

Manawa nui
We reach out and welcome in

Manawa roa
We learn and achieve together

Manawa ora
We strengthen and grow the whole person

People and Culture – Business Partner

Kaupapa | Purpose

Partner with managers and leaders to provide high quality service and reliable advice that supports the success of regional delivery, kaimahi and ākonga. Deliver frameworks, policies, and standards as developed through PCW communities of practice.

Be involved in PCW communities of practice as contributing to the design and development of consistent, high-quality frameworks, policies, and standards.

Reports to: People and Culture Manager

Team: People, Culture and Wellbeing

Remuneration: \$100,000 - \$120,000 pa (Fixed Remuneration excluding KiwiSaver)

Date: May 2023

Tō mātou tirohanga roa | Our vision

Whakairohia he toki, tāraia te anamata | Learning with purpose, creating our futures

Tō Mātou Pūtake | Our purpose

Te Pūkenga provides excellent and quality education opportunities that support learners, employers and communities gain the skills, knowledge, and capabilities Aotearoa needs now and for the future. Learners and their whānau are at the centre of all we do.

Ā mātou tino whāinga mātauranga | Our educational priorities

We have five educational priorities. They support us to meet our legislative requirements, and will guide our work over the next few years:

- A relentless focus on equity and ensuring participation – we honour and uphold Te Tiriti o Waitangi in all we do.
- Delivering customised learning approaches that meet the needs of learners and trainees wherever they are.
- Using our size and scale to strengthen the quality and range of education delivery throughout Aotearoa. Excellence in educational provision for all.
- Services that meet the specific regional needs of employers and communities.
- Transition educational services in a smooth and efficient manner.

Ngā mahi | Do

Partner with leaders and managers to provide senior people and culture expertise on all people and culture areas, including (but not limited to) employment relations, remuneration, kaimahi experience (recruitment, welcome, retention and farewell), performance, HRIS assistance, reporting and administration and capability, as aligned to Te Pūkenga priorities.

Develop and maintain strong relationships with leaders, managers and kaimahi, delivering a quality, customer-centric, values-led approach.

Raise capability through coaching and mentoring and provide high quality and consistent advice in relation to people and culture practice.

Work alongside leaders and kaimahi to elevate and develop talent, delivering people and culture solutions that improve both individual and organisation capability and performance.

Demonstrate commitment to the principles of Te Tiriti o Waitangi and equity, supporting our leaders to grow a culturally responsive and inclusive workforce, and advocating interests and aspirations for Te Pūkenga priority groups.

Promote diversity, equity and inclusion practices to ensure equity and inclusivity is embedded into kaimahi experience and improves overall performance.

Support change management, ensuring processes and outcomes are delivered sensitively and appropriately.

Support and coach managers to navigate through change and dispute resolution management applying inclusivity, including facilitating resolutions.

Contribute and grow expertise through involvement in people and culture communities of practice and the development of national frameworks, policies and standards (cooperative and virtual teams).

Deliver and implement frameworks, policies, and standards as developed through communities of practice at the regional level. Providing insights, guidance, and advice to managers in the use of frameworks, policies, and standards.

Deliver people, culture and wellbeing strategy initiatives and workplan deliverables aligned with national priorities, plans and policies, identifying regional insights that enable learning and continuous improvement.

Contribute to and take leadership where required for projects as aligned to the PCW strategy.

At Te Pūkenga, all roles hold collective responsibility for delivery of our Te Pūkenga competencies. As it applies to this position you are required to give effect to:

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

Ākonga at the Centre. Through prioritizing 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, Pacifica and disabled ākonga and their whanau.

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

Pūkenga | Have

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

Demonstrated experience partnering with leaders and kaimahi to provide expert insight and advice across all people and culture functions in support of organisational delivery

Previous involvement in developing PCW frameworks, policies, standards and implementing these within the organisation

Sound understanding of the vocational education sector and RoVE

Excellent communication skills, in particular the ability to partner with others through relationship building and influencing across a diverse range of stakeholders

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

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

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

Ngā Hononga Mahi | Working relationships

Functional Relationships

Internal: Kaimahi, managers and leaders, regional and national PCW team.

External: unions, employment advocates, ākongā, suppliers (as required)

Resource delegations and responsibilities: Nil

Waiaro | Be

Authentic and Inclusive: Promote an environment of inclusion and authenticity, where all contributions are valued, and teammates feel safe to take risks and be vulnerable. Be courageous and pioneering in your intent 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 Te Pae Māhutonga, and the interconnectedness of environmental, social, economic and cultural wellbeing.

Collective: Seek progress over perfection, moving forward with aroha, empathy and persistence in the pursuit of our collective goals. 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 Te Pūkenga, employers, ākonga and their whānau.

Inner strength: Navigate yourself, and lead others through change and uncharted territory 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. Draw energy from our Te Pūkenga purpose and your own personal purpose to move forward in our collective mahi.

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.