

POSITION DESCRIPTION

POSITION DETAILS

Position Title:	Head of People & Culture	
Agency:	WorkSafe New Zealand	
Group:	Corporate	
Location:	Wellington	
Date:	April 2023	Band: PS 21

OUR VISION

Ka haere ngā tāngata katoa ki te mahi, ka hoki hauora, haumarū mai ki te kāinga

Everyone who goes to work comes home healthy and safe.

NGĀ MĀTĀPONO – OUR VALUES

Our values represent our unity and shared set of beliefs. They outline how we behave and act and keep our waka sailing in the right direction.

Whakakotahi - We're united in a strong purpose

Tiakina Mai - We're entrusted with a duty of care

Kōrero mai - We engage meaningfully


POSITION PURPOSE

The Head of People & Culture provides enterprise leadership and direction to WorkSafe's People & Culture function, which is comprised of:

- HR Advisory
- Recruitment
- Organisational Development
- Learning & Development
- Remuneration (including job sizing)
- Payroll
- HR analytics and reporting

The Head of People & Culture provides leadership and direction to the design, delivery and deployment of people related frameworks, strategies and systems as enablers across WorkSafe and creates a people management environment that drives high levels of engagement and actively supports organisational performance and outcomes.

The role supports continuous improvement of WorkSafe's people strategies to enable the organisation to deliver on our mission of transforming Aotearoa's workplace health and safety performance towards world-class, whilst creating a work environment that is consistent with our values.



The role is also responsible for building and enhancing the overall capability of the People and Culture team to ensure quality and consistency of advice and practices about people related activities.

This includes building strong working relationships with other Enterprise Leaders across the organisation to ensure connectedness, cohesion and alignment of practices and policies.

Leadership at WorkSafe

Our leaders are committed to improving New Zealand's overall health and safety system and act as an advocate and influencer of better health and safety outcomes for all workers in Aotearoa New Zealand. They embody our values and purpose by their actions to drive desired outcomes. This includes transparent decision making, courageous leadership, prioritisation of the things that matter, empowerment of teams and people to do their best work, and seeking to continually improve the organisation as we navigate an ever-changing external environment. The WorkSafe leadership team are the guardians of our culture. They role model positive and constructive behaviours, including speaking up, seeking out the voices of our kaimahi, giving and receiving feedback, and demonstrating self-awareness.

Our leaders are proactive and committed to our organisational strategic priorities of healthy, safe, and equitable outcomes for all NZ workers. This includes a commitment to championing WorkSafe's Māori Strategy and ensuring the consistent and improved application of Te Tiriti o Waitangi to improve healthy, safe and equitable outcomes for Māori.

Our leaders are committed to making a difference for New Zealand workers and lead their people to support this also by having consistent actions and behaviours leading to delivery, doing what they say they will do, having the courage to make the right decisions as required, and empowering our people to continually learn and develop, so that they can do their best work.

REPORTS TO

This role reports to the Deputy Chief Executive – Corporate.

KEY RELATIONSHIPS

Internal:

- WorkSafe Leadership (Board, Executive and Enterprise Leaders)
- Behaviour Change & Channels team
- Governance groups
- WorkSafe staff

External:

- Senior HR Practitioners in other government agencies and regulatory partners
- Union representatives (PSA) and other workforce representative groups
- Public Service Commission networks relevant to Human Resources
- Suppliers of services – Recruitment, Payroll, HRIS, Employment Relations, Legal

KEY RESPONSIBILITIES

This PD may be amended from time to time at the discretion of WorkSafe to reflect the evolving nature of the role.

Takes Enterprise Leadership responsibility for:

- Supporting the Group Deputy Chief Executive in the planning and implementation of the Business Group's strategic roadmap, business priorities, programmes of work and ensuring initiatives are aligned across the enterprise. This includes active participation and engagement as part of a cohesive and high performing leadership team.
- Providing strategic and operational direction and oversight to the team to ensure coordinated and prioritised enterprise activity including financial management; business planning and reporting processes; frameworks; and capabilities; including working collaboratively with other Business Groups as required.
- Managing operational risks, mitigation strategies as required and driving a risk-aware culture.
- Leading a culture of shared accountability for achievement of improved outcomes through strong enterprise level relationships.
- Growing and empowering a highly effective team to motivate others to succeed and connect to our purpose and values; foster an open and collaborative environment that encourages innovation, learning and high performance; develop our people and teams to ensure we have the right capability to deliver on our organisational outcomes; and deliver an excellent employee experience that people want to be a part of.
- Supporting WorkSafe to be set up to respond to an ever-changing Health and Safety environment so that we can continue to deliver on our commitments to the regulated community, our key stakeholders and government expectations.
- Understanding of WorkSafe's regulated responsibilities, and how to operationalise these as part of the teams responsibilities.
- Demonstrating commitment to the application of Mātauranga Māori and Te Tiriti o Waitangi to deliver improved healthy, safe and equitable outcomes for Māori.
- Fostering a health and safety culture within WorkSafe, by leading and role-modelling health and safety practices including compliance with all relevant policy & procedures. Displays commitment through actively supporting organisational health and safety initiatives.

People & Culture

- Lead the efficient and effective delivery of People-focused services that ensure WorkSafe people leaders can effectively and consistently manage and develop their people in alignment with WorkSafe values
- Support and drive the building of the culture and the skills of the organisation to meet current and future strategic requirements
- Build, monitor and maintain fit for purpose capability (people and structures) needed to achieve desired goals and objectives, and achieve expected efficiency benefits and on-going improvements in cost effectiveness
- Ensure that HR, OD, L&D, Recruitment and Payroll services, support and infrastructure meet the needs of WorkSafe and align with its strategic direction

- Develop constructive strategic and tactical relationships with a range of groups, both internal and external to WorkSafe, that supports and enables problem solving and the implementation of solutions
- Ensure the continuous review and updating of policies, procedures, and processes to reflect a changing workforce and functional areas, and positions WorkSafe to deliver on our strategy and people goals
- Manage strategic risks and set the unit's risk management agenda
- Lead the design and implementation of new service delivery models, systems and processes that place the service user at the centre, and which provide a coordinated and seamless User Experience across other business units (e.g., HR and Finance).
- Ensure the delivery of robust, insightful and informative reporting and analytics to the Board, Executive Leadership Team and other key stakeholders
- Ensure people systems and processes are designed to safely manage and store information in line with legislative requirements.
- Foster a team culture where continuous learning and improvement activities are incorporated into everyday practice.
- Build effective, respectful, engaged, and constructive relationships with union representatives (PSA) to the mutual benefit of WorkSafe and its unionised workforce.
- Drive diversity and inclusion activity to support the needs of a diverse workforce and promote WorkSafe as an accepting and respectful place to work.
- Collaborate with others on capability building and outcomes that integrate internal strategies, plans or initiatives for people, property, health, safety, and wellbeing.
- Provides stand-in representation as assigned by the Deputy Chief Executive, and typically aligned to the operational human resources function.

SKILLS AND EXPERIENCE

- Experience operating in an enterprise leadership role within a large organisation with a specific focus on supporting clear decision making, development of strategic and operational direction, and using insights to inform strong operational practices and processes.
- Proven experience in leading and engaging teams in aligning to the organisations purpose, values, and vision. This includes strong leadership experience with proven ability to build high calibre teams across diverse functions.
- Demonstrated experience in developing enterprise strategies and turning these into measurable action operational plans.
- Demonstrated success in creating and leading effective human resources teams in a complex operational environment, and delivering on a continuous improvement approach.
- Specialist skills in one or more of the following areas: employment relations, remuneration, performance management, change management, organisational development.
- Demonstrated skill in change leadership including the planning and management of organisational change projects.
- Demonstrated experience in delivering through project management and using insights and information to inform decision making.

- Demonstrated ability to engage effectively in a unionised workforce (with elected delegates and paid union officials).
- A strong service orientation with a consulting and engaging style of delivery, builds trust and credibility.
- Ability to think strategically and make connections between various aspects of the organisation and the potential implications for their business function.
- Understands government decision-making processes and operating procedures relevant to this role.

Personal skills and attributes

- Enthusiastic and energised, with a can-do attitude
- Strong interpersonal skills, including working through influence
- Sophisticated communication skills – both written and verbal
- Leads by inspiring and investing in people so that they can thrive
- Strong connector with a talent for identifying patterns across the various projects within WorkSafe, that touch on Work-related health, and the ability to bring together the various strands of our work into one kete (basket) or waka, to maximise our impact

Qualifications

- Tertiary qualification - Post-graduate HR qualification desirable
- Extensive relevant experience in managing a dedicated human resources team
- System and process design

CORE ORGANISATIONAL BEHAVIOURAL EXPECTATIONS

Health and Safety – Act in ways that foster a health and safety culture becoming embedded within WorkSafe including compliance with all relevant policy & procedures. Displays commitment through actively supporting all safety and wellbeing initiatives.

Self-Management – Takes responsibility for own behaviour and is open to development. Models the desired values and culture of the agency and delivers a targeted service to internal and external stakeholders. Works to a high standard and always looks for ways to do things better.

Leadership – Provide leadership that engages and motivates others to succeed, develop, and proactively share experience, knowledge, and ideas. Creates a sense of vision, engages, and motivates people to participate, and makes things happen. Fosters an open, collaborative environment that encourages quality, innovation, ongoing learning, and knowledge sharing.

Diligent Management – Attend to management fundamentals such as business planning and reporting, financial management, compliance, risk management, business continuity preparedness, and staff management e.g., performance, coaching, succession planning, leave management and staff wellbeing

Organisational Commitment - Role model the standards of Integrity and Conduct for the Agency while compiling with all legislative requirements. Contributes to the development of and helps promote and builds commitment to the Agency's vision, mission, values, and services.



ACCOUNTABILITY

Number of direct reports	7 with approx. 22 indirect
Delegated financial authority	Yes (Level 3)
Budget responsibility	Yes (\$6M)
Statutory delegations	Yes