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| Senior People & Culture Advisor |

## About us

Our agency’s purpose is to shift the system using data and evidence, so that the system invests earlier and more effectively to improve the lives of New Zealanders.

### Our values – how we do things around here



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| **Tāngata** We’re about people | **Manawa Māui** We are a catalyst  for change | **Taunakitanga** We influence through evidence | **Puaretanga** We’re transparent by nature |
| It’s about people. They will do better, sooner and for longer, when we partner with others to develop and deliver services. | We challenge  the status quo constructively and seek better ways  of doing things. | We use evidence  to influence  positive change for New Zealanders. | We will share what we’re doing, how we’re doing it, and what we learn |

## About working in the Public Service

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa   
i āianei, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi.  We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

## About the position

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| The purpose of this position | |
| The Senior People & Culture Advisor provides high quality operational and strategic advice to leaders that is aligned with our strategic priorities, policies, values and best practice. The role is generalist in nature and works across a broad range of people functions. It is responsible for delivering a range of people related initiatives and functions to our leaders and people to build a high performing organisation. | |
| Team and location | Strategy and Performance |
| Reporting to | Manager People & Culture |
| Salary band | Band 17 $104,885 - $123,394 - $148,073  Starting salaries are negotiated based on relevant skills and experience, with offers generally made between $104,885 - $123,394. |

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| What you will do to contribute | As a result we will see |
| * Provide coaching, advice, and solutions to leaders to support their people management accountabilities (across the full range of the employee life cycle including recruitment, performance management, learning and development, employee relations, remuneration, policy compliance and interpretation, employment legislation, change management). * Lead the development and review of policies and procedures to improve our people’s experience of SIA and design new and innovative approaches to support the achievement of SIA’s strategy and goals. * Support the People & Culture Manager on strategic planning and the development of future focussed workforce strategy and people strategy to increase capability. * Work with the People & Culture team on the delivery of our people strategies – Tāngata, Tātou (diversity, equity, and inclusion) and any other strategies. * Develop and deliver key people initiatives through to implementation. * Identify continuous improvement opportunities and lead action to implement them as required. | * Coaching, advice, and solutions provided adds value to leaders that supports the delivery of SIA’s strategic priorities and enhances people management at SIA. * Fit for purpose policies and procedures are developed and support SIA business goals. * People plans are developed that support strategic priorities, covering all key areas identified. Plans are aligned to the all-of-government directions. * People initiatives are aligned with our strategies and are delivered in a timely and effective way. |
| **Risk Management**   * Actively identify and manage role or practice level risks, including escalation of risks and issues when necessary. * Ensure that analysis, data and information supplied is accurate and verified. | * Role level risks are identified and managed appropriately. * Independent assurance that the Agency is operating and accounting for performance in an appropriate and transparent manner. |
| **Health and Safety**   * Take responsibility for meeting the Agency’s obligations in workplace health and safety. | * Observing the Agency’s health and safety procedures. * Participating in health and safety initiatives and training where appropriate. * Providing suggestions for improvement of health and safety. * Reporting incidents and hazards promptly. * Know what to do in the event of an emergency. |

## About you – what you will bring specifically

### Experience and knowledge

* Demonstrated success at a senior level as a credible generalist people practitioner.
* Experience in developing, implementing, and delivering effective people policies.
* A broad understanding across the full range of people related functions.
* Great written verbal communications skills with an ability to influence, engage and build effective relationships.
* A high level of interpersonal skills and ability to collaborate.
* Excellent organisational skills with the ability to priorities and manage delivery of multiple and

conflicting priorities.

* Committed to valuing diversity and the principles of the Treaty of Waitangi.
* A relevant tertiary qualification or significant experience in a related discipline.

### Characteristics

* Engaging others – connects with others, listens, reads people and situations, communicates tactfully.
* Achieving ambitious goals – committed and tenacious, ambitious.
* Curious – thinks analytically and critically, displays curiosity, mitigates analytical and decision making biases.
* Honest and courageous – shows courage, shows decisiveness, leads with integrity.
* Resilient – displays resilience, demonstrates composure.
* Self-aware and agile – encourages feedback on own performance, can self-assess, adapts approach, shows commitment to development.

### Capabilities

* Implements strategy – aligns their work with strategic objectives and the Agency’s vision.
* Communicates clearly – tailors messages so they are clear, succinct, and resonate with their different audiences.
* Supports organisational performance – suggests and acts on opportunities to do things differently and improves processes to achieve gains in effectiveness and efficiency.
* Builds internal relationships – contributes to their team, works collaboratively with others across the organisation and takes an organisation-wide view. Builds external relationships and interacts effectively with customers and other external stakeholders.
* Inclusive – welcomes and values diversity and contributes to an inclusive working environment where differences are acknowledged and respected.
* Shows political awareness – displays an understanding of the essentials of how the government and the public sector work, and ensures that written documentation and verbal presentations reflect relevant political sensitivities.
* Manages and delivers on work priorities – plans and organises self to deliver work commitments to required timeframes and quality standards.
* Develops others – shares own experiences and learning and demonstrates and teaches specific technical skills.

### Other requirements

* Willing to take on responsibilities (within limits) outside the prescribed position description.