

Team Leader – People and Wellness Advisory

Purpose | Te arotahi mātua

The Team Leader - People and Wellness Advisory is responsible for working collaboratively and cohesively within the People and Wellness team, managing a team of advisers to provide advisory services to the Council in all aspects of the employee lifecycle.

Partnering with leaders across the Council the People and Wellness Advisory Team Lead will be a trusted adviser who acts with integrity and delivers results. The Council's people strategy is a long-term plan that will enable our people to prosper in all that they do. The Team Leader - People and Wellness Advisory will be instrumental in ensuring this dynamic strategy is successful.

The Team Leader – People and Wellness Advisory will:

- Lead and coordinate the People and Wellness Advisory team, managing performance, setting clear expectations, and providing mentoring and development opportunities.
- Contribute to the strategic leadership and direction of the People and Wellness Advisory team and implementation of the Council's strategic and operational plans.

The Council has a leadership and staff development programme (Our TRC). This role will have an excellent understanding of the programme and will be committed to its implementation at both an individual and organisational level.

Role dimensions | Te ahu mahi

Responsible to: People and Wellness Manager
Responsible for: People and Wellness Advisory team
Primary location: Stratford
Position grade: 19



Role specific areas of responsibility | Whakaritea ngā wāhanga kawenga

The key responsibility areas are provided as a guide only. Performance measures for this job will need further discussion between the job holder and People Leader/Manager as part of the performance development process.

People leadership	<ul style="list-style-type: none">• As an organisational leader role model visible, inclusive leadership embodying Taranaki Regional Council values in your own approach.• Provide leadership, support, coaching and mentoring of "peers" to achieve agreed outcomes, and grow and develop in their roles.• Maintain a high standard of support and proactively assess team resources and/or reallocate workloads as necessary.• Provide appropriate development, induction and internal training opportunities to direct reports.• Create a team environment that fosters and develops effective working relationships and high performance based on Council values.• Ensure all team members use their leave entitlements reasonably and promote a positive work-life balance.• Seek support and advice (i.e. from People and Wellness and/or senior management) as required, to ensure staff issues are resolved quickly, appropriately and effectively.• Communicate organisational goals and aspirations, bringing clarity to the way forward particularly during times of change and uncertainty.
Strategy	<ul style="list-style-type: none">• Contribute to the development and implementation of the People and Wellness team Strategy and Roadmap ensuring the Council is well-positioned for the future.• Contribute to strategy and policy development across the Corporate Services group and other Council activities as required.• Provide high quality advice, reports and recommendations to the Executive Leadership Team and Elected Members.• Translate strategic direction into day to day activities.
Stakeholder engagement	<ul style="list-style-type: none">• Consult and collaborate with a diverse range of external and internal stakeholders to deliver the strategic goals of the People and Wellness team and wider Council.
Financial management and reporting	<ul style="list-style-type: none">• Accountable and responsible for managing a budget as set out in the Taranaki Regional Council Delegations Manual.• Assist in the preparation of People and Wellness team budgets and subsequent financial management, including implementation, and reporting of performance.
Advisory services	<ul style="list-style-type: none">• Advise, support, guide and coach leaders on effective people management strategies and approaches across the full spectrum of People and Wellness activities.• Promote the relationship between the people leader and employee as the primary relationship and support leaders to take responsibility for people management issues and opportunities.

- Grow leadership capability and proactively promote PaW best practice by providing education and coaching on PaW tools, policies and procedures, and resources.
- Provide practical operational advice and support to leaders on employment legislation, Council PaW policies and processes and employment agreements.
- Provide advice and support to managers and team leaders on PaW-related activities such as Performance Development Process (PDP) reviews.
- Educate managers and people leaders on self-service/shared service PaW tools and resources, proactively promote HR best practice.
- Provide managers and team leaders with advice and, as required, assistance with recruitment processes including job analysis, writing job descriptions and competency profiles and participation on recruitment panels, particularly when people leaders are being selected.
- Provide generalist HR advice and support to the Council including recruitment, training, development and change management.
- Understand employment law and apply the Council's policies, processes and systems to achieve legal compliance.
- Maintain sound knowledge of the Council's employment agreements and PaW policies.
- Lead on the development and review of PaW policies and procedures, tools, resources and guides.
- Develop an understanding of the collective bargaining process, and support the Council's bargaining team as requested.
- Contribute to the development and review of PaW policies and procedures.

Relationship management

- Build effective working relationships across Council to ensure advice is aligned with People Strategy.
- Liaise with appropriate team members to ensure communication flow and information management.
- Support and delegate work to the PaW Administrator as appropriate

PaW projects and initiatives

- Contribute as a key team member to a wide range of projects focused on the development and implementation of new initiatives, programs and policies across all aspects of our PaW strategy.
- Work collaboratively and proactively with other people in the PaW team to support key team objectives being achieved.

Job evaluation

- Supporting the Rewards and Recognition Adviser, provide advice to managers and people leaders on the Council's Job Evaluation process.
- Participate as a Job Evaluation committee member as required.
- Maintain accreditation in the Council's chosen Job Evaluation methodology.





Organisational areas of responsibility | Ngā wāhanga whakahaere

- **Be a team player** – Contribute to the greater team and organisational goals by completing projects and tasks in an efficient and effective manner, including any additional activities as directed by your People Leader.
- **Be flexible and adaptable** – Flexible work arrangements meet the needs of our customers, the Council and the individual and may include the need to work outside normal office hours from time-to-time.
- **Look after yourself and others** – Work within the Council's health and safety systems, policies and procedures at all times to limit risk and keep yourself and those around you safe.
- **Work with integrity** – Maintain high professional and ethical standards that align with relevant legislation, Council policies and our values.
- **Develop yourself and others** – Proactively seek out opportunities for your own professional development and work alongside others to develop them, including actively taking part in Our TRC.
- **Be culturally aware** – Show appreciation and understanding of Māori culture and values and put these into practice in your work.
- **Be an agent for change** – Always be on the lookout for ways to do things better, faster or smarter and be an active participant in the continuous improvement culture.
- **Be digitally savvy** – Understand and be competent in the use of digital technologies relevant to your role, including processing and storage of Council information in line with relevant policies.
- **Emergency planning and response** – Where required, participate in emergency management training exercises and support Council during an emergency management response, having due regard to the safety of your family.
- **Live our values** – Be aware of and demonstrate our values in ways that support inclusivity in every aspect of our work.

Delegations of authority | Te tuku mana

Delegations for all roles are set out in the **Taranaki Regional Council Delegations Manual** as appropriate.

Personal specifications | Ngā whakaritenga whaiaro

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| Qualifications | <ul style="list-style-type: none">• A university level qualification in Human Resources or a field that is relevant to the specialisation of this role is required. |
| Experience | <ul style="list-style-type: none">• At least six years' experience in Human Resources.• Have technical and practical proficiency and competency relevant to this role's specialisation.• Experience in a supervisory capacity, with sound leadership and motivational skills.• Experience with building and maintaining effective relationships and gaining the cooperation of a wide range of internal and external stakeholders. |
| Skills | <ul style="list-style-type: none">• Demonstrable leadership capability, including the ability to motivate and sustain high performing teams including during periods of change and uncertainty.• Ability to think strategically and take a council-wide perspective.• Excellent verbal, written and interpersonal communication skills with an ability to influence.• Strong organisation and time management skills with an ability to multi-task, delivering complete solutions within agreed timeframes.• Critical thinking skills applied to complex and varied business problems.• Able to quickly build and maintain trust, and influence and negotiate to achieve positive outcomes.• Able to resolve conflict in a positive and productive way.• Business partnering and relationship building skills.• Change Management skills.• Influencing and communication skills• Project planning, management and delivery skills.• Consultation and engagement skills.• Presentation skills.• Research skills. |
| Knowledge | <ul style="list-style-type: none">• Working knowledge of tikanga Māori and Te Reo.• Advanced knowledge of best practice human resources practices.• Comprehensive knowledge of employment legislation. |
| Personal attributes | <ul style="list-style-type: none">• Collaborative – can connect with others, listens, reads people and situations, communicates tactfully.• Goal orientated – shows commitment and ambition.• Strategic thinker – ability to think analytically and critically, with the big picture in mind.• Integrity – leads with purpose and inclusiveness.• Resilience – displays resilience, maintains composure.• Self-aware and agile – able to receive feedback on own performance, can self-assess, adapts approach, and commit to own growth and development. |



Functional relationships | Te whanaungatanga mahi

Build, maintain and role model meaningful effective and sustainable relationships with;

- Internal**
 - All Taranaki Regional Council staff
 - Leaders and Manager

- External**
 - Other human resources professional in local government and in the Taranaki region
 - Consultants and training providers
 - General public
 - Service providers

Changes to job description | Ngā huringa ki ngā whakaahuatanga mahi

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment. Such changes, including technological requirements or statutory changes, may be initiated by the manager of this job with due consultation with the position holder. This job description should be reviewed as part of the preparation for performance planning for the annual performance cycle.



Our key messages | Ko ā mātou kōrero mātua

Taranaki Regional Council works with the Taranaki community:



Improving lifestyles Supporting livelihoods Taking Taranaki forward

Our mission | Tō tātou mīhana

To work for a thriving and prosperous Taranaki by:

- Promoting the sustainable use, development and protections of our natural and physical resources.
- Safeguarding Taranaki's people and resources from natural and other hazards.
- Promoting and providing for significant services, amenities and infrastructure.
- Representing Taranaki's interests and contributions to the regional, national and international community.

We will do this by leading with responsibility, working cooperatively, encouraging community participation, and taking into account the Treaty of Waitangi.

Our values | Tō tātou whanonga pono

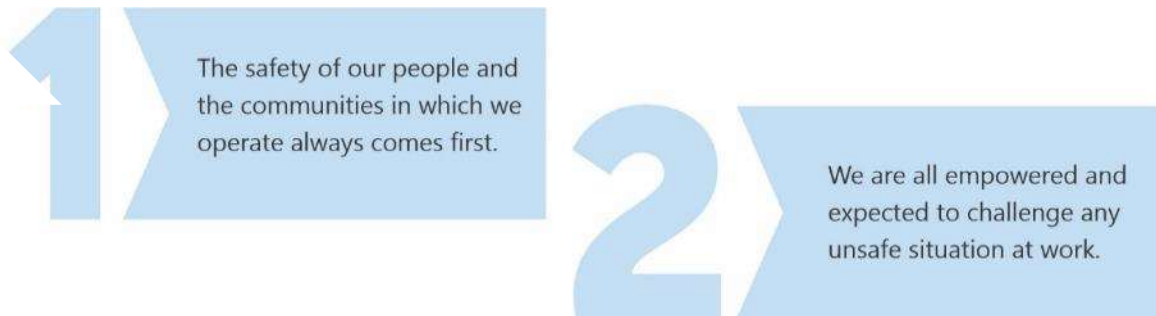
- **Integrity** | We do what it is right, rather than what is easy.
- **Teamwork** | We are one TRC team, working together with courage and purpose.
- **Care & Respect** | We demonstrate care and respect for ourselves and others; we treat everyone with dignity.
- **Agility** | We strive for excellence, embracing change as an opportunity for innovation.



Our health and safety | Tō tātou Hauora me te haumarū

The Taranaki Regional Council is committed to a process of continuous improvement in order to achieve excellence in the management of health and safety at all of our workplaces. We recognise the positive impact that the values and benefits of enhanced health and safety bring to the organisation, our employees and our communities.

There are two key points to health and safety:



We will achieve these by:

- Building a positive culture
- Aiming for zero harm
- Taking reasonable practicable steps
- Managing contractors
- Communicating
- Develop knowledge
- Investigating and learning

