

General Manager Partnering & Advisory

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 lead our people partnering and advisory function to deliver high-quality, strategic and operational HR support and advice across the organisation. Responsible for P&C Business Partners, Advisors and inhouse employment expertise, this role ensures consistent, expert guidance on people-related matters including employee relations, organisational change, leadership capability, and workforce planning.

As a trusted advisor to senior leaders, this role drives the business partnering function to proactively support organisational goals while fostering a high-performance, inclusive, and legally compliant workplace culture.

As a people leader, this role will provide engaging and dynamic leadership, integrating operational and functional alignment to drive high performance and deliver quality services to our communities, in line with our values, strategies, ways of working and Long-Term/Annual Plan commitments.

This includes thinking about organisation-wide interests and impacts when interacting with customers or when planning activities and expenditure, collaborating inside the organisation to achieve the desired culture, making sound business decisions and taking ownership of leading and managing our people.

Ngā Haepapa | Accountabilities

- Lead the delivery of strategic people business partnering across the organisation, aligning people initiatives with business priorities and enabling high-performance outcomes; including the implementation of quarterly and annual processes such as talent identification, succession planning, performance reviews.
- Ensure consistency and integrity in people advice and delivery across the organisation by embedding clear frameworks, policies, and escalation processes that support fair and appropriate decision-making.
- Partner to lead the development and implementation of the organisation's collective bargaining strategy, working closely with senior leadership and the wider people team to ensure outcomes align with business direction, financial parameters, and employment legislation.
- Effectively hold a partnering portfolio to deliver HR business services.
- Partner with business leaders to build people leadership capability, particularly in relation to navigating change, coaching for performance, and embedding people-focused leadership practices.
- Drive the evolution of the people function from reactive support to proactive partnership by building the partnering team and of our leaders across our organisation.
- Together with the Employment Relations Specialist, act as the organisation's senior expert on employment relations, providing advice on complex matters, managing high-risk cases, and supporting business leaders to navigate confidently, lawfully and in a values-driven way.
- Ensure employment practices meet legal obligations and internal standards by proactively identifying risk, leading resolution of escalated issues, and contributing to internal audits and reporting.
- Lead, coach, mentor, and develop direct reports, while supporting them to create a high performing and engaged workforce through:
 - Creating a clear vision, direction, and priorities, harnessing the energy, commitment, and creativity of direct reports to deliver business outcomes.

- Developing and maintaining strategies, annual plans and work programmes to deliver a fit-for-purpose function.
- Encouraging kaimahi (team members) to develop their te ao Māori confidence.
- Taking appropriate and proactive actions to reward and recognise performance and address poor performance or behavioural matters.
- Maintaining an overview of workload to ensure resources are sufficient to deliver on agreed programmes of work.
- Ensuring the ongoing development and growth of kaimahi capability by leading and developing direct reports through regular performance reviews, coaching and feedback; creating a high performing, engaged and aligned culture, seeking advice from your manager or People and Capability where required.

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. People leaders' responsibilities include:

- Understand the health and safety and risk obligations that rest with this position and act at all times to ensure accountabilities are met.

- Maintain a safety-focused culture where health, safety and wellbeing are at the heart of decision making for kaimahi and the communities within which we operate.
- Maintain an enquiring mind, undertake due diligence and apply knowledge of best practice to ensure a detailed understanding of any risks kaimahi may face in their mahi and ensure these are appropriately removed or mitigated.
- Ensure awareness of and compliance with legislative and operational standards, and that relevant certifications are maintained.
- Ensure methods are in place to recognise and celebrate best practice and safety innovation.
- Provide opportunities for team involvement, education, and genuine participation in safety matters.
- Ensure methods are in place for all kaimahi, contractors and suppliers to be appropriately inducted and certified to carry out tasks safely.
- Ensure any organisational audit and assurance programme is undertaken as required and results are acted upon and regularly reviewed.
- Ensure processes are in place to communicate, consider and respond to information about health and safety.
- Take a planned approach to identify, analyse and manage risks within the section.
- Ensure regular monitoring and reviews are undertaken of risk controls and their effectiveness in relation to legislation, regulations and guidelines, organisational policies, procedures and our code of conduct.

Hononga ā-Mahi | Working Relationships

Kai rō Kaunihera | Within the organisation

- Accountable to the Chief People Officer, to ensure delivery on the accountabilities of the role.
- Collaborate with People leadership and the wider team in the design, review, continuous improvement, and implementation of initiatives with a customer first mindset
- Provide leadership to Partnering & Advisory function
- Form and maintain robust working relationships with leaders in the wider organisation
- Actively engage with other leaders and kaimahi to ensure alignment of strategy, projects, policies, processes, and systems to deliver the best results for the organisation.
- Mentor and develop the capability of direct reports to increase their ability to deliver through others.
- Accountable to work with the Te Pou Whakahāngai to be a Treaty partner of excellence.

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.
- Work with unions at a strategic level, developing trusted partnerships to facilitate mutually agreeable outcomes.

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 tertiary qualification in Human Resources or a related field is required or other qualification with extensive related experience.

Mātau ā-wheako | Experience

- At least ten years Human Resources experience advising on, implementing or leading strong HR practice within a medium to large sized complex organisation;

- At least five years' experience developing and operating a strategic business partnership model that supports organisational leaders' decision making on people issues at both an operational and strategic level;
- Extensive experience navigating employment relations including both unionised and non unionised environment
- At least five years' experience leading and developing teams
- A problem-solving mindset and the ability to be flexible and adaptive, within an environment that may be at times ambiguous or unclear; this role will be required to resolve problems which may have a timeframe of 1-5 years.
- Strong relationship management and interpersonal skills including approachability, and an ability to influence interactions across sensitive or contentious issues;
- Significant knowledge of, and experience interpreting and applying knowledge of employment legislation, policies and procedures
- Practical application of Strategic Pay or other similar job evaluation systems is desirable.
- A future focused approach with experience in building and maintaining trusted professional relationships at all levels;
- Confidence in working within an organisation committed to partnering with mana whenua, and in considering and incorporating a te ao Māori perspective into how outcomes are delivered;
- An understanding of the machinery of Local Government and a high level of political acumen;
- Significant experience working in an environment that requires a high level of discretion, sensitivity, interpersonal interaction, tact, confidentiality, and integrity when dealing with sensitive issues;
- A commitment to growing understanding and use of te reo, te ao Māori and tikanga Māori and, with guidance, including this in professional practice.

Ngā Pūkenga Matatau | Core Competencies

Specific behaviours at the Senior 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	Position Code	Last Updated
22	EXECPSW.XXX	June 2025

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

Ingoa | Name:

Waitohu | Signature:

Rā | Date Signed: