

Kia Ora Applicant,

Thank you for your interest in the advertised position with our Council. This document tells you a little bit more about who we are, the role here and some things about our district.

About our Organisation

Our Character

The South Taranaki District Council (STDC) is a mid-sized local authority with around 259 staff (208 FTEs). We are a rural local authority operating in one of New Zealand's most vibrant economic regions and are responsible for a wide range of local services including roads, water reticulation, sewerage and refuse collection, libraries, parks, recreation services, local regulations, community and economic development, and town planning. The Council's main office is based in Hāwera (population approx. 12,000) and there are several satellite offices in towns throughout the district.

We are a progressive, values-based organisation, which is dedicated to providing quality services and facilities for our communities. We place a strong emphasis on our organisational culture, which is in turn supported by high levels of employee engagement.

Living our Values

We see our values as more than just guidelines, they are the foundation of our organisation's culture. We encourage all of our employees to adhere to the Council's values. This means behaving with a high level of professionalism and integrity, showing respect towards colleagues and the community.

Values and Common Purpose



About our District

South Taranaki, a better lifestyle

South Taranaki is one of the three districts which make up the greater Taranaki region – South Taranaki is situated on the west coast of the North Island with the main centre, Hāwera (pop 12,000) roughly midway between Whanganui and New Plymouth. The district has a population of approximately 30,400 people spread throughout seven towns and a number of smaller rural and coastal communities, all of which have a strong sense of community.

In terms of lifestyle, it doesn't get much better than South Taranaki. Recreational opportunities abound and everything is at your doorstep - the mountain and the sea are only a stone's throw apart. The rugged coastline offers some of the best surfing and windsurfing in New Zealand (Surf Highway 45 is considered one of the best surf coastlines in the world) and the fishing off the South Taranaki coast is just superb. The breath-taking Mount Taranaki provides great walking and tramping opportunities.

South Taranaki has an amazing number of high-quality facilities that districts our size would usually struggle to have. From a state-of-the-art multi-purpose sport, events and recreation complex to modern cinemas, function centres, libraries, art galleries, museums, parks and aquatic centres - South Taranaki boasts all the benefits of a city without the hassles. Add to that, minimal traffic, low unemployment, affordable housing and safe, caring communities and you'll see why South Taranaki is the perfect place to raise a family and call home.



What this job involves

Nature and Scope

This is a hands-on generalist role for someone who enjoys variety, builds great relationships and likes making a genuine difference. You would have sound knowledge of New Zealand employment law and employment relations, have confidence in providing practical, pragmatic advice to leaders, have experience in recruitment, remuneration, change and workforce planning.

No two days will look quite the same. You could be supporting a recruitment campaign, coaching a people leader, contributing to organisational change, working on remuneration, or helping us find smarter and better ways of working. You would have great communication skills and the ability to build relationships and sound judgement with a practical solutions-focussed approach.

Other Duties

The employee will undertake other activities, duties or internal projects as directed by their Manager/Group Manager in an efficient and effective manner.

The Position

This is a permanent full-time 40 hour per week position based at the Administration Building in Hawera and will report directly to the People and Capability Manager.

Hours of Work

Council's offices are open to the public from 8.00am to 5.00pm, Monday to Friday. Hours of work for the position to be filled will be discussed at the interview.

Relocation Expenses (Permanent Positions Only)

The Council may assist with relocation expenses for household goods only on the basis of at least two competitive quotes. Should the appointee leave the Council's employment for any reason within a period of two years of the appointment, the Council will require the appointee to refund the removal cost on a pro rata basis.

Applications

Please apply online via the Council's website, www.southtaranaki.com under Council Vacancies. The deadline time and date for applications is stated on the Application Form.

If your application is successful, the information on your application form will become part of the Council's personnel records.

Thank you again for considering joining Council's staff and if you would like more information on this position or to discuss what it's like to work for an outstanding rural local authority, ring us on 278 0555 (local) or 0800 111 323.

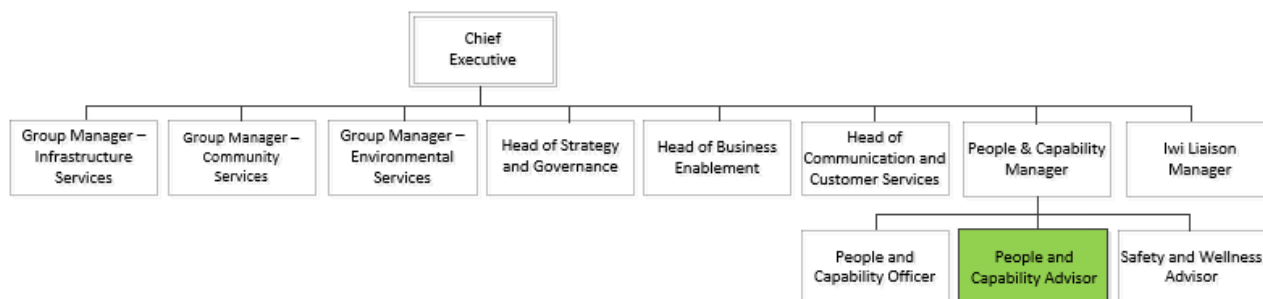
You will find the job description for the position and Council's Vision and Values on the next few pages.

PEOPLE & CAPABILITY TEAM

Position Description

Position Details			
Title:	People and Capability Advisor		
Unit:	People & Capability	Group:	Office of the Chief Executive
Position Reports to:	People & Capability Manager		
Salary Grade:		Staff Management:	Nil
Position Occupant:	Vacant		
Date Created:	February 2012	Date Last Reviewed:	May 2026

Position Objective
The purpose of this position is to be responsible for delivering the organisation's people strategy through the provision of advice and support across all people functions, including talent acquisition, performance management, employment relations, remuneration, and employee experience. It works across the organisation to implement practical, fit-for-purpose people solutions that build capability, strengthen effectiveness, and support ongoing improvement in our people practices.



Important Functional Relationships	
Internal	Purpose of Contact
Council staff	To collaborate with internal stakeholders to ensure policy development, implementation, and decision-making is informed, legally compliant, and culturally sensitive That all operational matters including but not limited to people and capability, safety and wellness and payroll are performed effectively.
People & Capability Team	Work collaboratively with the wider People & Capability team to support the delivery of cohesive, organisation-wide solutions that enhance people & capability (including safety & wellness) outcomes aligned with organisational objectives.
Chief Executive	To provide timely and confidential people advice to the Chief Executive and the Leadership team.
People Leaders	Supports people leaders to manage their teams effectively by providing

	practical advice, building capability, and ensuring consistent, fit-for-purpose people practices.
External	Purpose of Contact
Strategic Pay	Support for remuneration strategy, job sizing evaluations, salary reviews, benchmarking, and market analysis.
Training and Professional Development Providers	Support for or professional development, capability building, and organisational training initiatives.
WINZ	Liaison regarding recruitment and employment-rated matters.
Unions	To engage in consultation, collective bargaining, remuneration reviews, employment relations matters, and to support constructive and compliant industrial relationships.
Recruitment Agencies	Support for specialist and hard-to-fill recruitment campaigns, talent attraction strategies, and candidate sourcing.
Immigration NZ	Support for international recruitment and employee immigration matters, visa requirements and compliance with immigration compliance.
Health and Wellbeing Providers (ie EAP)	Support for supporting employee wellbeing and workplace interventions.
Employment Relations and Legal Advisors	To obtain expert advice on complex employment matters, investigations, restructures, collective agreements, and legislative compliance.

Position Duties and Functions

Operations and Service Delivery

- Lead and implement people & capability projects and provide input at the strategic level when required.
- Contribute towards STDC's vision, objectives, Council's strategic long-term plans and People and Capabilities Business Plan.
- Review, develop and implement people & capability policies, procedures and risks and initiatives that will further develop organisational culture and engagement.
- Provide guidance and peer support and contribute to the development of the People & Capability Administrator.
- Actively identify opportunities for improvement in processes and customer experience.

Employee Relations

- Partner with people leaders to provide advice on employment relations, performance, discipline and grievance matters.
- Partner with people leaders to support effective people management, including capability development and confident handling of difficult conversations.
- Support people leaders to develop a culture that aligns with South Taranaki District Council's values.
- Undertake and mediate employee relations issues conducting investigations when necessary.
- Assist with and provide input into contract negotiations, both individual and collective.
- Provides advice on change management and workforce planning.

Relationship Management

- Build trusted relationships with leaders to influence people practices and improve engagement, productivity, retention and attraction.
- Builds and maintains a constructive and professional working relationship with stakeholders and relevant union representatives.

Reporting and Administration

- Produce the HR Quarterly Report providing HR analytics ensuring information is accurate with recommendations to address any areas of concern.
- Complete any other reporting as required by the People & Capability Manager, Group Managers and Chief Executive.
- Act as Champion for HR Promapps.

Talent Acquisition

- Provide a highly professional recruitment service managing talent and acquisition activities to ensure compliance with legislation and internal policies.
- Partner with leaders as a trusted advisor to deliver end-to-end recruitment, including shortlisting,

screening, offers and associated administration

- Provide excellent candidate care to ensure a positive experience for all candidates throughout the recruitment process.
- Provide advice and guidance regarding best practice advertising strategies to people leaders to deliver effective campaigns.
- Stay abreast of Immigration NZ legislation and requirements and support international employees with immigration assignments and related HR matters.

Remuneration

- Manage and lead the annual salary review process including provision of data, data analysis, moderation, letters and payroll/union communication.
- Provide accurate and up to date advice on remuneration issues and ensure the remuneration system is accurate and fully up to date.
- Liaise with Strategic Pay consultants relating to Remuneration issues.
- Lead and manage the job sizing process, chairing the Job Sizing Committee and ensuring timely completion and distribution of documentation to the CE and position holders.

Training & Development

- Support managers in the identification of development and relevant training opportunities for staff.

Special Projects

- Manage special projects as and when required transforming creative ideas into reality, within budget and to the specified deadline.

Risk Management

- To ensure any known risks to the organisation are identified and reported.

Emergency Management & Readiness

- Support development and testing of emergency response plans.
- Coordinate drills (e.g., fire evacuations, business continuity).
- Participate where appropriate in organisational emergency management responses.

Generic Duties and Functions

Health and Safety (Employee)

- Take all practicable steps to ensure your own safety, and to ensure that you do not cause harm to any other person by your actions or failures to carry out actions.
- Demonstrate a personal commitment to Health and Safety in accordance with STDC's Wellbeing, Health and Safety Policy statement, induction declaration and Health and Safety Manual requirements.
- Manage Contractor Health and Safety as per the Contractor H&S Manual and system (when this is a requirement of the position).
- Ensure any known risks or hazards are identified and reported to the organisation.

Information Management

All staff are responsible for:

- Complying with the Council's documented records management policy, processes, procedures and guidelines.
- Using the Council's approved information repositories to create or capture records.
- Learning how to file and find records in the Council's approved information repositories.
- Ensuring no records are destroyed or removed without approval from Information Management.

Civil Defence

- Attend Emergency Management training at Coordinated Incident Management System – Level 3.
- Encouragement to take an active part in Civil Defence Emergency Management (CDEM) planning and implementation consistent with the key responsibilities of this position.

Iwi/Council Partnerships

- Demonstrate respect for mana whenua, understand the values within *He Pou Tikanga*, and be aware of the Council's partnership commitments to iwi and Māori.

Other

- Other duties as directed, within the skills and capabilities of the employee.

Attributes and Capabilities

Accountability

- Taking initiative to solve problems or improve processes without being told.
- Making smart decisions when juggling multiple tasks and seeking help when necessary.
- Acknowledging errors without making excuses.
- Enforcing standards and expectations for peers, subordinates, or even superiors, respectfully but firmly.

Attention to Detail

- Follows detailed procedures and ensures accuracy in documentation and data.
- Notices discrepancies and inconsistencies in available information.

Analytical Thinking

- The ability to tackle a problem by using a logical, systematic, sequential approach.
- Notices discrepancies and inconsistencies in available information.
- Identifies a set of features, parameters, or considerations to take into account, in analysing a situation or deciding.

Change Management

- Understands the need for change; the change process; and supports change management efforts.
- Remains flexible and open to new ideas and encourages others to value change.
- Proposes new approaches, methods and technologies.
- Alleviates change related fear by appropriate coaching and communication.

Computer Competency

- Computer- literate with effective keyboard skills and software proficiency covering a variety of applications.
- Position specific competency with other applications or software as appropriate, examples of which are: Vault, Remwise, Talent Propellor, Datacom, Promapp, eRoad.

Customer Service

- Demonstrates concern for satisfying one's external and/or internal customers
- identifies and manages the expectations and needs of both internal and external customers.
- Ensures customers are treated with respect and in a friendly and professional way recognizing different backgrounds, cultures, customs and experience.
- The ability to de-escalate a situation.
- Maintains self-motivation and initiative.

Building Collaborative Relationships

- The ability to develop, maintain and strengthen partnerships with others inside or outside the organisation who can provide information, assistance, and support.
- Expresses gratitude and appreciation to others who have provided information, assistance, or support.

Coaching & influencing

- Building relationships with managers and staff.
- Providing practical, usable advice.
- Influencing behaviour without relying on authority.

Conflict Resolution

- Improvises and thinks quickly on his/her feet.
- Identifies different types of conflict and common causes and uses effective strategies to manage or resolve conflict in a positive way.
- Utilizes appropriate interpersonal styles and methods to gain agreement or acceptance of an idea, plan, activity or service.

Personal Credibility

- Demonstrates concern that one be perceived as responsible, reliable, and trustworthy.
- Does what he/she commits to doing.
- Develops a reputation for giving honest and truthful information that can be verified.
- Takes responsibility for own mistakes; does not blame others.
- Respects the confidentiality of information or concerns shared by others.
- Demonstrate willingness to learn from others and from your own mistakes.

Working Independently

- The ability to work independently, with minimal supervision.
- Completes work without direct instruction meeting all agreed deadlines and standards.

- Maintains self-motivation and initiative.

Knowledge, Experience, Qualifications & Skills	
Essential	
• Diploma in Human Resource Management or related field. • At least 3-5 years' previous experience as an HR Generalist. • Knowledge and practical experience in NZ employment legislation and industrial relations, including the Employment Relations Act, Holidays Act, Privacy Act and related legislation. • Experience understanding and knowledge of remuneration systems, processes and practices. • Awareness of emerging digital and AI tools, with a willingness and ability to adopt them to support improved ways of working. • Professional Membership (e.g. HRNZ) • A valid NZ full or restricted driver's licence.	
Desirable	
• Degree qualification in Human Resource Management or related field. • Experience in Policy and Procedure writing (Promapp desirable).	

Care and Responsibility

All employees are expected to care and be responsible for the organisation's resources, relationships, and reputation. This includes demonstrating care, integrity, and accountability in all aspects of their work, contributing to the long-term sustainability and wellbeing of the organisation, the community, and the environment. Employees are encouraged to make decisions and take actions that reflect the organisation's values and support its strategic goals.

Changes to Position Description

From time to time, it may be necessary to consider changes in the position description in response to the changing nature of our work environment - including technological requirements or statutory changes. This position description may be reviewed as part of the preparation for performance planning for the annual performance development planning (PDD) cycle or as required. No significant changes to this position description will be made without consultation and agreement of the position holder.