

Position Description

Position Title:	Senior Business Partner – People and Culture
Reports To:	Manager – People and Culture
Responsible For:	N/A
Group and Team:	Community Engagement and Corporate Services – People and Culture
Children’s Worker:	No
Delegations and Budget Responsibilities:	As per Delegations Register

Purpose

To be the senior subject matter expert and drive best practice people and culture solutions, strategies, policies and procedures providing practical and operational HR advice and support in accordance with Council policy, best practice and relevant NZ legislation. Develop and maintain a broad knowledge of Council to enable an integrated approach to key initiatives ensuring consistency and alignment with the overall strategic direction and performance objectives of Council. Work to implement a workforce plan and provide support for organisational change, employee and industrial relations. Act as a senior coach and mentor for the People and Culture team, championing a culture of service excellence.

Key Relationships

External to Council

- Clients/public.
- Community groups and organisations.
- Other local and regional authorities.
- Outside agencies including Government departments.
- Professional organisations.

Within Council

- Other team members in your Department/Group.
- Other Invercargill City Council employees.
- Elected Representatives.
- Executive Leadership Team.

Our Compass Values and Behaviours

Responsibility

Take ownership of decisions and outcomes, both collectively and individually.

- We willingly share our knowledge.
- We acknowledge our mistakes, work to resolve them and learn from them.
- We give and receive feedback in a constructive manner to resolve issues.
- We do our job with total commitment.

Respect

Everyone is important, as are their views.

- We support and care for each other.
- We stop to listen, learn and understand.
- We communicate in an honest, up-front, and considerate manner.
- We maintain confidences and avoid hurtful gossip.

Above and Beyond

Take opportunities to go the extra mile.

- We take the initiative to improve our work practices to get the best result.
- We challenge ourselves and each other to make it better.
- We take pride in providing the best possible outcomes.
- We are ambassadors for our Council at all times.

Positivity

Always look on the bright side of life.

- We are approachable, interested and friendly.
- We are open and receptive to change.
- We acknowledge and praise the efforts of others.
- We work together as a team to get the job done.

What You Will Do *(provided as a guide only)*

Partnering and Advice

- Provide sound advice and support to ELT and managers on people related matters including performance management, recruitment, employment relations, remuneration, and leadership development in line with Council policies, procedures, legislation and industry best practice.
- Collaborate with people leaders to understand people and workforce requirements, and coach them in the execution of their people management responsibilities.
- Develop and maintain good understanding of the business objectives, challenges, risks and People and Culture needs within your allocated Group/s and the wider organisation.
- Seek guidance promptly from respective organisation managers, group managers and/or Council solicitors when required to mitigate risk to the organisation.
- Ensure Payroll are promptly advised of employment changes.
- Maintain awareness of current, pending and new legislative developments which may have an impact on the functions or services of the People and Culture team.
- Proactively network and maintain professional contact with key external and internal stakeholders including employees, stakeholders, suppliers and external agencies.
- Take a coaching approach to facilitate effective people management enabling people leaders to resolve problems and assume increasing responsibilities for all aspects of people management.
- Acknowledge enquiries with an approach that upskills and educates people leaders to understand policies and processes in order to effectively lead their team.
- Work alongside people leaders to ensure that the annual performance development process (PDP) is carried out in accordance with Council's Performance and Remuneration Framework.
- Provide guidance and advice to managers on the development of a professional and well considered business case when requesting a change in resource requirements.
- Oversee position management within your allocated Group/s, ensuring positions within the organisation are maintained accurately to reflect position headcount and organisational requirements.
- Participate in the evaluation of position descriptions.
- Actively recruit alongside managers for key positions and/or coach novice managers through the recruitment process ensuring all aspects are completed as per Council guidelines and provide a positive experience for applicants.

Employee and Industrial Relations

- Ensure managers are well supported in the management of employment relations issues, to ensure Council's good faith obligations are met, procedural fairness is maintained, and to mitigate unnecessary risk to the organisation.
- Proactively coach managers in identifying performance and behavioural related issues early and work with employees prior to initiating the formal performance improvement process.
- Provide consistent and appropriate employment and industrial relations advice and support at all times.
- Provide prompt, consistent and legally compliant advice and assistance on the interpretation of Individual and Collective Employment Agreement terms and conditions.
- Actively support and coach managers increasing their understanding of People and Culture processes to assist them in taking responsibility for their own people issues.
- Assist and/or represent Invercargill City Council in informal and formal dispute resolution processes.
- Manage and/or support complex employee relations tasks or projects as required.
- Maintain effective relationships with managers, employees and their representatives providing professional advice and support as the Business Partner.

- Ensure impartiality is maintained; arguments are well considered and professional in their presentation.

Strategy and Policy

- Lead the ongoing development, review and evaluation of strategies, policies, procedures and plans, with the aim of positioning Council as an employer of choice.
- Support the development of a People and Culture Strategy and associated work programmes, in conjunction with the Manager – People and Culture.
- Contribute to the development of initiatives and improvements to current People and Culture practices, policies and procedures and ensure successful implementation following consultation.
- Lead the employee consultation process in relation to the review of existing or development of new People and Culture practices, policies and procedures.
- Proactively identify opportunities for service enhancement and critically evaluate existing processes.
- Ensure new policies adhere to agreed format, are well thought out, and legally compliant.
- Ensure up to date policies/procedures are easily accessible to managers and staff.
- Assist with determining how the People and Culture function can support the organisation in being successful with an eye to the medium and long term future.

Change Management

- Facilitate and support change management processes providing advice in line with legislation, Council policy and ensuring a consistent approach across the organisation.
- In consultation with the relevant manager, draft consultation and decision documentation and assist with the implementation of the change.
- Work with people leaders on change processes that have a minor business impact (such as reporting line, title and position descriptions).

Projects

- Manage assigned projects/initiatives identified as part of the People and Culture strategy and associated work programme through to completion ensuring they are finalised, promoted and implemented in a timely and appropriate manner.

Collaboration and Communication

- Act as a senior coach and mentor for the People and Culture team, championing a culture of service excellence.
- Coach and motivate colleagues, promoting employee engagement with constructive feedback, openness, acknowledgement and trust.
- Encourage a workplace culture of 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.
- Guide and inspire team members to foster a high-performance environment that consistently delivers high-quality outcomes, balancing project objectives with ongoing operational responsibilities.
- Lead team meetings as required, present well thought out and constructive ideas, encouraging participation from others.

Note: Specific performance measures for this position will be discussed between you and your manager through the performance development plan process.

What You Will Bring

The below qualities, knowledge and skills are the key focus for this position and are used to assess an applicant's suitability for the role and the incumbent's performance in the position.

Education and Qualifications

Essential:

Tertiary qualification in Human Resources, related discipline, or significant relevant experience
Current New Zealand driver's licence

Desirable:

SP10 Certification

Knowledge, Skills and Experience

Essential:

Substantive practical experience (7+ years) working as a generalist HR practitioner
Proven experience with the interpretation and provision of specialist advice on employment conditions
Proven ability to think and work strategically, and develop plans to support strategic priorities
Experience in change and culture management
Ability to influence and negotiate with key stakeholders to drive results
Ability to coach, and mentor people leaders and other team members to enhance overall culture in HR practice
Sound understanding and working knowledge of employee relations, NZ employment law and HR best practice
Experience in conflict resolution
Demonstrates sound planning and organisation skills
Ability to prioritise and meet deadlines
Well-developed computer skills, including use of word processing, spreadsheets and PowerPoint
High attention to detail, systematic and extremely well organised
Familiarity with electronic HR/HRIS and/or Payroll Systems
Experience in leading policy development
Confidence in public speaking

Desirable:

Knowledge of the local government environment

Agreement

Employee

Name

Sign

Date

Manager

Name

Sign

Date

Note: From time to time it may be necessary to consider changes in the position description in response to the changing nature of the work environment, which includes technological and statutory change. Such changes may be considered as part of the performance development review process or as required.

What We All Do

Customer Commitment

Treat customers with respect – taking the time to listen, learn and understand.
Present a positive image of Council by ensuring an efficient, courteous and professional service to customers at all times.
Acknowledge problems and complaints, identifying and promptly acting on solutions.

Continuous Improvement

Evaluate and review work practices and processes within all areas of responsibility to ensure that they are effective and efficient and implement improvements where appropriate.
Identify and propose additional business or service opportunities that enhance Council's existing capabilities.

Health, Safety and Well-being

Promote a safe and sound working environment and a culture of safe and responsible behaviours and attitudes.
Adhere to Health, Safety and Well-being policies and procedures, enabling a safe and healthy work environment for all workers and members of the public.

Civil Defence Emergency Management

Assist Council in preparing for and responding to an emergency.
After establishing the safety of members of your household, you may be assigned duties to assist Council and/or Emergency Management Southland in an emergency.

Other Duties

Undertake duties from time to time that may be in addition to those outlined but which fall within your capabilities and experience.