

SENIOR ADVISOR, PEOPLE & CAPABILITY
Kaiwhakamāherehere Mana, Pūmanawa Tangata

Job Band:	Band 5
Group:	Business Services
Reports to:	People & Capability Manager
Number of Reports:	0
Location:	Wellington
Hours of work:	Full time, Permanent

ABOUT CREATIVE NEW ZEALAND

Creative New Zealand is the national arts development agency of Aotearoa. Our strategic direction is focused on delivering long-term value to New Zealanders through our support for the arts.

WHAT WE DO

- Our **vision** is for ‘Dynamic and resilient New Zealand arts, valued in Aotearoa and internationally’.
- **How we create value for New Zealanders** – is set out in our ‘Creating value for New Zealanders’ public value model (refer last page), underpinned by our legislative mandate.
- **How we work** – through our **purpose** to ‘encourage, promote and support the arts in New Zealand for the benefit of all New Zealanders’, our values, and Te Waka Toi Pātaka, our Mātauranga Māori Framework.

Since July 2021, Creative New Zealand has progressed its Te Kaupapa o Toi Aotearoa programme with the aim to ensure we have the organisational culture, competencies and practices to meet our aspirations and responsibilities under Te Tiriti o Waitangi and deliver to our statutory purpose to support the arts for the benefit of all New Zealanders.

TEAM PURPOSE

The **Business Services Team** are responsible for providing high quality and professional administration, finance, people and capability, and facilities support and services to assist the Chief Executive and senior management team to achieve CNZ’s strategic vision and goals and to effectively manage the organisation’s risks and opportunities.

The **People & Capability team** develops, implements and embeds employee experience programmes, policies and processes that contribute to Creative New Zealand's purpose and values, and support the organisation being a great place to work.

JOB PURPOSE

Working closely with the Manager, People & Capability, the Senior Advisor, People & Capability is responsible for providing high quality and practical procedures, initiatives and advice to support our whānau in accordance with our policies, best practice and relevant legislation.

The Senior Advisor, People & Capability will also support the organisation through the programme of organisation change being driven by Te Kaupapa o Toi Aotearoa.

KEY ACCOUNTABILITIES

Health, Safety and Wellbeing

- Oversee and support the establishment of programmes and initiatives associated with health, safety and wellbeing. This includes leading and/or supporting initiatives identified as part of our health, safety and wellbeing review improvement programme.
- Work with a wide range of staff to ensure compliance with and awareness of health, safety and wellbeing requirements and responsibilities.
- Prepare appropriate reports for the various interest groups (staff, management, governance and government) on our health, safety and wellbeing activities.

Diversity & Inclusion

- Support and refine the Diversity, Inclusion and Equity frameworks at Creative New Zealand monitor the effectiveness regularly
- Ensure appropriate reporting is provided to Management and the Arts Council.
- Actively participate in our employee led groups to develop strategy and drive diversity and inclusion initiatives across the organisation

People Systems, Policies and Payroll

- Maintain all People & Capability files in SharePoint in accordance with best practice information management guidance
- Update people related policies to ensure they are up to date and accessible
- Ensure the smooth transfer of information between the People and Capability Team and the Finance Team with payroll and to be the conduit between Finance and People and Capability ensuring all processes and updates are managed smoothly and accurately
- Actively contribute to the annual remuneration review process and policy setting
- Work with the Finance team to provide people information for quarterly and annual reports, ministerial questions, Select Committee questions and other reports and requests
- Contribute to a people technology roadmap and system implementation to bring efficiencies to HR processes

Staff Engagement

- Facilitate staff engagement surveys and pulse checks to ensure staff have a voice and an appropriate channel for feedback
- Ensure appropriate and regular reporting to the various interest groups (staff, management, and governance) on engagement results and actions

Recruitment and Induction

- Manage, support and continually refine the recruitment and induction processes
- Develop, update and finalise advertisements and position descriptions with Managers
- Assist as required with the preparation of employment agreements, letters of offer, and variations for new and existing employees
- Provide advice and support to Managers with the recruitment and selection process
- Ensure our recruitment and induction experience reflects our Kaupapa and is inclusive, welcoming and a positive experience

Growth and Development

- Support the development, management and delivery of CNZ's People and capability programme of work
- Manage and update the online SharePoint resource library
- Coach and upskill our whānau in the use of our Tōku Ao and Tukutuku frameworks
- Coordinate the annual plan for growth and development and organise organisation wide capability building as required
- Identify and develop capability building programmes for our whānau to support our kaupapa, this includes talent development, succession, leadership development as well as cultural competency

Advice and Coaching

- Provide advice, support, guidance to our managers (tuakana) on people processes and issues management and resolution, including employment related issues, and support with change processes.
- Develop positive relationships of mutual trust with managers and staff across the organisation

Te Kaupapa o Toi Aotearoa/ Organisational Change Management

- Assist the Manager, People and Capability and the Manager Te Kaupapa o Toi Aotearoa with this change management programme of work across the organisation
- Incorporate Te Kaupapa o Toi Aotearoa into all People & Capability systems, processes and practices

Māori and Pacific responsiveness

- Develop strong relationships with Creative New Zealand's employee led cultural groups working collaboratively on projects and initiatives
- Actively build personal capability in Māori Cultural competence and develop an understanding and knowledge of Pacifika culture

WHO YOU ARE

- An experienced HR generalist with a passion for excellence in employee experience
- A systems thinker with proven experience in setting up or enhancing processes and technology to improve efficiency and user experience
- A great team player, with a proactive, flexible attitude
- A change-oriented person, passionate about culture change
- A confident communicator, able to engage effectively at all levels of the organisation

WHAT YOU BRING

- An understanding of the principles and practice of the Treaty of Waitangi, a genuine interest in building cultural capability and a strong interest in evolving People and Capability practices accordingly
- Tertiary qualification in Human Resources or a related discipline is desirable and/or similar experience in a People & Capability/ HR role
- Strong employment relations skills with a solid understanding of employment and other relevant legislation
- Proven experience in delivering and developing quality systems and procedures to enable a great employee experience
- Experience in health, safety and wellbeing frameworks in the workplace and a passion for best practice
- Experience in developing and driving Diversity & Inclusion initiatives and strategy in the workplace
- Excellent interpersonal, communication and negotiation skills and the ability to build effective relationships across cultures and all levels of the organization
- Excellent verbal and written communication skills (including giving high-quality presentations and writing effective reports for decision-makers)
- Energy, drive, and enthusiasm: a positive and proactive approach to engagement and delivery