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

The People & Capability Officer provides efficient, effective administrative and coordination support across all facets of the People & Capability function. Often the first point of contact for staff and prospective employees, the role delivers high-quality customer service while supporting recruitment and selection, onboarding, cross and off boarding, training and development, and the maintenance of accurate, secure employee records. It also plays a key part in health and safety, including contractor pre-qualification, health and safety reporting, and coordination of the Health, Safety and Wellbeing Committees.

Working closely with the People & Capability team, people leaders, the Chief Executive and external providers such as recruitment agencies, Immigration NZ, health and safety providers and training providers, the officer is expected to work independently, pay close attention to detail, identify opportunities to improve processes and the customer experience, and contribute to health and safety outcomes, emergency management readiness and the Council's strategic and business plan objectives.

### 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.

### Salary and Conditions

The Council operates under a Total Remuneration Strategic Pay grading system and the grade for this position is **11**. The salary range for this position is between **$69,300pa and $77,000pa** and the appointed starting level will be dependent on skills and experience and will be discussed during interviews with shortlisted candidates.

### 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.

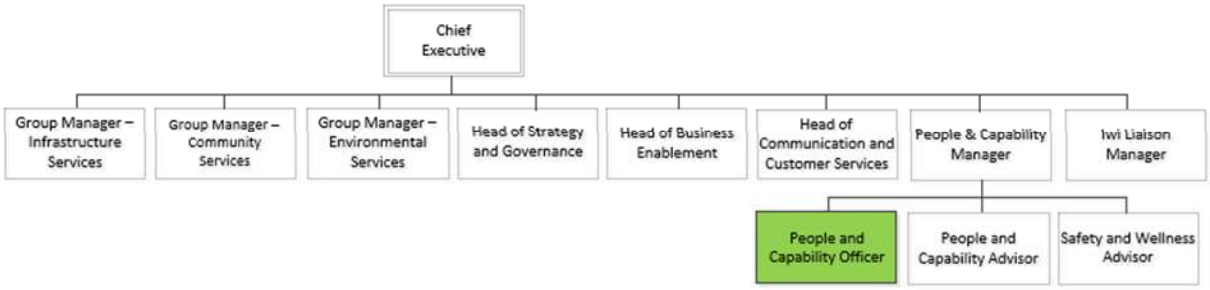
**PEOPLE & CAPABILITY TEAM**

# Position Description

| Position Details | | | |
|---|---|---|---|
| **Title:** | People & Capability Officer | | |
| **Unit:** | People & Capability | **Group:** | CEO |
| **Position Reports to:** | People & Capability Manager | | |
| **Salary Grade:** | 11 | **Staff Management** | Nil |
| **Position Occupant:** | Vacant | | |
| **Date Created:** | September 2019 | **Date Last Reviewed:** | May 2026 |

## Position Objective

- This role has been developed to assist and support the People & Capability team, to provide efficient, effective administrative and coordination support and service across all facets of the function.
- This role will also be key in ensuring the provision of timely, reliable information, reporting and analysis to help ensure achievement of the team's work plans.
- This role provides up to the People & Capability Advisor in both transactional and project work (apart from employment relations issues).




| 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 information to the Chief Executive and the Leadership team. |

| | |
|---|---|
| People Leaders | Supports people leaders to manage their teams effectively by providing a level of practical advice, building capability, and ensuring consistent, fit-for-purpose people practices. |
| Staff | Often the first point of contact for staff and prospective employees, this role provides high-quality customer service, administrative support to the P&C team, and coordination of P&C activities. |
| Committees | Coordination of & support for both Heath Safety and Wellbeing Committees |
| **External** | **Purpose of Contact** |
| Health and Wellbeing Providers (including EAP and ACC.) | Support for supporting employee wellbeing and workplace interventions. |
| Contractor Management | Liaise with all contractors intending to or working with STDC re the pre-qualification process. |
| 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. |
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| Training and Professional Development Providers | Support for or professional development, capability building, and organisational training initiatives. |
| Health & Safety Management System (Ideagen – Vault) | Liaise with re issue resolution and system updates. |

## 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.
- Coordinate the review, development and implementation of people & capability policies, procedures and risks and initiatives that will further develop organisational culture and engagement.
- Actively identify opportunities for improvement in processes and customer experience.

**Recruitment & Selection**

- Provide advice and coordination support across recruitment activities, including advertising, application management, interview processes, reference checking, and pre-employment screening.
- Contribute to recruitment processes, including participation in shortlisting and interviewing, as required.
- Support the preparation and review of employment documentation, including employment agreements, ensuring accuracy and alignment with organisational standards.
- Maintain current knowledge of Immigration New Zealand requirements and manage processes associated with international recruitment, including accreditation, job checks, and compliance obligations.
- Maintain accurate and up-to-date employee and recruitment records, ensuring information integrity and compliance with organisational and legislative requirements.

**Health Safety**

- Maintain oversight of health and safety systems, ensuring data is accurate, up-to-date, and used to support effective reporting, monitoring, and decision-making.
- Manage contractor pre-qualification processes, including assessing documentation, maintaining contractor records, and supporting contractor compliance with organisational requirements.
- Provide advice and support to managers and contractors on pre-qualification and health and safety requirements.
- Analyse and prepare regular health and safety reporting (including monthly eRoads reporting),

identifying trends, risks, and opportunities for improvement.

- Support the effective functioning of Health, Safety and Wellbeing Committees, including coordination, minute-taking, and ensuring actions and records are maintained.
- Monitor and maintain health-related data and programmes (e.g. drug and alcohol testing, hearing surveillance, vaccinations, ergonomic assessments, and safety inspections), ensuring compliance and follow-through of required actions.

**Development**

- Coordinate the delivery of organisation-wide and role-specific training programmes, including scheduling, logistics, and administration.
- Administer the annual Building Block Training Programme and support other ongoing training initiatives.
- Manage training records and documentation, including collecting and collating post-training feedback and survey results.

**Onboarding**

- Coordinate onboarding activities to ensure recruiting managers have the information and resources required for new employee commencement.
- Schedule and manage onboarding touchpoints (e.g. one-month and three-month check-ins) with the People & Capability team.
- Maintain onboarding documentation and employee records, ensuring all required information is completed, returned, and accurately recorded.
- Provide coordination support for onboarding activities, including conducting check-ins as required.

**Cross & Off Boarding**

- Coordinate cross boarding and internal movement processes, ensuring managers are supported to meet process requirements and documentation is completed.
- Administer employee exit processes, ensuring timelines are met and documentation is prepared and provided to managers.
- Coordinate and schedule exit interviews for departing employees and conduct interviews as required.
- Maintain accurate employee records, including completion of off-boarding checklists and timely archiving of files in line with organisational requirements.

**Administration and Reporting**

- Maintain People & Capability records and systems, ensuring accurate creation, version control, and compliance with retention and disposal requirements.
- Support improvements to administration processes, ensuring they are efficient and well documented.
- Maintain accurate, secure, and up-to-date employee records, ensuring data integrity and confidentiality.
- Coordinate workflow and checklist completion, ensuring information is captured and recorded as required.
- Administer records retention and disposal, including preparing and archiving documentation.
- Provide timely HR and health and safety reporting in response to routine and ad hoc requests.
- Maintain current process documentation (e.g. Promapp).

**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 or pointing fingers.

**Attention to Detail**

- Follows detailed procedures and ensures accuracy in documentation and data
- Organises and maintains a system of records
- Follows up with others to ensure that agreements and commitments have been fulfilled
- Notices discrepancies and inconsistencies in available information.

**Computer Competency**

- Efficient keyboard skills
- Computer- literate with software proficiency covering a variety of applications
- Position specific competency with other applications or software as appropriate, examples of which are: (Vault, Datacom, Promapp, Talent Propellor, Strategic Pay Remwise, Nintex.)

**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 consider, in analysing a situation or making a decision.

**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.

**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.

**Flexibility and Adaptability**

- Openness to different and new ways of doing things; willingness to modify one's preferred way of doing things.
- Adjusting one's behaviour to new information or changing circumstances.
- Demonstrates openness to new organizational structures, procedures, and technology.

**Building Collaborative Relationships**

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

**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.

## Knowledge, Experience, Qualifications & Skills

**Essential**

- Studying for a Diploma in Human Resource Management
- At least 3-5 years' previous experience as an HR Generalist.
- 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)
- Advanced user Microsoft office products
- A valid NZ full or restricted driver's licence.

**Desirable**

- Relevant Diploma in Business Administration, Human Resources or Information Management
- Experience with Human Resource /Health & Safety Management Systems Understanding of relevant legislation including the Privacy Act 1993 and the Health and Safety at Work Act 2015

## 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.