

People & Culture Advisor– Role Profile

Kaupapa Purpose

This role will provide human resource expertise and values-based delivery of people processes for the Te Pūkenga team in support of recruitment, personnel administration and payroll, policies and procedures and reporting. As Te Pūkenga transitions and transforms, the Advisor will also assist our team delivery work for organisational design and development.

Waiaro Be

- Highly adaptive and willing to apply their skills and contribution to a wide range of diverse needs that may or may not be directly related to delivery for the People and Culture portfolio.
- Engaged and dedicated to the opportunities of the vocational education reform, together with the commitments sought in the Charter for Te Pūkenga, including Te Pae Tawhiti (Tiriti Excellence Framework)
- Committed to and capable of partnering with others – welcoming and enabling the inclusion of all and providing for equitable opportunities in consideration of those disadvantaged or previously excluded.
- A confident, values-based team player with a good sense of humour and excellent communication and people skills.
- Accountable for delivering on what is needed and what is expected; especially on what you said you would do.

Ngā Mahi Do

- Deliver core human resource functions, such as, Recruitment, Policies and Procedures, Personnel Reporting and administration.
- Become a key expert on the process and policy requirements for Te Pūkenga and provide this knowledge base in support of delivery, as well as to contribute to continuous improvement towards best practice.
- Support the coordination of strategic development in support of change empowerment and organisational design and development.
- Assist the team in the transformation and transition developments for Te Pūkenga; alongside the workstream development activity.
- Provide assistance in the setting up of systems and document management in the development of compliant, best practice operations for Te Pūkenga.
- Engage with ease and in partnership with other members of the team to deliver a quality, customer-centric, values-led approach we are proud of.
- Acknowledge and engage with others in their expertise, valuing diverse thinking and approaches to problem solving and creative, critical thinking.
- Inspire a commitment to continuous learning through your own enthusiasm and willingness to enrol in self-development initiatives.

Pūkenga Have

- A passion for learning and development together with a continuous improvement mindset
- An understanding of Te Tiriti o Waitangi principles and Tikanga Maori
- A strong knowledge and experience base from the vocational education sector
- Proven ability to self-manage and complete core human resource functions from start to completion
- Excellent people engagement skills
- Excellent written and verbal communication skills
- Solid organisational skills including attention to detail and multi-tasking skills
- A positive, can-do, “roll-up the sleeves” attitude.