



Ngākau aroha Have heart

Kotahitanga Better together

Kia māia Be brave

Mahia Nail it

Position Description

Title:	Employment Relations Manager
Group:	Pūmanawa Tāngata People Group
Reports to:	Manager, Reward and Employee Relations
Band:	19
Date:	February 2022

Context

Our purpose	Waka Kotahi. Moving. Together. A land transport system connecting people, products and places for the thriving Aotearoa.
-------------	------------------------------------------------------------------------------------------------------------------------------------

Group and team purpose	Pūmanawa Tāngata, the People Group, is responsible for developing and managing people related systems, processes and practices so we have the workplace and capabilities we need to succeed now and in the future. Pūmanawa Tāngata develops the people strategy with emphasis on talent, diversity, culture and leadership capabilities, and develops, lifts and manages people related systems, processes and practices.
------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Position purpose	The purpose of this role is to foster the relationship between Waka Kotahi and its people through transparent practices that are compliant with relevant laws and consistent with Te kāpehu – our purpose, our vision, our roles and our values and behaviours. This is primarily done by :
------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Position purpose	<ul style="list-style-type: none">• Collaboratively managing relationships with our unions and leading bargaining activities• Providing specialist Employment Relations support and advice to the business partnering team and Waka Kotahi people leaders to support capability uplift across the agency• Managing and developing HR policies• Collaboratively working across the People Group to support the broader delivery of our People Group strategies and plans
------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Key relationships	<p>Internal:</p> <ul style="list-style-type: none">• People partnering team• Waka Kotahi people leaders• Talent Acquisition and People Experience teams• Organisation Development teams• General Counsel, Commercial• PSA and E Tū delegates <p>External:</p> <ul style="list-style-type: none">• External Employment Specialists• Public Service Commission• Employment Relations Authority• PSA and E Tū unions/organisers
-------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

-
- Third party service providers
-

Dimensions	Location: New Zealand
-------------------	------------------------------

What the position involves

Accountabilities

As well as being accountable for the Waka Kotahi values and behaviours, your role has the following specific key accountabilities:

- Lead the Employment Relations Centre of Excellence to deliver the People Strategy in support of Waka Kotahi's strategic priorities.
- Lead the development of Waka Kotahi's Employment Relations strategy and plans
- Create value from our employee partnerships by building the foundational channels and support for raising issues, supporting the key enablers of partnership such as our culture, performance, talent and capability workstreams and empowering our 'employee voice'.
- Create value from our union partnerships by engaging in collaborative work around broader diversity & inclusion support, input into change programmes, the physical work environment, enabling our employee's voice, channels for raising concerns and policy improvement.
- Strategically positioning bargaining outcomes to support our People strategy and better organisational outcomes.
- Strengthen and support early resolution, risk monitoring, investigatory services and conversion of issues to business solutions
- Provide and improve our people policy, tools, change management and advice.
- Sponsor and support building ER capability within the People Group.
- Support the modernisation of the People Group, simplifying processes and aligning them to the needs of our business and building capability (business acumen, coaching skills, strategic thinking, consulting skills).
- Champion the delivery of our responsibilities under Te Tiriti o Waitangi, promote tikanga and Te Reo Māori, and provide visible leadership for the journey to improve the People Group and Waka Kotahi's Te Ao Māori understanding and competency

There is an expectation that the role accountabilities may evolve over time. You may also be involved in other activities as part of a career and development plan. These will be reflected in your performance and development goals that are set in discussion with your People Leader.

Working effectively with Māori

Te Ara Kotahi – our Māori Strategy – supports Waka Kotahi to work effectively with Māori and is underpinned by uara (values) and our mātāpono (principles) of – Rangatiratanga, Manaakitanga, Kaitiakitanga, Whanaungatanga, Te Tiriti o Waitangi, Mana o te Reo, Huna Kore (no surprises approach), Auahatanga (creativity and innovation), Whakapono (integrity and honesty) and in recognition of Cultural Values.

As Waka Kotahi is an agent of the Crown, Te Tiriti o Waitangi/The Treaty of Waitangi is important to everything we say or do. We recognise it as an enduring document central to New Zealand's past, present and future. Building and maintaining meaningful relationships is important to work effectively with Māori, stakeholders and other agencies.

We accept our privileged role and responsibility to the partnership of the Treaty of Waitangi / Te Tiriti o Waitangi.

Values and Behaviours

Our values and behaviours underpin everything we do and form the core behavioural expectations for your role.

NGĀKAU AROHA Have heart means we have the wellbeing of our people, community and planet at the heart of everything we do. As Waka Kotahi we:

-
- Contribute to a safe and sustainable work environment.
 - Show respect for all people.
 - Treat others how we would like to be treated.
 - Are inclusive and connected
 - Look out for each other

KOTAHITANGA Better together means we achieve great things when we work together to build trusted relationships inside and outside of Waka Kotahi. As Waka Kotahi we:

- Build better relationships
- Join up our thinking and our doing
- Remove barriers to collaboration
- Seek and listen to others to learn and grow
- Invite conversation and feedback and always improve

KIA MĀIA Be brave means our outcomes are better when we bring courage and self-belief to our passion and purpose. As Waka Kotahi we:

- Speak up when it matters
- Challenge to achieve the right outcome
- Make and own the tough decisions
- Find different perspectives to challenge thinking
- Face up to the difficult issues

MAHIA Nail it means we create enduring legacy, delivering our best work every day. As Waka Kotahi we:

- Are clear on what's important
- Deliver on the right outcomes
- Hold ourselves to account
- Help others succeed
- Celebrate success

As a member of the state sector we also hold ourselves to the highest standards of integrity and conduct.

SPIRIT OF SERVICE

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āianei, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ū mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

More information on all the behaviours and standards are included in the Waka Kotahi Te Tikanga Whanonga – Our Code of Conduct.

The value you will bring

Knowledge and experience:

- Demonstrated knowledge of NZ employment law and processes
- Deep experience working collaboratively with unions and bargaining with unions.
- The ability to operate at a strategic level and the willingness to roll up your sleeves on the tactical side.
- Pragmatic problem-solving ability
- Excellent communication skills with the ability to engage with people at all levels build strong relationships, influence outcomes and gain respect as a trusted adviser.
- Ability to see the big picture, question existing ways of doing things, and look for ways to improve efficiency and effectiveness.
- Demonstrate high integrity at all times, coupled with the ability to handle sensitive and confidential information with the utmost discretion.
- Experience as part of a dynamic collaborative leadership team contributing organisational-wide.
- Positive can-do attitude with a high level of energy and strong work ethic

Qualifications:

- Bachelor's degree or equivalent work experience in Human Resources, Psychology, Law or an equivalent field.

You will demonstrate knowledge of, or a willingness to gain an understanding of Te Ao Māori and promote tikanga and Te Reo Māori. You will also have knowledge of, or a willingness to gain an appreciation of te Tiriti o Waitangi (the Treaty of Waitangi) as it applies in the public sector.

To learn more about what we do visit www.nzta.govt.nz