



Kaitiaki Matua Pūmanawa Tangata Senior People and Culture Advisor

Position Description

Reports to	Tumuaki Whakahaere Chief Operating Officer
Team/Unit	Hiranga Tōpū
Location	Auckland or Wellington
Salary Range	Band 4B \$101,360 – \$137,134
Direct Reports	Nil
Indirect Reports	Nil

Ko wai mātou | About Human Rights Commission

Te Kāhui Tika Tangata (the Commission) is Aotearoa New Zealand's national human rights institution (NHRI), accredited A status under the Paris Principles that internationally set the standard for NHRIs. The Commission was created in 1977 and is enabled by the [Human Rights Act 1993](#) to protect and promote human rights in Aotearoa. We operate independently of Government as an Independent Crown Entity however we are funded through the Ministry of Justice and are accountable as such for the use of public funds.

It is a privilege to be part of the human rights movement. People are counting on us to ensure their lives are better. But it is also a time when rights are not always easily understood or respected. It is work that comes with obligation and a responsibility to Aotearoa to ensure rights and standards enshrined in domestic and international law are upheld.

As an NHRI that is a Te Tiriti based organisation (TBO), we aim to ensure that all four articles of Te Tiriti o Waitangi (Te Tiriti) are upheld at every level of the organisation and in all our activities. Our expectation is that all individuals and teams have an important role in contributing to this journey and to be nimble, focused and coordinated for collective impact.

Ō mātou uara | Our values

Our values guide how we behave as an organisation and as individuals to achieve our mission:

- Mana tangata – human dignity
- Māia, tika, pono – courage and integrity
- Whanaungatanga – relationships

Mō tō mātou rōpū | About the team

Hiranga Tōpū works collaboratively to deliver excellent, joined-up organisation services founded on manaakitanga. The team ensures staff and managers in the Commission receive responsive and high-quality core services from the centre, that strengthen the organisation and enable the operational delivery of the Commission's services for Aotearoa New Zealand.

Tēnei tūranga | About the role and purpose

The Senior People and Culture Advisor is responsible for ensuring the organisation meets its obligations as an employer and that the Commission has the right culture, capability and capacity to deliver their services, now and in preparation for the future.

This role partners across Hiranga Tōpū, our organisation services team, with the leadership team and other people leaders to provide future focused and proactive advice, plans and support to ensure risk is mitigated and the organisation has the right culture, capability, and capacity in place to support the achievement of organisation’s strategic objectives.

Mahi ngātahi | Working relationships

Internal	Nature of the relationship
Manager	<ul style="list-style-type: none"> • Seeks direction and guidance on the delivery of the work programme, key milestones, risks and mitigations • Seeks guidance on process, individual development and management support
Other team members	<ul style="list-style-type: none"> • Collaborates with and works on deliverables and/or projects • Shares information • Engages and connects with others, listens and communicates tactfully • Coaches and mentors team members to develop their skills
Internal stakeholders	<ul style="list-style-type: none"> • Shared leaders, Director OHRP, Urungi (Leadership Team) and the Board (as appropriate) • People leaders • Chief Financial Officer, Organisation Services Manager, Payroll • Hiranga Tōpū team members • Ahi Kaa team members and leaders <ul style="list-style-type: none"> • Staff and teams in the Commission and the Office of Human Rights Proceedings (OHRP)
External relationships	<ul style="list-style-type: none"> • PSA • Service suppliers (recruitment consultancies, Strategic Pay, AskYourTeam etc.) • Te Kawa Mataaho (Public Service Commission) • Government agencies

Ngā Haepapa | Accountabilities

Priorities	<ul style="list-style-type: none"> • People & Culture role responsible for P&C service provision to the Commission (working closely with Organisation Services Manager, Payroll, Finance and COO) • Develop and implement People & Culture strategies and plans mentored by the COO as needed (including P&C work plan, IR and ER strategy, talent attraction, workforce planning, engagement surveying, inclusion and diversity)
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	<ul style="list-style-type: none"> • Develops and implements organisational development strategy and initiatives (in conjunction with COO when appropriate) that align with the organisation’s needs. Implementation includes writing and/or reviewing collateral that is organisationally fit for purpose, customer-centric, timely and aligned to best practice • Provides P&C strategic advice and expertise to the COO, CE and broader leadership team on people related matters • Coaches people leaders in the organisation to grow a capable, resilient, engaged workforce and workplace culture • Mentors and develops P&C coordinator and delegates work as appropriate • Works with the COO and shared leaders/Urungi to understand current and future organisational needs • Manages the union relationship for the organisation, including management of bargaining processes (with mentoring support/ sponsorship of COO) • Lead advisor in complex employment relations and/ or wellbeing cases • Develops and leads initiatives to support and build culture and engagement, including progressing the organisation’s Tiriti-based journey and related capability uplift • Subject expert for P&C workplace policies • Ensures compliance with all legislative and organisational requirements including the good employer responsibilities under the Crown Entities Act 2004, the Holidays Act, and supporting the Organisation Services Manager, with the Commission’s responsibility for workplace health and safety under the Health and Safety at Work Act • P&C risks are identified, mitigated, managed, and reported appropriately • Monitor and report regularly on performance against People and Culture business plans and ensure all P&C activity is in accordance with legislation and best practice • Develop, maintain and monitor the Commission’s position establishment and work with CFO to manage and report on contingent resource spend, ensuring alignment with workforce plan
Te Tiriti o Waitangi and equity	<ul style="list-style-type: none"> • Apply knowledge of Te Tiriti o Waitangi and its application in our organisation to all work practices • Attend appropriate Te Tiriti o Waitangi education
Other duties	<ul style="list-style-type: none"> • Undertakes any additional duties as reasonably required by the Chief Operating Officer

Ngā āheinga | Capabilities

Qualifications & Training	<ul style="list-style-type: none"> • Relevant tertiary qualification and/or equivalent experience
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Experience	<ul style="list-style-type: none"> • 5+ years' experience providing people and culture operational advice that is aligned to strategic outcomes, to leaders within a similarly complex organisation • Comprehensive knowledge of NZ employment legislation and experience in applying best practice advice and solutions, at all levels, across all P&C disciplines including employment relations, change management, bargaining, culture and capability initiatives • Demonstrated knowledge and experience developing and delivering a broad remit of operational advice that is aligned to strategic outcomes, P&C solutions, projects and initiatives • Demonstrated experience contributing people and culture advice including the development and implementation of organisation-wide policy and frameworks at all levels including kaimahi, leaders and senior leaders/ Board • Experience working in a sole P&C service delivery function or small team within a crown entity or similarly complex environment • Demonstrated knowledge and application of Te Tiriti o Waitangi principles, in the context of workplace operations • Experience in the development of organisation development solutions to enable cultural change, preferably from a Te Tiriti o Waitangi perspective
Personal attributes	<p>Commitment to Te Tiriti o Waitangi</p> <ul style="list-style-type: none"> • Demonstrated commitment of / or experience working in a Tiriti context <p>Analysis</p> <ul style="list-style-type: none"> • Think analytically, conceptually and laterally • Makes links between diverse pieces of information <p>Effective communication and influence</p> <ul style="list-style-type: none"> • Employs clear and effective two-way communication, spoken and written, with a wide range of people and in all situations, in order to listen to persuade, and to influence others <p>Flexibility and Innovation</p> <ul style="list-style-type: none"> • Demonstrates a flexible and innovative approach to problem solving and decision making with a capacity to develop and deliver effective solutions <p>Health and Safety</p> <ul style="list-style-type: none"> • Advocates, supports and ensures compliance with the requirements of the Health and Safety at Work Act 2015
Building and sustaining relationships	<ul style="list-style-type: none"> • Establishes and maintains positive relationships internally and externally with sophisticated relationship and rapport building abilities • Able to demonstrate an easy self-awareness and cultural competency • Provides a customer-focused service • Demonstrates understanding of Te Tiriti o Waitangi and its relevance to the work of the Commission • Demonstrates personal commitment to human rights and harmonious relations
Conduct	<ul style="list-style-type: none"> • Understands the role and nature of a NHRI and the conduct required of its members

	<ul style="list-style-type: none"> • Displays the highest standards of personal and professional behaviour • Models behaviours consistent with the Commission’s values and holds others accountable for those behaviours • Displays a high degree of consistency in personal behaviour with a reputation for absolute trustworthiness • Proven record of confidentiality, discretion and judgment • Demonstrates commitment to continual personal development
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As a Public Servant

Mahi tōpū ai ngā Kaimahi Tūmatanui e whai tikanga ai te noho a ngā tāngata o Aotearoa. Hei tā te Public Service Act ko te pūtake o ngā Kaimahi Kāwanatanga, ko te tautoko i te kāwanatanga whai ture me te kāwanatanga manapori; ko te āwhina i te Kāwanatanga o te wā nei me ō anamata ki te whakawhanake, ki te whakatinana hoki i ā rātou kaupapa here; ko te tuku i ngā ratonga tūmatanui e nui ana te kounga, e nahanaha ana anō hoki; ko te tautoko i te Kāwanatanga e tūroa ai te whai oranga o te marea; ko te huawaere i te whai wāhitanga o te kirirarau ki te ao tūmatanui me te whakatutuki i ngā mahi i runga i tā te ture i whakahau ai. E hiranga ana te wāhi ki a mātou ki te tautoko i te Karauna i ana hononga ki ngā iwi Māori i raro i te Tiriti o Waitangi. Ahakoa he nui ngā momo tūranga mahi, e tapatahi ana ngā kaimahi tūmatanui i roto i te whakaaro nui ki te hāpai i ngā hapori, ka mutu, e arahina ana ā mātou mahi e ngā mātāpono matua me ngā uara o ngā Kaimahi Tūmatanui.

The public service works collectively to make a meaningful difference for New Zealanders. The Public Service Act states that the purpose of the public service is to support constitutional and democratic government, enable both the current Government and successive governments to develop and implement their policies, deliver high-quality and efficient public services, support the Government to pursue the long-term public interest, facilitate active citizenship and act in accordance with the law. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi and te Tiriti o Waitangi. Whilst there are many diverse roles, all public servants are unified by a spirit of service to the community, and guided by the core principles and values of the public service in our work.