

Kaitohutohu Matua – Ngā Tāngata Me Te Ahurea | Senior Advisor - People & Culture

Nga mahi o te tari kāwanatanga | Working in the Public Service

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa.

i āiane, 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.

You can find out more about what this means at (<https://www.publicservice.govt.nz/about-us>)

Mō Tatauranga Aotearoa | About Stats NZ

As New Zealand's national statistics office, Stats NZ Tatauranga Aotearoa is uniquely positioned to support the decisions that the Government, Māori and Iwi organisations, businesses, NGOs, and New Zealanders make every day. Our structure, culture, and systems are designed with collaboration and customers in mind – mobilised and working together to realise our ambition: **About Aotearoa, for Aotearoa – data that improves lives today and for generations to come.**

The increased availability of data brings data-driven innovation. Insights obtained from exploring data can lead to new and creative approaches in business, public services, and customer experience – ultimately improving the wellbeing of New Zealanders. Stats NZ Tatauranga Aotearoa, as data stewards and leaders of the data eco-system proactively protect and enhance the provision of good quality data to realise the value of data.

Stats NZ Tatauranga Aotearoa is led by the Chief Executive who is also the Government Statistician and Government Chief Data Steward.

Te Tiriti o Waitangi

As an employee of Tatauranga Aotearoa Stats NZ and as a public servant, you are committed to upholding the spirit and essence of Te Tiriti o Waitangi. This means ensuring your work supports the provisions and principles of Te Tiriti o Waitangi, highlighting and acting on any breaches. By embracing and uplifting te reo Māori, tikanga practices and te ao Māori at work you are contributing to the Crown's commitment under the Public Service Act 2020 to engage with Māori and support the Māori-Crown relationship.



Mō te tūnga | Role Purpose

In your role as Senior Advisor - People & Culture you will report to the People & Culture Business Partner and work alongside other Advisors to provide solutions-focused advice and guidance in all aspects of P&C to the organisation. Through building effective and trusted relationships, you will give high quality and timely operational, and strategic P&C advice and coaching to people leaders. Successful delivery in this role is measured by the below outcomes in the table below.

Requirements in your role may change with the needs of the organisation.

Key Outcomes	Accountabilities
You are knowledgeable in all things P&C, offering expert advice, guidance, and support, while forming trusted relationships across Stats NZ.	• Deliver consistent advice and coaching to people leaders on all aspects of P&C best practice i.e. employment relations, performance management, remuneration and rewards, organisation development, learning & development, recruitment and talent management, metrics and analysis, employment and Health Safety and Wellness (HS&W) legislation. • Actively build and enhance effective and trusted relationships across the organisation and People Leaders in your group(s). • Understand and identify key risks to the organisation and provide critical advice on mitigations to People Leaders through people processes. • Provide P&C advice, coaching and support to your Leaders that is timely, lawful, and consistent with our P&C strategies, policies and processes. • Lead complex Employment Relations issue including performance and disciplinary processes ensuring people leaders have the advice and guidance to mitigate risk to the organisation • Support leaders to establish effective approaches to engaging employees and workforce representation groups on matters affecting their work. • Identify P&C coaching needs for your Leaders and support them to upskill and learn systems and processes. • Build and enhance relationships with other P&C Advisors, Business Partners, and other (internal or external) partners and stakeholders through effective communication, building trust and providing value. • Ensure the wider P&C team are informed and aware of challenges, risks or issues that may impact them.

Effective delivery of group specific or organisation-wide practical fit-for-purpose P&C solutions, initiatives and processes.	• Understand the current P&C offering and issues, research the options and work with your Business Partner (or another appropriate colleague) to design practical fit-for-purpose solutions. • Lead Advisory Team projects to develop practical fit-for purpose solutions, initiatives, programmes and processes. • Have a continuous improvement mindset to look for improvements and efficiencies to our systems and processes. • As appropriate, undertake reviews of current practice and make recommendations for updates and/or improvements.
Build personal capability in P&C, Peer support P&C Advisors, and provide support, information and guidance to the wider team.	• Proactively develop knowledge and look for opportunities to gain experience across all aspects of P&C. • Proactively share strengths, experience and knowledge across the team and with the wider P&C team. • Provide peer-review and be a sounding board for others in the Advisory team. • Coach and mentor other Advisors to support an uplift in capability across the team
Demonstrates commitment to Stats NZ Tatauranga Aotearoa policies, procedures, strategy, and related initiatives.	• Actively supports our Strategy, Mana Ōrite Relationship Agreement, Statistics Act 2022 and abides by other policies. • Actively supports and engages with our Diversity, Equity and Inclusion Roadmap, policy, and principles. • Demonstrates commitment to being a confident and capable partner of Te Tiriti o Waitangi. This includes an understanding of its relevance to your role as a public servant and the work you undertake at Stats NZ Tatauranga Aotearoa and building knowledge in te ao Māori, te reo Māori and tikanga.
Demonstrates as a model public servant committed to initiatives and values outlined in the Public Service Act 2020 and any subsequent adaptations.	• Support and promote initiatives from Te Kawa Mataaho Public Service Commission, including Papa Pounamu and Kia Toipoto. • Develop and maintain cultural capability to positively contribute to Māori Crown Relations initiatives, and provisions and principles of Te Tiriti o Waitangi. • Adhere to Ngā uara o Te Ratonga Tūmatanui Public Service values as per section 16 of the Public Service Act 2020: ○ Impartial – treating people fairly without personal favour or bias.

	○ Accountable – taking responsibility and answering for work, actions, and decisions. ○ Trustworthy acting with integrity and being open and transparent. ○ Respectful – treating all people with dignity and compassion, acting with humility. ○ Responsive – understanding and meeting people’s needs and aspirations.
Demonstrated commitment to Health, Safety and Wellbeing while at work.	• Take personal responsibility for your own health safety and wellbeing. • Ensure your actions or lack of action do not adversely affect the health and safety of others. • Report any incidents, near misses or any other concerns relating to health safety and wellbeing. • Make all efforts to comply with Tatauranga Aotearoa Stats NZ Health Safety and Wellbeing policies and processes to ensure the organisation is compliant with the current Health and Safety Act or regulations.

Ngā āhuatanga e hiahiatia ana e mātou | Person specification

Core requirements

- A relevant tertiary qualification and/ or equivalent relevant experience for this role.
- Experience using everyday office software including a laptop/tablet, phone, Microsoft suit of products e.g., Outlook, Word, Excel, Intranet, online communications channels for meetings and chat.
- Written and oral communication skills suitable for a varied audience in a corporate setting.
- Competency or fluency in te reo Māori language or possess a willingness to develop knowledge and competence. (By 2040 Government aims to have 85% of its workers speaking te reo Māori).
- Understands Te Tiriti o Waitangi relevance to own role as a public servant and seeks opportunities to better meet the information needs of Māori. Supports initiatives to increase responsiveness to Māori.
- Minimum of 5 years' experience in a P&C advisor or relevant generalist Human Resources / People and Culture experience
- Solid understanding of HR / P&C best practice and practical application, to provide timely, lawful, and consistent advice and value in the P&C related disciplines i.e. employment relations, performance management, remuneration and rewards, organisation development, learning & development, recruitment and talent management, metrics and analysis, employment and Health Safety and Wellness (HS&W) legislation.
- Agile in thinking and working, comfortable working in both a non-structured and structured way.
- Able to use effective relationship building and maintaining skills to build rapport, trust and value.
- Able to professionally present sometimes complex information to a range of audiences.
- Project experience to effectively manage or collaborate on internal projects.
- Working knowledge of HRIMS or other HR related system.
- Customer centric, people focussed and committed to cohesive working relationships.

Desirable

- A broad knowledge of the machinery of government and working in the public sector would be an advantage.



Ngā Tāngata Me Te Ahurea | People and Culture Team

The People Partnering & Advice team is a part of the People & Culture branch which sits within the Transformation, Strategy, People & Resources Group.

