

JOB DESCRIPTION
February 2025
Title & Reporting Relationships

Position Title:	Te Hononga Pakihi Pūmanawa Tangata, Business Partner Human Resources
Grade:	SP20
Reports to:	Manager Human Resources Service Delivery
Direct Reports:	Nil
Delegated Authority	Financial: Nil

Purpose of the Group and the Position:

The People and Capability (P&C) Group, comprises:
Human Resources Service Delivery, Health, Safety and Wellbeing, Organisational Development, and Payroll, Reporting and Insights.

P&C is responsible for providing the strategic management and effective operation of human resources, health, safety and wellbeing, payroll, reporting and insights, and organisational learning and development functions, in compliance with relevant legislation and in accordance with Kāpiti Coast District Council's (The Council) policies. Through collaboration the team provides support across the organisation, cultivating a thriving and dynamic culture by supporting the development and wellbeing of people through strategic talent management and support services.

The **Human Resources Service Delivery (HR Service Delivery) team** works across councils wide ranging functional areas to provide exceptional HR leadership, advice, support and guidance to senior leadership, people leaders and our people.

The HR Service Delivery team partners with all levels of to manage employee relations, talent acquisition, workforce planning, performance management, reward and recognition, and change management. By embedding effective and strategic HR practices and frameworks, the team ensures that the Council's workforce is aligned with business objectives, driving continuous improvement and fostering a people-centred environment.

KEY RELATIONSHIPS

This role is responsible for establishing and maintaining effective, co-operative, and professional working relationships with all stakeholders including:

- Internal Customers:**
- Manager Human Resources Service Delivery
 - Group Manager People and Capability
 - People & Capability Group
 - Senior Leadership Team
 - People Leaders
 - All kaimahi

- External Customers:**
- HR Professionals and Service Providers
 - Unions
 - Other local government HR teams

KEY RESPONSIBILITIES AND OUTCOMES

In the current local government environment, Council must be well positioned and supported to meet the current and future needs of our communities for good quality local infrastructure, local public services, and performance of regulatory functions in a way that is cost-effective for businesses and residents. The Council needs to be ready for, and respond appropriately to, changes in external operating environments (such as shifts in government policy), which in turn influence how we do things. The Council is working to be well-positioned not only to see what is coming but also to take opportunities to influence the shape of these externally driven changes.

We require all staff to demonstrate behaviours that underscore our commitment to build and maintain an organisation that is acknowledged and respected for being:

- Caring – we understand our customers’ needs, share information and work as a team
- Dynamic – we bring a can-do attitude to make it happen; and
- Effective – we get it right and deliver consistent, value for money services.

Staff will be aware of political sensitivities, support equal employment opportunities, and demonstrate an understanding of Te Tiriti o Waitangi within the context of a local authority.

Functional Key Requirements

The Business Partner Human Resources (HR) role works across a portfolio model and partners with the Group Managers (GMs) to provide modern, high-quality tailored advice, expertise and support. This role develops strategic partnerships to understand the different parts of the business and their diverse needs, to implement and embed people related project and initiatives seamlessly into their assigned portfolios. The Business Partner HR is a key role in achieving our P&C Vision and People Strategy.

The role will:

- Co-design, deliver and implement identified strategic initiatives, projects and services.
- Provide the full range of generalist support across the lifecycle areas. Offering sound advice to people and people leaders in their assigned portfolios.
- Develop and influence assigned portfolios to ensure people are priority through implementation and innovative, pragmatic service delivery.
- Coach and mentor the HR Advisors, people leaders and people on a range of generalist functions.

The role reports to the Manager Human Resources Service Delivery.

What you will do:

Business Partnering

- Engage and collaborate with a diverse range of stakeholders within assigned portfolios to build strong effective relationships and maximise the effectiveness of HR Service Delivery across council.
- Work strategically with the P&C team, business groups and cross-council stakeholders to achieve successful people related outcomes.
- Engage and influence proactively with GMs, and people leaders as trusted strategic partners to help shape workforce and business strategy, support business group objectives and mitigate risks.
- Develop and maintain an in-depth understanding of the assigned portfolios, including their business objectives, challenges, risks and HR related needs.
- Problem solve and recommend solutions leveraging experience and insights.
- Coach senior leadership and people leaders to build capability and skills, enhance performance, make informed people management decisions, and lead effectively through change.
- Attend relevant leadership and team meetings to provide strategic thought leadership and HR advice.
- Build the capabilities of people leaders in HR practice through effective guidance and all people activities including discipline, grievances, performance management, change management, recruitment, induction, remuneration, recognition and reward and leadership development.
- Partner with business groups in assigned portfolios to integrate their diversity and inclusion priorities into all people plans and processes.
- Collaborate with the Business Partner Health, Safety and Wellbeing to ensure effective integration of HR and HSW policies and strategies across council, supporting a safe and healthy work environment.

HR Frameworks

- Collaborate, co-design and deliver strategic Organisational Development, Health, Safety and Wellbeing, and Payroll, Reporting and Insights initiatives that build leadership, capability, culture, and overall organisational performance.
- Lead and support the implementation of various people related frameworks (including Te Ao Maori), methodologies and tools across business groups.
- Embed the employee experience through all aspects of HR Service Delivery and ways of working.
- Contribute to the development of P&C systems, data, and reporting to provide meaningful insights and reporting to enable effective business group decision making.
- Lead the review, design, and delivery of optimised processes and policies to ensure they are fit for purpose.
- Contribute to the P&C Business Group's annual people plan, ensuring initiatives are tailored to specific business group people and capability needs.

Organisational Development

- Participate in the co-design of strategic HR tools or HR focused learning and development initiatives in collaboration with the Organisational Development (OD) team.
- Partner with OD and people leaders to support the implementation and roll out of the annual engagement survey process.
- Work with OD and people leaders to ensure that survey results are shared with

the business and action plans are developed and implemented to drive culture change and achieve desired outcomes.

- Collaborate with OD and people leaders on the annual performance process ensuring that leaders have performance and development plans in place for their teams, with regular check-ins and end of year performance conversations.
- Keep people leaders informed of P&C strategies, and programmes.
- Champion employee engagement and drive business group-aligned leadership actions to improve the employee experience.

Change Management

- Partner with GMs, and people leaders to understand the strategic business drivers for change and outcomes.
- Provide thought leadership and advice, prior to change being affected, on the most effective approach to achieve the desired outcomes.
- Support in drafting and finalising business cases, information packs, change proposals and other change related documentation.
- Co-lead consultation processes with people leaders to support planning, initiating and embedding of change initiatives.
- Support people leaders with post change implementation including addressing employment relations implications and impacts.

Talent Acquisition and Talent Management

- Partner with GMs to develop and deliver a strategic approach to talent acquisition across business groups.
- Support the development of contemporary high potential, talent and succession framework, including methodologies, and tools.
- Partner with business groups to embed talent management and succession planning frameworks, ensuring career pathways are available for kaimahi.

Reward and Performance

- Support the development and delivery of a remuneration strategy, framework, policy and lead the annual pay and performance process ensuring consistency and relativity across business groups.
- Partner with Payroll, Reporting and Insights, and OD teams to deliver the Council's remuneration approach, supporting GMs through the annual pay and performance process to ensure consistency and relativity across groups.
- Provide consistent advice and guidance to group leadership on remuneration packages for new and existing hires.

Employee Relations

- Manage complex employee relations cases with commercial or reputational risk to the council ensuring people centred outcomes.
- Provide sound advice and guidance to people leaders on employment legislation, statutory compliance and relevant policies and procedures, with legal support as needed.
- Facilitate the resolution of staff management and employment relationship problems for and with people leaders.
- Assist people leaders in resolving disciplinary, grievance / complaint or relationship breakdown matters, ensuring procedural and substantive fairness.
- Guide and coach HR Advisors in resolving employment relations issues to help

grow their understanding and skillset.

- Assist people leaders with the development and management of Performance Improvement Plans (PIPs) for staff with performance or behavioural issues.
- Build strong working relationships with employees' representatives, union and contribute to Council's bargaining processes.

Risk Management

- Ensure compliance with HR policies and procedures, and legal requirements by helping leaders understand HR related risks and how to manage them effectively.
- Identify HR risks and issues, and propose approaches to manage, mitigate or minimise risks escalating to the Manager HR Service Delivery as appropriate.

Workforce Planning

- Lead the strategic workforce planning across assigned portfolios to ensure GMs and people leaders have the right workforce to meet future business objectives.

Reporting

- Work with the Payroll, Reporting and Insights team to develop and deliver a suite of HR reports relevant for each business group, including real time dashboards.
- Partner with the GMs to ensure HR data and insights for their business groups is well understood and utilised to enable better business group decision making.

There is an expectation that the role accountabilities may evolve over time. You may also be involved in other activities as part of a career and development plan. These will be reflected in your performance and development goals that are set in discussion with your people leader.

Personal Key Results

- Demonstrate commitment to organisational values through behaviour that is consistent with our caring, dynamic and effective approach to customer service.
- Establish and maintain effective working relationships with all stakeholders.
- Demonstrates initiative by actively seeking to understand new concepts, exploring innovative solutions, and continuously asking insightful questions to drive personal and team growth.
- Contribute collaboratively, positively, and effectively to the operation of the team, the Group, and the Council as a whole.
- Take responsibility for your own self-development to enhance skills and knowledge applicable to current and future positions.
- Exhibit behavior which is consistent with the understanding of Te Tiriti o Waitangi and its application for the Council.

Health and Safety

All employees have a responsibility to work towards keeping a safe and healthy work environment by following all safe work methods, identifying workplace risks and hazards and using appropriate safety equipment. This includes, but not limited to, demonstrating the following:

- Taking all reasonable steps to ensure your own safety at work, and that no action or inaction of yours while at work causes harm to any person or the environment
- Reporting any risks and/or hazards you become aware of in the workplace
- Observing all safety policies, procedures, and precautions, including wearing

- and using the protective clothing and equipment
- Notifying your manager/Group Manager/H&S Advisor immediately if you have an accident/incident/near miss at work and completing the required forms within 24 hours
- Notifying your manager/Group Manager/H&S Advisor within 24 hours of filing any ACC claim for a work-related accident or gradual process injury, and provide your manager/Group Manager/H&S Advisor with copies of relevant medical information specific to your claim; and
- Complying with all policies and procedures that are in place.

At the discretion of the Council, as part of a rehabilitation programme, you may be required to return to work to undertake such alternative duties as are available and are as reasonably within your capability and level of fitness as determined in consultation with a registered medical practitioner.

Essential Skills, Knowledge and Experience

Qualifications	<ul style="list-style-type: none"> • Relevant tertiary qualification in Human Resources, preferably, and/or equivalent work experience.
Experience and Knowledge	<ul style="list-style-type: none"> • Strong, proven strong generalist experience across the range of HR and OD activity including employment relations issues, change, performance management, talent management, etc. • Proven strong foundation and knowledge of HR and OD principles and practices including best practice, employment law, compliance requirements and intervention options. • Proven experience and ability to quickly able to develop a deep understanding of the business, challenge the status quo and ensure HR/OD strategies are aligned to business needs, and experience in delivering these to achieve measurable results. • Experience of championing change, winning buy-in from Group leadership and working through any resistance/issues to achieve people centred outcomes. • Proven ability to effectively coach employees and leaders to build their capability and build credibility with business groups. • Experience of coaching and mentoring HR professionals, role modelling inclusive behaviours, raising standards, and improving the profile of People & Capability Group within the business. • Strong interpersonal and negotiation skills with proven ability to develop, manage and maintain excellent relationship with business groups. • Effective time management skills and ability to work effectively without supervision and collaboratively as an effective team member, and an ability to manage conflicting priorities whilst delivering on tight deadlines. • Demonstrated commitment to the principles of Te Tiriti o Waitangi and an awareness of Māori perspectives and issues relevant to Māori or/knowledge of tikanga Māori. • Holder of a current and valid NZ Drivers' licence.

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OTHER INFORMATION

From time to time, the position holder may be required to perform other duties in conjunction with the role and which are reasonably within their experience and capabilities.

Te Tiriti o Waitangi

Kāpiti Coast District Council has a responsibility to contribute to meeting obligations under Te Tiriti o Waitangi. Meeting our commitment to Te Tiriti will contribute towards creating an organisation that is grounded, dynamic and resilient and supports our organisational values of being Caring, Dynamic and Effective in how we work.

Staff will contribute to the promotion of Te Tiriti o Waitangi and the involvement of Māori within the decision-making process for matters related to and important to them within the Council management processes and procedures.

Inclusion of Te Tiriti o Waitangi within all aspects of the role and its outcomes is necessary, while ensuring the engagement processes include appropriate mechanisms to meet the needs and aspirations of our hapori Māori, informed by our mana whenua partners – in an appropriate and safe manner.

To give effect to our responsibilities and achieve our respective outcomes – Tiriti training will be appropriate and organised through Te Rōpū Hononga ā-Iwi / Iwi Partnerships Group.

Civil Defence, Emergency Management and Business Continuity Duties

All staff of Kāpiti Coast District Council may be required to undertake Civil Defence and/or Emergency Management duties in the event of an emergency. (Training will be given as appropriate.) Staff will also be required to assist with maintaining business continuity in the event of a disruption to Council business and/or the impact of a pandemic by undertaking duties in accordance with how the Council responds to the interruption.

The Council likewise recognises the staff member's need to ensure their family's needs are adequately catered for.