

Manager People and Culture

A senior leadership role that puts people first by leading and championing the People and Culture functions of Council. This includes HR services, change management, organisational development, health and safety, and payroll.



Our expectations

As part of the Rangitikei District Council, we want to work as a team to deliver the best outcomes for our district. We are building our organisational culture around the principles of delivering for our customers, our organisational values, working together, and focussing on outcomes rather than tasks.

That means we will:

- provide strong customer service to all our customers
- operate collaboratively as a total Council team, and
- deliver our services in a way that is best for the district (as opposed to best for the Council)

In short, we want you to think about what we are trying to achieve and then work as a team to provide great services to the residents of our district.

People and Culture Manager – that’s your primary role at Rangitikei District Council. But working with us is much more than simply completing the task – it’s about how you go about doing the task, how you make a difference to the organisation, the ways you work with others, and how you deliver the best services to the district.

We've got a pretty awesome culture here at Council; one that we are extremely proud of. As a senior leader, you'll be part of driving culture, delivering outcomes and providing an amazing employment experience for our people. You'll do this while leading with courage, vulnerability, humility and installing a sense of belonging.

Where appropriate, we want you to be part of cross organisational teams, to bring your solutions to the table, and to work with those teams to implement them.

What you will do

- Provide high quality leadership of the People and Culture function, including full delivery of work programmes, effective people leadership, and financial management excellence.
- Be an effective and contributing member of the Corporate Services Management Team, including active participation in the development and delivery of corporate support strategies, initiatives and programmes.
- Contribute to the design and delivery of Council's Change Management Framework and lead the workforce aspects across a range of change management processes and initiatives.
- Effective design, delivery and leadership of People and Culture functions and projects (people strategy, organisational development, culture, employee wellbeing, leadership development, employment relations, HR services, health and safety, and payroll).
- Provide proactive strategic and tactical advice to the Chief Executive and Executive Leadership Team on the full range of workforce management functions.
- Using a 'business partnership' approach, provide coaching and advice to leaders and staff to support effective workforce management and mitigation of workplace risks.
- Prepare and monitor People and Culture budgets and work programmes for inclusion in the Long-Term Plan/Annual Plan in alignment with other Council plans and strategies.
- Manage, monitor, and resolve actual and potential workforce related risks including minimisation of health and safety risks, and employment relations litigation risks.
- Devise and deliver regular workforce metrics and reporting on staff and contractors for ELT, Council and the Risk/Assurance Committee, and other relevant groups as required.
- Fulfil the role of RDC's Privacy Officer.
- Represent RDC on the MW LASS HR Managers Forum and other external collaborative workstreams.
- Fulfil response requirements within a Civil Defence or other emergency.

Health, Safety and Wellbeing

- Work and lead in a manner that is consistent with RDC's Leadership Health, Safety and Wellbeing Charter.

What we all do

- Grow and develop resilient customer focussed staff, within a culture based on personal responsibility
- Provide a safe, flexible and supportive environment, where performance is recognised and success is celebrated
- Embrace training and professional development opportunities for continuing improvement
- Undertake Civil Defence Emergency Management responsibilities if required

Our customer commitment

We strive to deliver excellent customer service by:

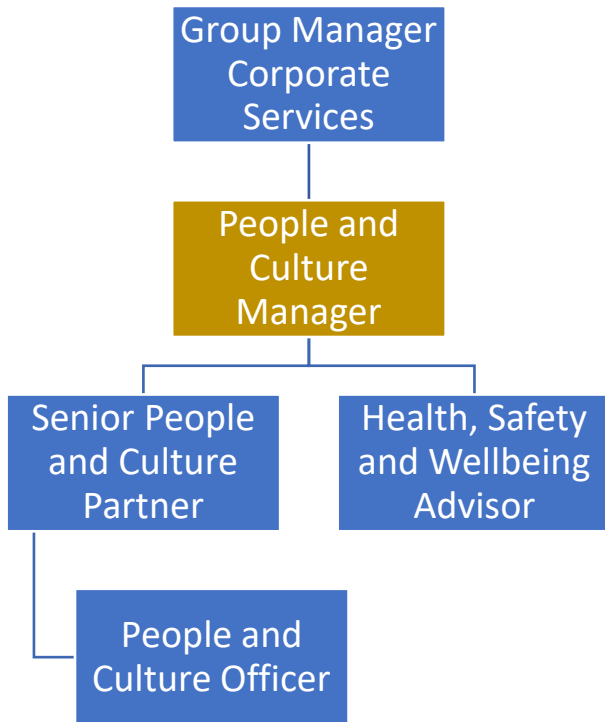
- Understanding and anticipating needs
- Dealing with enquiries promptly and fully
- Providing quality support and information
- Communicating changes to services in advance

We will:

- Welcome, listen and treat everyone respectfully
- Acknowledge and follow up all complaints and requests for service, and provide a timely response
- Seek feedback on the service received so we can continue to improve what we do

What you will bring

- Tertiary qualification (postgraduate preferred) in management, human resources or another relevant discipline.
- Professional certification / Chartered HR professional (equivalent of CHRINZ or higher).
- Minimum of 5 years' experience in a senior HR or Organisational Development leadership role.
- Demonstratable experience with leading the workforce aspects of complex organisational change.



- Demonstrated situational awareness, and big picture insight, to ensure the application of sound judgement, advice and solutions.
- Ability to apply legislative interpretation and application
- Empowering, motivational leadership style
- Politically astute
- Conceptual, innovative and strategic thinker
- Ability to work effectively and efficiently and to set and meet appropriate standards and deadlines
- A strong leader with proven ability to work well with and interact successfully with other people
- Ability and willingness to learn and adapt to new technology and software in a continuously changing environment
- Thorough understanding and advocacy for the principles of customer first