

Poari o Te Pūkenga Work Based Learning Limited

Whakamāramatanga Tūnga Mahi | Position Description

Position title	Head of, People & Culture
Reports to	Tumu Whakarae Chief Executive
Duration	Fixed Term to 31 July 2023
Location	Flexible

Aronga Roa | Our Vision

He akoranga whaihua – kia waihanga i te ao o āpōpō Learning with purpose, creating our futures.

Aronga Nui | Our Purpose

Te Pūkenga provides excellent and quality education opportunities that support learners, employers and communities gain the skills, knowledge, and capabilities Aotearoa needs now and for the future. Learners and their whānau are at the centre of all we do.

Aronga Mātauranga | Our Educational Priorities

We have five educational priorities. They support us to meet our legislative requirements, and will guide our work over the next few years:

- A relentless focus on equity and ensuring participation – we honour and uphold Te Tiriti o Waitangi in all we do.
- Delivering customised learning approaches that meet the needs of learners and trainees wherever they are.
- Using our size and scale to strengthen the quality and range of education delivery throughout Aotearoa. Excellence in educational provision for all.
- Services that meet the specific regional needs of employers and communities.
- Transition educational services in a smooth and efficient manner.

Role Description

Kaupapa | Purpose

Reporting to the Chief Executive, Work Based Learning, the Head of, People & Culture will develop and implement the strategic culture, capability and people management strategies that deliver on the strategic objectives of the WBL subsidiary and Te Pūkenga. Success in this role will see cultural alignment and growth within the organisation, whilst also building capability and resilience for the subsequent move into Te Pūkenga itself.

Ngā Mahi | Do

- Works together with the Te Pūkenga divisional HR leads to ensure equity across the subsidiary
- Works collaboratively with the WBL ELT and provides guidance to the Implementation Leads Internal and External (Network) as required
- Aligns all activities to Te Pūkenga policies and frameworks including Te Pae Tawhiti (Te Tiriti Excellence framework)
- Provides leadership and expertise in all people initiatives and strategy development that support the WBL subsidiary, together with our network as required, to meet its Te

Tiriti obligations

- Ensure the WBL is structured to deliver to learner and industry demands
- Lead combined talent & succession planning and engagement initiatives
- Oversight of leadership capability development.

Pūkenga | Have

- A minimum of 10 years' in a senior People & Culture leadership role.
- Expertise in HR advisory and a strong working knowledge of related disciplines e.g., organisational development, payroll provision and health and safety.
- Understanding of embedding Te Tiriti best practice principles into all activities.
- Strong relationship management skills at all levels of staff and stakeholders / partners, including confidence in facilitating and presenting to Boards, senior leadership, and other groups
- Highly desirable is an extensive WBL and vocational education knowledge with clarity on the workings of WBL and Te Pūkenga

Waiaro | Be

- Confident at working together with leaders from all levels across Te Pūkenga and the WBL in a way that role models Te Pūkenga values
- Confident at working with Te Tiriti partners to ensure that the WBL can create culture which is reflective of Te Pūkenga's commitment to Te Tiriti
- A motivating leader highly capable of collaborating with diverse stakeholder groups to deliver effective and innovative solutions
- A confident, values-based leader with a good sense of humour, care and consideration for the resilience and well-being of themselves and others
- Highly self-motivated and results-focused, with a pragmatic and positive attitude. Happy to work autonomously, confident in ability to deliver high quality
- A skilled communicator with the ability to deconstruct and communicate complex problems into practical segments while simultaneously retaining the ability to stand-back and present the 'bigger picture'
- Ability to coach and lead a diverse group of people and organisations at different stages of their journey into Te Pūkenga.
- Highly collaborative and welcoming of diversity of thought and contributions from others, especially to provide for equitable opportunities.