

## JOB DESCRIPTION

|                                                     |                                                                                                                                                                                                                                                        |
|-----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>                                    | People & Capability, Business Partner, – Fixed Term                                                                                                                                                                                                    |
| <b>Position Status</b>                              | Fixed term                                                                                                                                                                                                                                             |
| <b>Business Unit &amp; Team</b>                     | Executive, People & Capability                                                                                                                                                                                                                         |
| <b>Reports to</b>                                   | Manager, People & Capability                                                                                                                                                                                                                           |
| <b>Direct Reports</b>                               | N/A                                                                                                                                                                                                                                                    |
| <b>Base Location</b>                                | Mangawhai or Dargaville                                                                                                                                                                                                                                |
| <b>Salary Grade</b>                                 | Grade 16                                                                                                                                                                                                                                               |
| <b>Delegations</b>                                  | N/A                                                                                                                                                                                                                                                    |
| <b>Key Internal and External Partners/Customers</b> | Executive Team, people leaders, all staff, People & Capability team, Change Manager, Communications, Health Safety and Wellbeing team, Payroll, Finance, Union, external employment advisers, training providers and other external service providers. |

## ABOUT KAIPARA

*Kaipara te Oranganui. Two oceans, two harbours.*

Kaipara district extends from coast to coast, to the Waipoua Forest in the north and Pouto Peninsula in the south. It includes iconic beaches, kauri forests, rich farmland and rugged landscapes. People come from all over to experience this special part of the world, and we are privileged to play an important part in making Kaipara the place to be.

Our team is committed to Kaipara communities. We deliver essential services including roads, water, waste services, recreational facilities, libraries and regulatory services. Council staff engage our communities to contribute to key projects and plans and support them to achieve their own. We love what we do and have a real passion for our people and our place.

At Kaipara District Council, we know there are some important ingredients to develop a strong and supportive culture for our people to thrive, these are our values - mahi tahi (teamwork), mahia te mahi (make it happen), mana (integrity), whakaute (respect), and pono (trustworthy). These values guide how we work together as a team and alongside our diverse communities.

## ROLE PURPOSE

The Business Partner, People & Capability Projects – Fixed Term supports delivery of the People & Capability work programme, including the Psychological Risk & Wellbeing programme and people-related support for the Northland Waters transition. The role provides practical delivery support to ensure people initiatives are implemented consistently, comply with employment legislation, and support Council's strategic priorities, health, safety and



**Whakaute**  
RESPECT



**Mahia te mahi**  
MAKE IT HAPPEN



**Mahi tahi**  
TEAM WORK



**Pono**  
TRUSTWORTHY



**Mana**  
INTEGRITY

wellbeing obligations, and values.

## KEY RESPONSIBILITIES

|                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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| <b>Programme Delivery</b>                                 | <ul style="list-style-type: none"> <li>• Lead or contribute to delivery of agreed P&amp;C programme initiatives, including the Psychological Risk &amp; Wellbeing programme and people-related Northland Waters transition activities, ensuring actions are planned, progressed, monitored and reported.</li> <li>• Support implementation of priority initiatives such as engagement action planning, workload and capacity management, role clarity, JD improvements, and capability development.</li> <li>• Coordinate delivery of psychological risk and wellbeing activities, including consultation, action planning, implementation support, progress tracking and reporting to relevant leaders or governance groups.</li> <li>• Support delivery of people workstream activity for the Northland Waters transition, including workforce impact planning, consultation support, employee communications input, manager guidance, change readiness, learning needs and transition tracking.</li> <li>• Maintain clear records, status updates, risks, actions and dependencies to support transparent programme governance and reporting.</li> <li>• Work collaboratively across P&amp;C and the wider organisation to ensure programme delivery is coordinated, realistic and aligned to organisational priorities.</li> </ul> |
| <b>Change Management &amp; Organisational Development</b> | <ul style="list-style-type: none"> <li>• Develop and deliver practical change support, including stakeholder engagement, leader guidance, communications input, transition planning, readiness checks and adoption support.</li> <li>• Provide practical P&amp;C support for Northland Waters transition activity, including identifying people impacts, supporting leader and employee engagement, and helping ensure change activity is coordinated, consistent and people-centered.</li> <li>• Contribute to consistent change management practice, tools and guidance for restructures, system changes and organisation-wide transition activity.</li> <li>• Identify emerging people, capability, wellbeing or employment risks arising from change and escalate matters appropriately.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Learning, Capability &amp; Performance</b>             | <ul style="list-style-type: none"> <li>• Support organisation-wide learning and capability initiatives, including manager capability, resilience, change readiness and role-specific learning needs.</li> <li>• Translate programme and change impacts into practical learning requirements, resources, toolkits and support for leaders and staff.</li> <li>• Develop or coordinate learning, resources and manager support that build organisational capability to recognise, prevent and respond to psychological risk and wellbeing concerns.</li> <li>• Work with the P&amp;C team and external providers to coordinate capability-</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |



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building activities that align with organisational priorities and available budget.

**Employment Relations, Policy & Continuous Improvement**

- Support legally compliant and procedurally fair people processes, escalating higher-risk matters to the Manager, People & Capability.
- Contribute to development, review and implementation of P&C policies, procedures, templates, guidance and manager resources.
- Support union engagement and collective employment agreement activity as required, in partnership with the Manager, People & Capability.

## KDC CORE RESPONSIBILITIES

**Health, Safety & Wellbeing**

- Take care of your own health, safety and wellbeing and that of others affected by your work
- Ensure prompt reporting of all Health and Safety hazards or incidents

**Professional Development**

- Participate in monthly and yearly roadmap planning and chats with your manager
- Actively participate in professional development initiatives to keep up to date in your area of expertise and to continuously develop skills and capabilities.
- Complete annual mandatory learning.

**Other Organisational Responsibilities**

- Provide CORE customer experience (connected, open, reliable and easy)
- Champion our values
- Adhere to our ways of working (WoW)
- Observe KDC policies, procedures and guidelines
- Contribute to continuous improvement by identifying systems, processes or documents to improve and making changes to keep up with legislation, trends or best practice
- Maintain records in compliance with the Public Records Act 2005
- Be involved in the readiness for emergencies by attending relevant Civil Defence Emergency Management training as required
- Participate in any required Civil Defence exercises to ensure that essential services are maintained during emergencies
- Other tasks and/or projects as assigned

## COMPETENCIES

**Leader of Self**

- Work Together
- Deliver Results
- Embrace Innovation and Change
- Customer Experience Excellence



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- Informed Decision Making
- Effective Communication

## SUCCESS PROFILE

### Qualifications & Experience

- A tertiary qualification in human resource management, organisational development, change management, learning and development, business, or a related discipline, or equivalent experience.
- At least five years' experience in a generalist HR, P&C business partnering, organisational development, change or capability-focused role.
- Experience supporting or delivering people-related programmes of work, including planning, coordination, stakeholder engagement, reporting and implementation support.
- Experience supporting organisational change, learning and capability initiatives, and manager capability development.
- Experience supporting workforce transition, organisational change, restructure, reform or service delivery change initiatives is desirable.
- Sound understanding of New Zealand employment legislation, employment relations practice and the practical application of HR policies and procedures.

### Role Specific Skills & Attributes

- Ability to build and maintain positive, trusted and constructive relationships across all levels of the organisation.
- Strong advisory, coaching and influencing skills, including the ability to support leaders through complex people matters and change.
- Excellent planning, coordination and delivery focus, with the ability to manage multiple priorities and maintain momentum.
- Strong written communication skills, including the ability to prepare clear guidance, reports, templates, communications and learning resources.
- Sound judgement, problem solving and risk awareness, with attention to procedural fairness, confidentiality and accuracy.
- Adaptability, resilience and cultural awareness, with a collaborative style and commitment to Council's values.

### Other Role Requirements

This role requires:

- some travel across the Kaipara region, as needed
- a full NZ Driver Licence



**Whakate**  
RESPECT



**Mahia te mahi**  
MAKE IT HAPPEN



**Mahi tahi**  
TEAM WORK



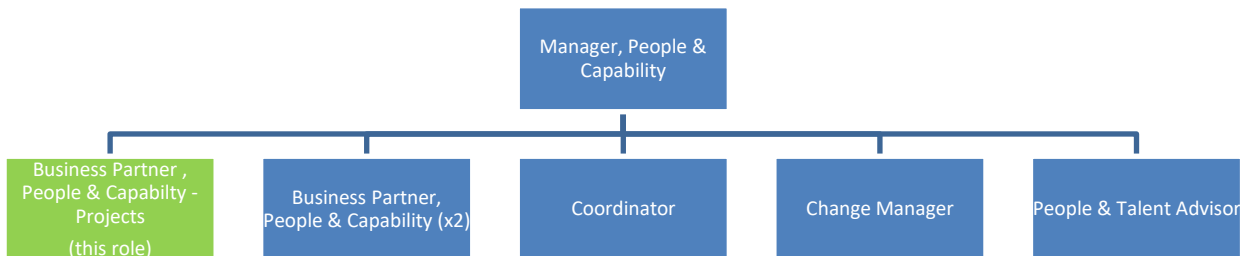
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TRUSTWORTHY



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INTEGRITY

## ORGANISATION CHART

Manager, People & Capability → Business Partner, People & Capability – Fixed Term



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