



PAPAMOA
COLLEGE

Director People, Culture and Wellbeing

Job Description

Job title: Director of People, Culture and Wellbeing	
Reports to: The Principal	Total staff:
Responsible for: The strategic growth, development and support of Papamoa College's people, culture and wellbeing initiative.	
Key Task 1: People and culture leadership	
<ul style="list-style-type: none">• To enable and operationalise ownership of the school wide values for all staff• Design, develop and deliver a Papamoa College People, culture and wellbeing strategy for its vision to be 'employer of choice'• Provide expert advice to the Principal and SLT on HR best practice• Work closely with all staff to identify and assess areas for capability growth and development• To manage individual and group plans to address gaps• Monitor effectiveness of all HR policies, advice and support including remuneration, recruitment, employment relations and organisational development• Demonstrate an in-depth knowledge and understanding of NZ educational legal and compliance laws and can identify potential employee and management employment risks• Deliver fit for purpose solutions to recruitment, retention and rewards for staff• Actively participate in recruitment process and manage all aspects leading up to appointment	
Key task 2: Culture and change management	
<ul style="list-style-type: none">• Model and demonstrate Papamoa College's core values of CARE	

- Create a sense of vision, that engages and motivates people to participate and make things happen within the college
- Identify and develop workplace culture and change management initiatives in consultation with the Principal/SLT
- Drive initiatives that embed organisational values-based culture into practice
- Lead development initiatives that respond to staff feedback and positive culture planning
- Reinforce the college's clear accountabilities, expectations and performance management standards across the school.
- Anticipate future capability needs, identify gaps and address these through deliberate strategic planning
- Coach, mentor and develop staff to meet the challenging needs of achieving its vision' Embracing opportunities; creating excellence'

Key task 3: HR Advisory management

- Provide advice and support to the SLT
- Provide performance management and disciplinary advice to the SLT
- Manage grievances and lead school investigations in a fair, timely and efficient manner that is consistent with our values and legislation
- Remain up to date with employment legislation, various collective agreements and school based compliance matters
- Provide support to Principal/SLT to ensure vacant roles and filled with suitably qualified and experienced candidates.
- Support Papamoa College's recruitment strategy and processes, reviewing attraction and sources practices, job adverts to promote the school as an employer of choice
- Know staff by investing time into getting to know them and their capabilities
- Identify potential professional issues and mitigate any potential or future risk to performance
- Working closely with SLT and the board, build trust and confidence by providing high quality information and expertise that addresses employment and other professional issues
- Provide timely, high quality evidence based advice to the Principal and board that relate to building and sustaining high trust, high accountability positive and safe working environments

Key task 4: Relationship management

- Strong people leadership skills

- Contributes to on-going continuous improvement model by identifying, developing and maintaining networks that add value to school growth culture
- Ensures relationships in and outside of the school are nurtured and data informed
- Drives and develops the school's HR and H&S procedures that supports and grows College's intent to be school of choice within the community
- Support Board's desire to 'grow great people together'.

General

- Behaviour is always professional, and in accordance with the College's Staff Code of Conduct
- Accurate and up-to-date information is maintained across all materials
- Participates as an active member of the College's Support Staff team
- The Vision and Values of the College are always upheld
- The College's Procedures and Policies are always adhered to
- Discretion, confidentiality and integrity are always upheld

Person specification

- Knowledge of best practice, recruitment, retention and development
- Ability to positively influence people and stakeholders
- High levels of communication, negotiation and influencing skills
- Works independently and collaboratively
- Displays high levels of tact and common sense to problem solving
- Maintains confidentiality
- Excellent written and verbal communication
- Clear understanding of professional and personal integrity
- Eye to detail and seeing things through to its completion
- Excellent organisational and time management skills
- Demonstrates our values - courage to deliver outcomes, aspires to be and make a difference, resilience to adapt and respond to challenges known and unknown, empowerment - giving others conscience and knowledge

Skills, knowledge and experience (desirable but not prerequisites)

- Background in HR or related industry
- Experience in HR management role
- Held some type of leadership role
- Knowledge and understanding of best practice HR leadership
- Understanding of employment legislation and schools in particular
- Experience in managing grievances and other similar
- Experience in recruitment and retention
- Experience in organisational culture builds

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