

A wānanga as provided under section 398D of the Education and Training Act 2020, is characterised by “Māori, and have been instrumental in establishing; a wide diversity of teaching and intellectual endeavour that is closely interdependent; associated with higher learning; and are kaitiaki of mātauranga Māori, te reo Māori, and tikanga Māori within the tertiary education sector. A wānanga positions themselves within the networks of indigenous tertiary institutions across the world and contribute to the setting of international indigenous standards of teaching and intellectual endeavours”.

Tūranga <i>Position</i>	Head of Employee Relations	
Uepū / Wāhanga <i>Department</i>	Kiriwhanake – People Services Wahanga	
Takiwā / Rohe <i>District</i>	Te Puna Manaaki and takiwā	
Wāhi Mahi <i>Location</i>	Agreed as per letter of offer	
Whakatau ki <i>Reports to</i>	Director People Services	
Māka Pūtea <i>Salary Grade</i>	Level 11	
Māngai Pūtea <i>Financial Delegation</i>	n/a	
Wā Roanga <i>Tenure</i>	Permanent, Fulltime	
Ngā Rōpu Whaihua <i>Functional Relationships</i>	<u>Internal</u> <ul style="list-style-type: none"> • Kiriwhanake Leaders, Managers and Kaimahi • Aramātauranga and other Uepu Leaders, Managers and Kaimahi at Te Puna Manaaki Takiwā Senior Leadership Team (SLT) and other Takiwā/Rohe Leaders and Managers and Kaimahi at Sites with the Takiwā 	<u>External</u> <ul style="list-style-type: none"> • Iwi/Hapū • External Stakeholders (Contractors and Suppliers) • Unions (TEU & TUIA) • Government Agencies • Consultants • Partner Organisations • Relevant external agencies and providers

Pūtake Tūranga - Role Purpose

- To lead a team of Employment Relations specialists who provide effective and timely advice to leaders and kaimahi on employment relations issues, and disputes, tikanga-based restorative processes, people management coaching.
 - this role separates transactional operational mahi allowing time and space to focus on innovation, union engagement and relationship management, sector trends, policy development, and legislative compliance.
- To ensure TWoA mitigates strategic risk through effective policy frameworks and procedures for meeting its legal employment requirements.

Key Performance Indicators	Success Factors
Kaimahi Experience	<ul style="list-style-type: none"> • Enable agile and flexible workplace strategies to foster productive environments that benefit all kaimahi. • Effectively utilise technology and automation when possible, to provide streamlined access to capabilities and insights that positively impact the day-to-day mahi. • Support the development and execution of an innovative kaimahi experience strategy, kaimahi listening strategy and kaimahi events to ensure that employees feel connected, empowered, well-informed and have great experiences at mahi.
Leadership	<ul style="list-style-type: none"> • Demonstrate personal commitment to Te Pae Tawhiti, Ko Tā Tātou Rautaki Ahurea, Tāngata Hoki and the kaupapa of TWoA. • Support and promote the strategic vision of TWoA with the People Services Wāhanga to ensure that kaimahi know how they contribute and add value. • Create and contribute to a work environment within the People Services Wāhanga and the wider Kiriwhanake leadership team that champions excellence in education, continuous improvement, innovation, and best practice. • Promote and nurture collaboration, open communication and professionalism through the lens of Kaupapa Matua in all management practices. • Build relationships internally and externally that facilitate the continuous quality improvement and achievement of Māori educational aspirations and outcomes.
Strategic Planning, Development and Implementation	<ul style="list-style-type: none"> • Support the development and implementation of wāhanga strategic and operational plans and initiatives in consultation with Director People Services and other key stakeholders • Keep abreast of the future strategic direction of the tertiary education sector in order to understand the impact on the People and Culture strategic framework, and assist the Director People Services to reflect this in ongoing strategic planning activities. • Work collaboratively with the People Services Leadership Team to formulate and foster effective business strategies, plans and policies that ensure the strategic vision of Kiriwhanake is executed efficiently. • Support the development and implementation of the wāhanga annual business plan taking the lead on the ER elements while ensuring that outcomes are achieved within budget and allocated timeframes. • Assist in the development of the Kiriwhanake Uepū strategy together with the Pouwhakahaere Whanake, the Kiriwhanake Leadership Team and support implementation to ensure successful achievement. • Support and encourage change management strategies that improve both organisational efficiency and effectiveness in the Kiriwhanake uepū.

Employee Relations	<ul style="list-style-type: none"> • Lead strategic direction and leadership on the development of appropriate Employment Relations, and Union Engagement strategies and policies across TWoA. • Provide strategic oversight and direction to the Employment Relations policy and practices, including leadership coaching and staff training. • Monitor legislation developments in order to assess impacts to TWoA and recommend actions to maintain compliance. • Provide strategic leadership and guidance in relation to Union engagement, Collective Bargaining, and Pay Equity Claims. • Act as a strategic business partner to Takiwā, bringing in appropriate support to ensure People Services employment related issues are dealt with effectively and efficiently.
Takiwā Operational Leadership	<ul style="list-style-type: none"> • Establishing and building sustainable and collaborative leadership relationships within the Takiwā that result in educational excellence at all delivery sites. • Provide leadership and support to ensure that the Takiwā maintains internal and external compliance standards. • Maintain a line of sight and understanding of Takiwā operations that informs strategic decision-making.
Organisational Performance & Culture Development	<ul style="list-style-type: none"> • To foster an organisational culture that supports and encourages professionalism, accountability, high performance, innovation and cultural awareness evidenced through highly engaged kaimahi. • Create a professional high performance service culture that aligns strongly with TWoA values and supports the delivery of strategic imperatives for Kiriwhanake.
Health and Safety	<ul style="list-style-type: none"> • Ensure kaimahi and the organisation meet their obligations under the Health and Safety legislation • Lead and take responsibility for coordinating Health, Safety and Wellbeing activity both at the operational and governance levels. • As a kaimahi, you will demonstrate a commitment to Te Wānanga o Aotearoa health and safety rules and procedures and take reasonable care to look after your own health and safety at work, your fitness for work, and the health and safety of others. You will be required to report potential risks, incidents and near misses so the organisation can investigate, and eliminate or minimise harm or risk of harm.

The employee shall be required to exercise all their skills and knowledge in the achievement of the position objectives and to follow any current or future procedures and policies related to achieving the objectives.

The responsibilities and expectations outlined in this position description may alter as business needs change. In addition specific objectives and outcomes will be agreed to with the kaimahi's manager on an annual basis at performance review.

Person Specification:

<p><u>Qualifications and Experience</u></p>	<p>Qualifications:</p> <ul style="list-style-type: none">• Bachelor's Degree in Law with specialization in employment law and/or equivalent experience <p>Experience:</p> <ul style="list-style-type: none">• 7+ years in leading and managing a complex Human Resources and Employment Relations function and/or equivalent experience• 5+ years' experience in managing a team• Extensive experience in collective bargaining and negotiations• Extensive experience with development, implementation and ongoing application of employment agreements <p>Āhuetanga Māori:</p> <ul style="list-style-type: none">• Engages in cultural activities and has a sound understanding of āhuetanga Māori (values, culture and tikanga)• Understands and uses basic te reo Māori phrases, mihi and greetings (TARM level 2 or equivalent qualification)• Prepared to increase knowledge, understanding and everyday use of te reo and āhuetanga Māori and support other kaimahi in the same endeavour
<p><u>Technical Skills</u></p> <p>Are the specialised skills and abilities required for a particular role</p>	<ul style="list-style-type: none">• Advanced written and oral communication with strong influential and negotiations skills• Excellent relationship management skills• Ability to analyse, investigate and interpret data, issues and situations• Proven ability to develop and implement strategies• Sound understanding of strategy planning• Advanced user knowledge of Microsoft Office Suite• Intermediate level of technology proficiency
<p><u>Behavioural Skills and Attributes</u></p> <p>Behavioural Competencies are the role specific behaviours and attitudes required by kaimahi (staff) to be successful in their roles</p>	<p>Conflict Management Identifies and takes steps to prevent potential situations that could result in unpleasant confrontations. Manages and resolves conflicts and disagreements in a positive and constructive manner to minimize negative impact.</p> <p>Critical Thinking Examines issues and ideas and then identifies a variety of assumptions and perspectives, including both for and against, good and bad.</p> <p>Effective Leadership Leads positive work practices, models and practises tikanga and wairuatanga Māori to support staff members and create opportunities for others.</p> <p>Expertise Has the underlying knowledge and skills necessary to perform a particular type or level of work activity. Typically reflects career-long experience in the job or occupational area.</p> <p>Law and Government Obtains, understands and applies job related legislation appropriately for individuals and the organisation.</p>

	<p>Negotiating Explores alternatives to gain acceptance to ideas and reaches outcomes that gain the acceptance of most parties.</p> <p>Strategic Leadership Formulates effective plans that are consistent with TWoA strategic plan; takes a long-term view; acts as a catalyst for organisational changes; builds a shared vision with others; and influences others to translate vision into action.</p> <p>Team Work Works collaboratively with a group of people, in order to achieve a goal.</p>
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