

**POSITION DESCRIPTION**

<b>Position Title</b>	Advisor People and Culture
<b>Group</b>	Enterprise Services
<b>Location</b>	Wellington
<b>Date</b>	April 2022
<b>Reports to</b>	Manager People and Culture

**Position Purpose**

As a trusted advisor in the People and Culture Team with the primary responsibility of the Adviser P&C is to give best practice advice and support to Commission employees, this role must support and advise on the full suite of human resources delivery areas in a confident and credible way. This includes:

- Utilising business knowledge to support the alignment of people activities to the aims of the Commission’s strategic documents.
- Supporting the People and Culture Manager in creating, developing, consulting on, implementing and maintaining the People operations within the Commission.
- Operationalising the development, review, institutionalising and maintenance of HR policies, processes, and related guidance for the Commission.
- Supporting the developing and operational implementing, and management of a fit for purpose performance assessment, and remuneration/reward system.
- Working with other Enterprise Services team members and other teams to promote Human Resources governance and best practice at the Commission and to develop and foster engaged, productive, and empowered employees.
- Being committed to building a workplace in which opportunities to develop and add value to a diverse workforce are equally encouraged and implemented as good standard business practice.
- Managing employment relations and disciplinary cases when they arise.
- Providing Health & Safety advice, recording and reporting to senior leaders

**Dimensions of the position for which the incumbent is accountable**

Number of direct reports	None
Number of indirect reports	None
Operating budget	None The Electoral Commission budget for a three-year cycle is in excess of \$150m

## Important Relationships

---

### Internal

- Chief Electoral Officer
- Deputy Chief Executive Enterprise Services
- Electoral Commission Board
- Managers and employees including permanent and temporary field employees

### External

- Members of the public
- Community organisations
- Recruitment agencies
- Ministry of Justice
- Other public sector organisations
- Suppliers, consultants and contractors

## Accountabilities

---

Accountability Area	Deliverables / Outcomes
<ul style="list-style-type: none"><li>• <b>Applying best practice Human Resources at the Commission</b></li></ul>	<ul style="list-style-type: none"><li>• Contribute to the development, implementation, and maintenance of HR / OD frameworks, policies and procedures across the human resources functions and services being delivered to managers, and employees particularly in relation to performance management and disciplinary issues.</li><li>• Contribute to the monitoring and analysis of remuneration and benefits and providing advice on pay and performance.</li><li>• Working with other Enterprise Services team members, provide advice to managers on the performance planning and appraisals processes</li><li>• Support the Manager People and Culture r to review and maintain the Commission’s human resources policies, processes and practices to ensure:<ul style="list-style-type: none"><li>○ Compliance with current New Zealand legislation and consistency with the Commission’s responsibilities as a good employer</li><li>○ Relevant contribution to achievement of the Commission’s outcomes</li><li>○ The Commission’s reputation as an employer of choice continues to be enhanced.</li></ul></li></ul>

<ul style="list-style-type: none"> <li>• <b>Providing Credible Human Resources Advice to managers across the Commission</b></li> </ul>	<ul style="list-style-type: none"> <li>• Build trusting relationships with people managers and gain confidence of clients by providing high quality information and expert support and advice that is readily accessible, robust, and addresses the issues raised and helps them make decisions. <ul style="list-style-type: none"> <li>○ Provide sound and credible advice, guidance, coaching and support to people managers on employment and relationship matters.</li> <li>○ Provide timely, high quality, evidence-based information documentation and advice to an appropriate standard through: <ul style="list-style-type: none"> <li>○ Accessing research and accurate identification and prioritisation of issues</li> <li>○ Use of a variety of analytical models and frameworks to clarify or redefine issues and gathering relevant information used for proactive reporting.</li> </ul> </li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>• Appropriate and timely consultation processes</li> <li>• Development of viable options and practical solutions</li> <li>• Rigorous evaluation methods, monitoring and review processes</li> <li>• Consult with the business appropriately.</li> <li>• Participate in projects, special assignment, investigations and inspections as may be required.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Talent acquisition/employees /Transition</b></li> </ul>	<ul style="list-style-type: none"> <li>• Work with other Enterprise Services team members, provide advice and guidance to managers as required to ensure the Commission recruits, develops and retains the capabilities required</li> <li>• Support hiring managers in the recruitment process.</li> <li>• Provide advice and guidance where required to managers on the preparation of employment agreements, acting agreements, fixed term agreements, and variation letters</li> <li>• Develop appropriate induction and orientation processes for new employees</li> <li>• Manage transition arrangements for employees and oversee and/or conduct exit interviews.</li> </ul>

<ul style="list-style-type: none"> <li>• <b>Health, safety and wellbeing (HSW)</b></li> </ul>	<ul style="list-style-type: none"> <li>• Work collaboratively with Commission managers to support continuous HSW improvement</li> <li>• Implement HSW policy &amp; provide advice on risk and injury/claims management</li> <li>• Regularly communicate and consult with key stakeholders in relation to HSW matters</li> <li>• Participate in incident investigations, and manage activities to address these</li> <li>• Actively lead and promote a safety culture that aligns with the Commission's HSE Strategy through your own behaviours and our values.</li> <li>• Analyse and report accurate HSW data to senior managers</li> <li>• Develop and maintain internal relationships with key stakeholders including representatives in the Health and Safety Committee</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Team Effectiveness</b></li> </ul>	<ul style="list-style-type: none"> <li>• Contribute to team effectiveness by offering value adding suggestions, providing learning feedback/comments and support to others, which aim to improve team performance and employee motivation, and assisting other members of the team.</li> <li>• Provide back-up support to Enterprise Services team members in times of absence.</li> <li>• Be a trusted mentor and coach for more junior members of the team</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Quality Systems and Service</b></li> </ul>	<ul style="list-style-type: none"> <li>• Contribute to the achievement of team goals for time, cost, and quality, by offering suggestions for improving current systems and procedures</li> <li>• Practice a continuous improvement approach by reviewing own work methods and maintaining a positive approach to solving problems/issues</li> <li>• Ensure that service levels for internal and external customers meet agreed standards by focusing on application of quality work standards and methods and the timely delivery of agreed services.</li> </ul>

• **Health and Safety**

- Take reasonable care for your own health and safety and that of others at work
- Comply with the Commission's health and safety policies and procedures. Take action to improve health and safety record of the workplace. Ensures equipment and work areas are well maintained.
- Ensure timely and accurate reporting of any risks or hazards and potential risks or hazards so that they may be remedied.

**Person Specifications**

---

**Qualifications and technical skills.**

- At least four years' Human Resources experience and preferably in a public sector environment
- A tertiary qualification and professional achievement in business or human resources management or related discipline
- Well-developed analytical skills with the ability to formulate well-reasoned solutions
- Ability to write well.

**Experience and knowledge profile:**

- Excellent skills in relationship building, influencing, persuading, coaching and negotiating.
- Able to innovatively measure client satisfaction to improve levels of service.
- Experience in planning overseeing and supporting the implementing HR initiatives as projects throughout the project's lifecycle for operationalising new HR initiatives
- Sound knowledge of how to apply current employment legislation/relations/policy and best practice HR principles within diverse real-life operational environments.
- Sound knowledge and operational implementation experience of current principles and best practice in employment relations, performance management, disciplinary procedures, and investigations
- Knowledge and understanding of the following:
  - Tikanga Māori and a working knowledge of the Treaty of Waitangi,
  - human rights concepts,
  - diversity and inclusion principles, as well as equal employment opportunities.
- A proven ability to apply the utmost discretion in dealing with sensitive issues and managing confidential personal information.
- Common sense and sound, practical judgment.
- A willingness to contribute to a constructive, positive and collaborative work environment.
- Ability to work under pressure to meet deadlines.

### **Key Competencies Required:**

- **Results Orientation:** The ability and desire to achieve effective results, and work towards or exceed an agreed goal.
- **Professional Integrity:** The ability to act in a manner that conveys high personal and professional standards consistent with the principles of importance to the Commission and the State Sector. Develops and maintains trust and is seen to be someone who presents the unvarnished truth in an appropriate and helpful manner, keeping confidences, admitting mistakes and does not misrepresent him/herself for personal gain
- **Analytical Skills:** Ability to identify issues and analyse information to make considered decisions. Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn't stop at the first answers.
- **Customer Focus:** Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.
- **Priority Setting:** Spends her/his time and the time of others on what is important; quickly zeros in on the critical few and puts the trivial many aside; can quickly sense what will help or hinder accomplishing a goal. Eliminates roadblocks; creates focus.
- **Teamwork:** The ability to quickly find common ground and solve problems for the good of all, representing his/her own interests and yet being fair to others in the group. The ability to solve problems with peers with a minimum of noise and is seen as a team player and cooperative easily gaining the trust and support of peers. Encourages collaboration and can be candid yet tactful with peers.
- **Continuous Improvement:** The ability and desire to seek and use better ways of doing things (to improve one's personal and the Electoral Commission's performance)
- **Good Judgement:** Makes good decisions based upon a mixture of analysis, wisdom, experience, and judgment; most of his/her solutions and suggestions turn out to be correct and accurate when judged over time; sought out by others for advice and solutions.
- **Communication:** The ability to express thoughts and ideas with clarity and present a consistent point of view both orally and in a written format.
- **Environment Awareness:** Awareness of the economic, political, social and cultural context in which the individual and the Electoral Commission operate.

## **Electoral Commission – Te Kaitiaki Take Kōwhiri**

---

### **Who we are:**

We are an independent Crown entity who works with and through communities to inform, engage and educate New Zealanders about the value of taking part in the electoral system.

Our objective under the Electoral Act 1993 is to administer the electoral system impartially, efficiently and effectively, and in a way that:

- a) Facilitates participation in parliamentary democracy; and
- b) Promotes understanding of the electoral system; and
- c) Maintains confidence in the administration of the electoral system.

### **Our Vision**

---

New Zealanders trust, value and take part in parliamentary elections.

### **Strategic Mission**

---

The Commission wants New Zealanders to understand their electoral system, to have trust and confidence in our administration of their electoral laws, to find enrolling and voting easy, and to value and exercise their right to vote.

### **Our Contribution**

---

New Zealanders will trust, and are more likely to value and take part in parliamentary elections if we:

- Act impartially, professionally and in accordance with the law
- Make participation easy
- Deliver timely and accurate results
- Are open to public, judicial and parliamentary scrutiny
- Continually improve our processes, procedures and service.

## Our Values

---

*Ngā uara hai pou mō te Kaitiaki take Kōwhiri, kia eke ai to māramatanga ki te pōti*

Our values help guide us in our mission that all New Zealanders trust, value and take part in Parliamentary Elections.

The Commission's TAUMATA values framework is the result of embracing the opportunity to define our values in a meaningful way that reflects Aotearoa's bicultural context. The five values together form TAUMATA: a summit or peak which is often associated with an arduous journey, with levels along the way, elevating to a higher plain, and success.

### TAUMATA – Values Framework

<b>Ngā Uara / Values translation</b>	<b>Explanations</b>
<b>Tūhonotanga</b> To join, bond, attach, connect <i>Connecting / building and maintaining relationships</i>	Bringing people together to increase participation in democracy.
<b>Aratakina</b> To conduct, lead, point out, guide <i>Knowledge Transfer</i>	Guiding towards greater understanding.
<b>Uakaha</b> Vigour, energy, dynamism, enthusiasm <i>Energy / dynamism / innovation</i>	Being dynamic and energetic in what we do.
<b>Manaakitanga</b> Hospitality, kindness, generosity, support <i>Power Transfer</i>	Demonstrating generosity and empowering people.
<b>Tika</b> Be true, valid, honest, genuine, sincere <i>Integrity and honesty</i>	Doing things right; doing the right things!