insights from demographic data to understand the impact of equity initiatives.

Work in collaboration with the organisational development and equity lead to develop and implement continuous quality improvement. Providing insights, guidance, and advice to that informs development aligned to business needs.

Collaborate across the people and culture team, ensuring that overall people and culture delivery is connected and aligned.

Engage with leaders, kaimahi, priority groups, and other stakeholders to inform people and culture development and delivery.

Demonstrate commitment to:

Te Tiriti o Waitangi. Through our developing understanding of our obligations and our connection with Te Tiriti o Waitangi as both individuals and as an organisation.

Ākonga at the Centre. Through prioritising the experience, wellbeing, and success of our ākonga in our decision-making process.

Equity. Through recognition, empowerment, and inclusion we can give greater acknowledgement of the unmet needs of Māori, Pacific and disabled ākonga and their whānau.

Vocational Education and Training Excellence. Through quality provision for all ākonga, meeting the regional needs of employers and communities.

Pūkenga | Have

Postgraduate level qualification in Human Resources, or a related field or the equivalent body of knowledge gained through experience

Experience in leading people, culture and wellbeing teams and disciplines and / or projects from design to implementation

Experience in delivery across people and culture functions, including development of frameworks, policies, standards, and delivery from design to implementation

Understanding of the vocational education sector, and the reforms.

Change management experience including application of people practice.

Experience in advocating and leading the inclusion and application of Te Tiriti o Waitangi practices in a workplace setting is required

Experience in leading and advocating the use of te reo, tikanga and mātauranga Māori in the workplace

Demonstrated practice in advocating, supporting and leading approaches that promote equity and prioritise the needs of priority groups

Waiaro | Be

Authentic and Inclusive: Promote an environment of inclusion and authenticity, where all contributions are valued. Be courageous to disrupt inequities for all, including Māori, Pacific and disabled peoples. Hold the conviction that meaningful partnerships with Māori/iwi will contribute to progress for all.

Connected: Integrate waiora-sustainable thinking into your everyday mahi, meeting the needs of the present, without compromising our ability to meet our needs for the future. Embrace the interconnectedness of environmental, social, economic and cultural wellbeing.

Collective: Seek progress over perfection, moving forward with aroha, empathy and persistence. Maintain a focus on results and delivery to build a sustainable, world class, vocational education and training network. Lean into transformation, challenge the status quo and choose courage over comfort to create better results for Toi Ohomai, employers, ākonga and their whānau.

Self-awareness: Navigate yourself, and lead others through change with confidence, understanding how to create the conditions you and others need to thrive. Demonstrate humility, be reflective and self-aware, always seeking to grow personally and as a leader.

Ako: Hold lifelong learning as vital in connection, hauora, and continuous improvement both personally and professionally. No matter your role, recognise your mahi contributes to making a positive difference for our ākonga and their whānau, and their ability to create thriving communities. Recognise Te Tiriti o Waitangi as a powerful mechanism for taking positive action in Aotearoa, and a pathway to achieve equity for all.

Mana tāngata: Contribute to a connected, creative, compassionate workplace, where teams are committed to growth, learning, and achieving our shared purpose. Create a safe environment for learning and development, in all you do, including Te Tiriti, equity, academic and professional excellence. Recognise kaimahi and whānau wellbeing are interconnected when we support personal and professional growth we contribute to Te Oranga/participation in society.

Ngā Hononga Mahi | Working relationships

Internal: All kaimahi, managers and leaders

External: Unions, employment advocates, suppliers and contractors, external networks

Resource delegations and responsibilities:

Financial: As per the delegation's policy

People: 5