

# Culture & Inclusion Partner

## Horopaki | Context

Kaunihera Taiao ki Waitaha | Canterbury Regional Council, also known as Environment Canterbury, is the Regional Council for the largest region in Aotearoa/New Zealand, covering an area of 44,500 square kilometres, with a population of approximately 700,000.

As a regional council, we are responsible for managing natural resources including air, soil, water and land. We work in partnership with mana whenua Ngāi Tahu to protect the health of our environment to ensure a sustainable and prosperous future for our region.

The region's evolving environmental and political context means we will continue to be agile and adaptive, as we respond to regulatory and environmental changes.

Our mahi (work) is organised around the delivery of our three core services:

- Environmental Regulation and Protection
- Community Preparedness and Response to Hazards
- Public Transport

We are guided by our strategic drivers (pou):

- Putting the community and our customers at the heart of everything we do
- Growing our relationship with mana whenua into a true partnership
- Maturing our governance model and understanding of our political environment
- Removing pain for our people (and customers) by improving our systems and processes.

Our mahi is also underpinned by our values:

- Kaitiakitanga (stewardship)
- Pononga (integrity)
- Manaakitanga (people first)
- Whanaungatanga (collaboration)
- Māiatanga (can do).

## Aronga | Purpose

The purpose of this role is to play a lead role in shaping and supporting an inclusive organisational culture that reflects our organisation's values and strategic goals. This role partners with leaders, P&C and teams to develop and embed inclusive practices, champion diversity, and foster equity and belonging across all levels. With a focus on enabling cultural alignment and removing systemic barriers, the Partner delivers outcomes

through designing and implementing initiatives that enhance employee experience, strengthen engagement, and ensure all people feel valued and empowered to contribute.

## Ngā Haepapa | Accountabilities

- Build on existing DIGG and other work programmes to lead and develop a strategy and roadmap of culture and DEIB initiatives that align with our organisational goals.
- Identify tactical changes and longer-term elements of work that deliver to the road map and organisational aspirations.
- Work closely alongside leaders and key influencers in the organisation to further embed and enable the four pou and our organisational values to drive behaviour change and increased organisational performance.
- Champion and undertake initiatives to embed an organisational culture that fosters greater inclusion and belonging.
- Partner and influence across the organisation to interrogate, innovate, and improve existing processes and practices to build better inclusion and belonging (e.g. recruitment, policies, acquisition of plant equipment, reimagination of the way we do work etc.).
- Work closely with existing and new Employee Representative Groups (ie DIGG) and diverse kaimahi to learn from their stories, build trusting relationships, and leverage their lived experiences and expertise to further improve the organisation.
- Build capability across the organisation in identified target areas (through developing content and resources, facilitation, and/or bringing in external experts) e.g. unconscious bias, equity, racism, bullying/harassment, basics of DEI, pronouns, leveraging difference to improve performance etc.
- Partner and influence across the organisation to review, innovate, and improve existing processes and practices to build better inclusion and belonging.
- Work with Manager People Systems and Data Intelligence to improve diversity data gathering and reporting and better utilise this information to tell our story and identify priority areas of mahi.

## Toitū Te Tiriti | Treaty Partner Excellence

- Deliver outcomes that underpin and give effect to achieving Ngāi Tahu cultural and environmental aspirations, including but not limited to, mahinga kai and revitalisation programmes.
- Connect with our Ngāi Tahu partner to ensure understanding of Ngāi Tahu aspirations and priorities so that there is genuine input and contribution, which can be considered in mahi programme development and prioritisation.

- Demonstrate openness and courageousness in approaching issues and in co-design of processes and systems, supporting thought leadership that can give effect to the progression of the partnership.
- Contribute toward our effective, strong and valued relationship with all Papatipu Rūnanga within Waitaha/Canterbury and Te Rūnanga o Ngāi Tahu, to demonstrate our commitment to recognise and provide for the kaitiaki/responsibility Ngāi Tahu has for the natural environment. This will include sharing of knowledge and information, creating opportunities for increased participation in decision-making processes, effective engagement and development of existing working relationships.
- Support the organisation's cultural capability journey, leading by example and identifying clear priorities, expectations, and development opportunities for individual capability; planning and aligning work to support organisational cultural capability across all aspects of delivery.

## Hauora me te Marutau | Health and Safety

The health, safety and wellbeing of our kaimahi and community is a priority for the Council, and we proactively implement robust health and safety practices. To meet our legal obligations you must:

- Understand the health and safety and risk obligations that rest with this position, and care for your own health, safety and wellbeing and that of others you may interact with.
- Ensure awareness of, and compliance with, legislative and operational standards, policies and guidelines, including the Council's code of conduct.
- Maintain an enquiring mind, undertake your own due diligence, and apply your knowledge of best practice to ensure a detailed understanding of any risks associated with this position.
- Ensure that relevant certifications are maintained, if applicable.

## Hononga ā-Mahi | Working Relationships

### Kai rō Kaunihera | Within the organisation

- Accountable to General Manager Talent, Capability & Culture.
- Work closely with:
  - All People Team colleagues including Organisational Development, P&C Business Partners, Manager People Systems & Data Intelligence, Health Safety & Wellbeing team.
  - DIGG employee representative group
  - Wellbeing employee group
  - The Change & Improvement team for alignment of practices
  - People Leaders.

## Kai waho i te Kaunihera | Outside the organisation

- Contribute toward our effective, strong and valued relationship with all Papatipu Rūnanga within Waitaha /Canterbury and Te Rūnanga o Ngāi Tahu.
- Demonstrate Council's commitment to recognise and provide for the kaitiaki responsibility Ngāi Tahu has for the natural environment. This will include sharing of knowledge and information, creating opportunities for increased participation in decision making processes, effective engagement and development of existing working relationships.
- Provide culture and DEIB expertise as required to ensure the right practices for Environment Canterbury are being recognised and developed, building and maintaining networks to support best practice.

## Ngā Herenga Motuhake | Special Conditions

As a regional council, we have a specific requirement to provide a civil defence function for Waitaha. Kaimahi are required to be available to assist, support or be associated, as reasonably required, with any Civil Defence emergency or any exercise organised in relation to this function.

Additionally, all kaimahi are expected to assist, support and respond, as reasonably required, to any event where the Business Continuity Plan is activated.

## Māngai Whakahaere | Delegations and Authorities

Where specified, this role has delegated authority to make decisions in accordance with Council-approved delegations, and authority for decision making in accordance with policies and guidelines for financial, people management and media-related activities.

Additional specific delegations may be given by the Chief Executive to the Chief People Officer on people and safety matters from time to time.

## Ngā Āheitanga | Capabilities

### Tohu Mātauranga | Qualifications

- A relevant university qualification or postgraduate qualification is desirable, in Human Resources, Sociology, or Organisational Psychology / Development; or significant relevant experience.

## Mātau ā-wheako | Experience

- At least 4-5+ years of demonstratable experience of leading culture initiatives in a large complex organisation that create meaningful change for kaimahi.
- Lived experience of leading and developing work programmes within the DEIB realm.
- A strong leader who can inspire change through influence.
- Experience of working with and developing Employee Representative Groups.
- Expertise and ability to work with others to create and implement effective organisational DEIB and culture strategies and roadmaps.
- Strong experience in implementing organisational best practice, values-based culture programmes, with the ability to translate these into actionable strategies that are relevant to Environment Canterbury.
- Strong understanding of DEIB concepts, issues, and best practices, with the ability to translate these into actionable strategies that are relevant to Environment Canterbury.
- Ability to navigate sensitive issues and foster open, respectful conversations around diversity and inclusion.

## Ngā Pūkenga Matatau | Core Competencies

Specific behaviours at the Technical Leader level sit beneath each of the following organisational competencies.

Customer Focus	Ensuring that the customer perspective is a driving force behind decisions and activities. Initiating and maintaining relationships inside and outside the organisation.
Business Acumen	Using an understanding of the organisation's position to contribute to effective strategies and tactics by using economic, financial and industry information. Thinking from the ratepayers' perspective.
Achieving Outcomes	Translating strategic priorities into operational reality; aligning communication, accountabilities, resources, internal processes and ongoing measurement systems to ensure that strategic priorities yield measurable and sustainable results.
Leading Change	Identifying and driving organisational and cultural changes needed to adapt strategically to changing demands, technology, and internal initiatives; using new approaches to improve results by transforming organisational culture, systems, or services.
Common Purpose	Working towards a compelling view of the future by engaging with the organisation's vision; understanding and aligning to the common purpose.
Building Capability	Attracting, developing, engaging, and retaining talented individuals allowing the organisation to meet current and future organisational

challenges. Sharing authority, responsibilities and decision making to enable individuals to stretch their capabilities and accomplish strategic priorities.

The above statements are intended to describe the general nature and level of work being performed; they are not an exhaustive list of all responsibilities, duties and skills required of the position and incumbent. From time to time the incumbent will be required to accept and carry out other duties.

Band / Grade  
18

Position Code  
EXECPSW.XXX

Last Updated  
June 2025

I agree to undertake the responsibilities detailed in this job description:

Ingoa | Name:

Waitohu | Signature:

Rā | Date Signed: