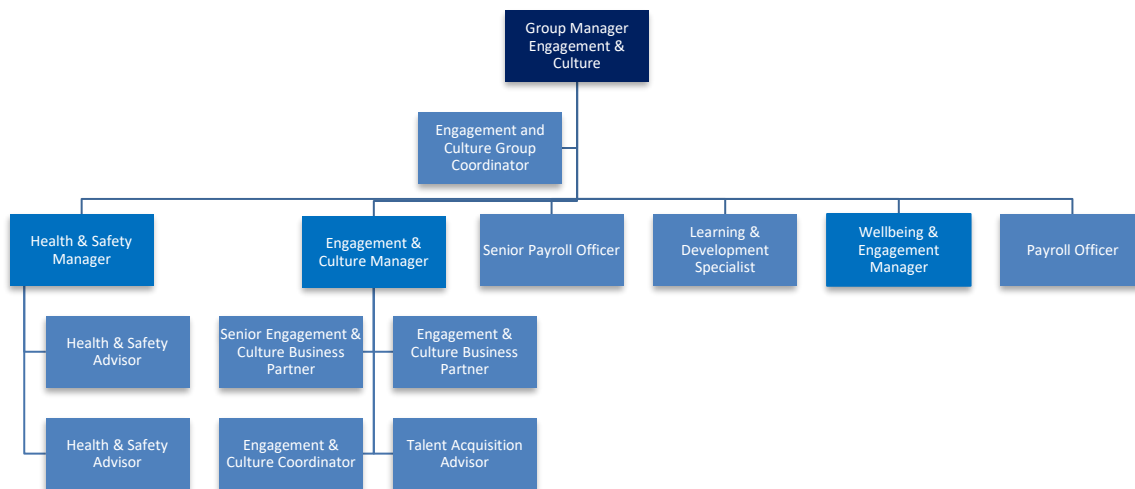


Role Description: Senior Engagement & Culture Business Partner

Business Group	Engagement & Culture Group
Reports To	Engagement & Culture Manager
Direct Reports	Nil
Date	April 2024
Budget Responsibility	Nil
Financial Delegation	Nil

Business Group Structure



Business Group Purpose

The Engagement and Culture Group (“Group”) encompasses the areas of at the Timaru District Council (“Council”) Engagement and Culture Team. The Group’s strategic direction and workstream focus is to lead organisational engagement and team culture.

Purpose of the Role

The purpose of the Senior Engagement & Culture Business Partner role is to work alongside designated groups within Council to assist in the effective provision of all human resource functions. Working closely with the Group, managers and employees; this role is responsible for providing senior level technical advice and support for all human resource activity on a day to day basis, providing mentoring and support to members of the Engagement and Culture Team while also looking for opportunities to drive a high engagement and performance culture in the organisation.

This role will work closely with the key stakeholders to provide effective, efficient and professional delivery of advice to ensure the reputation of the Council as a 'good employer' is upheld across the organisation, the local government sector, and into our wider communities.

Key Relationships / Customers

External	Internal
Members of the public	Group Manager Engagement and Culture
Wellness agencies	Engagement and Culture Group
Training providers	Engagement and Culture Manager
Counterparts of other Local and Central Government Authorities	Senior Leadership Team
Iwi and wider community	Unit Managers and People Leaders
Unions	All Council Employees

Role Responsibilities

Your general duties include those outlined in this role description and may be reviewed and updated from time to time in consultation with you. You will also be required to undertake any other duties that are within your ability to perform if asked to do so.

Business Partnering

1. Act as a subject matter expert to provide best practice human resource and employment relation services and advice to your portfolio within Council

and wider Council when requested, including but not limited to dispute resolution, employment relations, performance and change management processes.

2. Coach, guide and challenge people leaders in their leadership style and thinking.
3. Partner with Group Managers and Senior Leaders to build their own and their team's leadership capability.
4. Apply strong problem-solving skills to design timely, aligned and fit for purpose solutions. Drive co-design solutions before issues arise, or to leverage identified opportunities.
5. Ensure people policies and procedures are followed with employment legislation and best practice at the forefront. These policies and procedures take into account the business, wider Council group and external environment alongside Union stance.
6. Apply a data and insight-based approach to identify trends within the workforce and support business units and leaders through providing appropriate solutions to drive performance through people.
7. Identify and drive implementation of innovative people practices, addressing business unit workforce and talent challenges. Drive a culture of innovation in your portfolios and the wider Council.
8. Where appointed, investigate potential misconduct and serious misconduct in the workplace, ensuring fair, compliant and robust processes are followed to ensure an impartial finding. Prepare succinct and appropriate reports on investigations and their findings.
9. Contribute to the development and implementation of organisation wide human resource initiatives and contribute to achieving the work programme.
10. Work with group managers, senior leadership and unit managers to develop succession plans and retention strategies to retain key talent within Council.
11. Support the performance framework, facilitating managers to undertake regular performance conversations, coaching and formal annual reviews with staff.
12. Build the capability of managers in human resource practices through support, coaching and guidance in areas such as disciplinary investigations, grievance matters, and formal performance management.
13. Provide senior level guidance along side the Talent Acquisition Advisor for specialised recruitment and remuneration decisions to ensure appropriate processes, budgets and Remuneration Policy is being followed.

14. Provide back up support to the Talent Acquisition Advisor to ensure recruitment, on-boarding processes and initiatives are well supported and delivered in a timely manner.
15. When required, assist the Payroll Officer with payroll functionality, providing backup support to cover leave and absenteeism.
16. Conduct Exit Interviews and assist in the reporting on trends and potential links to turnover.
17. Proactively look for opportunities to assist managers in the development of their teams to enhance performance and service to all customers.
18. Assist in the development of new and review existing policies to reflect the organisation's needs, leading the development of these policies as requested.
19. Assist in the identification of learning and development needs, contribute towards the development programme to increase the effectiveness and efficiency of the Timaru District Council.
20. Deliver training programs on all aspects of human resources, in conjunction with the Learning and Development Specialist.
21. Look for opportunities to work Better, Smarter, Faster in all areas, driving continuous improvement and a positive customer experience.

Strategy

1. When required, work with the Engagement & Culture Group to assist in the development of relevant strategies that provide clarity and focus for action and decision making.
2. When required, communicate strategies within your portfolios.
3. Assist people leaders in the delivery of their employee engagement survey results and development and implementation of engagement plans.
4. Develop, track and report, in collaboration with people leaders, business plans for each of your portfolios ensuring these align with the strategy, Long Term Plans, Annual Plans and individual Group goals and expected outcomes.

Stakeholder Engagement, Consultation and Relationships

1. In all activities, take the point of view of the end user to drive a positive customer engagement and experience, internally and externally.
2. Ensure relationships within the Council are maintained to ensure service levels are met and operational people transactions are implemented in a timely and effective way.

3. Build relationships with other Business Partners and other technical experts to provide integrated strategic solutions and relevant people related products and services.
4. When required, ensure consultation feedback from stakeholders is obtained by promoting initiatives and enabling participation by providing information and communication.

Implementation and Service Delivery

1. Support the Group Managers and Unit Managers within your portfolio and wider Council when required, to implement and deliver initiatives as agreed.
2. Promote awareness of health and wellness and engagement initiatives and the importance of self care.

Record Keeping and Reporting

1. Ensure Systems, data and documentation relating to the employment journey are maintained and up to date at all times.
2. When required, undertake reporting of key human resource initiatives and/or outcomes.

Project Lead and Support

1. Actively participate and lead as required project management, coordination and completion of various improvement activities, in accordance with the group or portfolio business plans.
2. Actively participate in the coordination and completion of strategic direction and improvement activities.
3. Generate and suggest ideas to contribute to unit cost-saving strategies, resource optimisation and initiatives. Where possible, work to digitise the tools, functions and services within the Engagement and Culture team.

Other

1. Provide back up to the Engagement and Culture Team.
2. Actively engage in setting own goals and objectives.
3. Assist with other duties as reasonably required by the Group Manager Engagement and Culture.
4. Actively contribute to health, safety and wellbeing through working safely, taking responsibility for keeping self and colleagues free from harm,

reporting all incidents and hazards promptly and knowing what to do in the event of an emergency.

5. Take responsibility for ensuring Council information, data and records are stored with appropriate accessibility in designated systems, using processes and tools as described in the current Information Management Policy.
6. Be actively involved in Civil Defence Emergency Management when required.
7. Live the COSI values; Customer Focus, One Team, Success and Integrity and consciously support a team culture that is consistent with the overall organisation’s vision, values and above the line behaviours.
8. Commitment to the principles of the Treaty of Waitangi.

Formal Qualifications / Training / Experience

Minimum Qualification	Degree in relevant field or equivalent
Desired Qualification	Post Graduate Diploma in relevant field or equivalent
Minimum Experience	A minimum of 6 years of experience in a similar or related field.
Desired Experience	More than 6+ years of experience in a similar or related field
Mandatory Training requirements (these may be reviewed and updated from time to time)	SP10 evaluation training - updated every 3 years.

Key Competencies / Skills / Knowledge

- Knowledge of legislation and practices including the Employment Relations Act 2000 and Health and Safety at Work Act 2015.
- Excellent interpersonal skills with the ability to initiate and engage effectively at all levels, including having courageous conversations in a tactful, trustworthy and professional manner.
- An extremely high level of confidentiality and neutrality is required.
- Able to work well as part of a team, yet also conscientiously work unsupervised.

- Ability to effectively plan, organise and coordinate work to ensure that goals are achieved with the highest quality of work possible within agreed timeframes.
- Able to effectively deliver oral and written communication to a range of audiences.
- Experience in assisting in, planning, leading, directing, and managing projects.
- Ability to present to staff, having the skills and confidence to speak in front of people.
- Strong computer skills in MS Excel, Word, PowerPoint, effective use of research engines.
- Accuracy and attention to detail.
- Experience in social media and the preparation, production and display of public relations material would be beneficial.
- Demonstrate a commitment to ongoing learning and development, to improve the way in which Council delivers its services.
- High level of honesty, integrity, confidentiality and a trustworthy manner.

Group Manager Engagement and Culture

**Senior Engagement & Culture
Business Partner**

Date

Date