

Position Description

Position Title:	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 partner with and provide professional advice, guidance and coaching to a defined portfolio within Council enabling people leaders to assume increasing responsibilities for all aspects of people management. Drive best practice 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, and employee and industrial relations.

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.
- Develop and maintain in-depth knowledge and understanding of your allocated Group/s; their business objectives, challenges, risks and People and Culture needs.
- Take a coaching approach to facilitate effective people management enabling people leaders to 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.
- Provide advice and guidance to people leaders in relation to employment legislation, compliance with statute and relevant policies and procedures.
- 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.
- Seek guidance promptly from the senior People and Culture team members and/or Council solicitors when required to mitigate risk to the organisation.
- 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.
- Proactively network and maintain professional contact with key external and internal stakeholders including employees, stakeholders, suppliers and external agencies.
- 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.
- 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.

Employee and Industrial Relations

- Provide advice and support in the management of employee relations issues and assist in bringing them to a resolution ensuring good faith obligations are met, procedural fairness is maintained, and mitigating unnecessary risk to the organisation.
- Actively support and coach managers increasing their understanding of employment and industrial relations processes to assist them in taking responsibility for their own people issues.
- Provide prompt, consistent and legally compliant advice and assistance on the interpretation of Individual and Collective Employment Agreement terms and conditions.
- Maintain effective relationships with managers, employees and their representatives providing professional advice and support as the Business Partner.
- Assist and/or represent Invercargill City Council in informal and formal dispute resolution processes.
- Ensure impartiality is maintained; arguments are well considered and professional in their presentation.
- Escalate high level matters/risks as appropriate.

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.

Strategy and Policy

- Contribute to the development of initiatives and improvements to current People and Culture practices, policies and procedures and ensure successful implementation following consultation.
- Contribute to the ongoing development and implementation of People and Culture practices, policies and procedures and ensure successful implementation following consultation.
- 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 employees.
- Assist with employee consultation in relation to the review of existing or development of new People and Culture policies.
- Offer well considered suggestions for the improvement of People and Culture practice and ensure successful implementation following consultation.
- Proactively identify opportunities for service enhancement and critically evaluate existing processes.
- 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.

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 or related discipline or significant relevant experience

Full New Zealand Driver's Licence

Desirable:

SP10 Certification

Knowledge, Skills and Experience

Essential:

Minimum 5 years practical experience working as a generalist HR practitioner

Experience with the interpretation and provision of advice on employment conditions

Ability to coach, and mentor people leaders and other team members to enhance overall capability in HR practice

An understanding of current NZ employment law and HR best practise with the ability to confidently apply expertise to an organisational context

Strong interpersonal skills with the ability to communicate effectively and confidently with a wide range of people

Ability to prioritise and work to multiple deadlines

Well-developed computer knowledge, particularly in the use of Microsoft Office, Word, Excel and PowerPoint, and Outlook

High attention to detail, systematic and extremely well organised

Excellent communication skills, both written and verbal

Maintains honesty, integrity, and commitment to preserving confidentiality

Enthusiasm and commitment to excellence in customer service

Ability to work accurately, maintaining strict adherence to established systems, policies and procedures

Resilient and able to cope well under pressure

Has a high level of personal integrity and initiative

Self-motivated and results oriented

Demonstrated experience in change management

Desirable:

Familiarity with electronic HR/HRIS and/or Payroll Systems

Experience in conflict resolution

Confidence in public speaking

Experience in policy development

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.