



Job Title:	Workforce and Employment Relations Co-ordinator
Group:	Workforce, Employment Relations and Equity
Reports to:	Manager, Workforce and Employment Relations
Location:	Wellington
Date:	May 2022

Our Role

Mahi tōpū ai ngā Kaimahi Tūmatanui e whai tikanga ai te noho a ngā tāngata o Aotearoa. Hei tā te Public Service Act ko te pūtake o ngā Kaimahi Kāwanatanga, ko te tautoko i te kāwanatanga whai ture me te kāwanatanga manapori; ko te āwhina i te Kāwanatanga o te wā nei me ō anamata ki te whakawhanake, ki te whakatinana hoki i ā rātou kaupapa here; ko te tuku i ngā ratonga tūmatanui e nui ana te kounga, e nahanaha ana anō hoki; ko te tautoko i te Kāwanatanga e tūroa ai te whai orange o te marea; ko te huawaere i te whai wāhitanga o te kirirarau ki te ao tūmatanui me te whakatutuki i ngā mahi i runga i tā te ture i whakahau ai. E hiranga ana te wāhi ki a mātou ki te tautoko i te Karauna i ana hononga ki ngā iwi Māori i raro i te Tiriti o Waitangi. Ahakoa he nui ngā momo tūranga mahi, e tapatahi ana ngā kaimahi tūmatanui i roto i te whakaaro nui ki te hāpai i ngā hāpori, ka mutu, e arahina ana ā mātou mahi e ngā mātāpono matua me ngā uara o ngā Kaimahi Tūmatanui.

The public service works collectively to make a meaningful difference for New Zealanders. The Public Service Act states that the purpose of the public service is to support constitutional and democratic government, enable both the current Government and successive governments to develop and implement their policies, deliver high-quality and efficient public services, support the Government to pursue the long-term public interest, facilitate active citizenship and act in accordance with the law. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi and te Tiriti o Waitangi. Whilst there are many diverse roles, all public servants are unified by a spirit of service to the community, and guided by the core principles and values of the public service in our work.

Te Kawa Mataaho Public Service Commission (the Commission) leads the public sector to make a positive difference for New Zealand and New Zealanders. Our agency, which houses the Office of the Head of the Public Service, sets the course, role models what good looks like, and leads the system to deliver the results and services that matter to New Zealanders.

Our purpose is to lead the State services while protecting and enhancing the standards of integrity and conduct that are at the heart of what we do. Working with us is about being part of a small agile team, with a big ambition. Our ambition means we enable our people to push the boundaries and strive for better, while encouraging our colleagues across other agencies to do the same.

We look for people who are talented in many ways and can influence and inspire those around them. We are after people who embody the spirit of service and can deliver for the communities we work so hard for. We offer exciting career opportunities to gain breadth of expertise through work that reaches across the sector.

Our mission is: we lead the public sector in the service of our nation.

Position Purpose

The Workforce and Employment Relations team is part of the Workforce, Employment Relations and Equity Group within Te Kawa Mataaho. The role of the Workforce and Employment Relations Co-ordinator is to:

- provide coordination and administration support to the team and manager
- ensure the team produces high quality external facing work, including material for Ministers, agency and union forums, and senior public servants
- ensure that our forums and events are well organised and run smoothly
- be a strong team member that helps us achieve our overall outcomes.

Position Scope

Key Accountabilities

Key Result Areas	Key accountabilities/expectations
General support, including administration for the Workforce and Employment Relations team	<ul style="list-style-type: none"> ▶ Assist the team with Ministerials, including drafting responses and reports where requested, along with providing quality assurance checking of documentation as required, assisting team with templates and style expectations, and assisting the team with filing obligations. ▶ Updating internal/external databases. ▶ Support meeting, forum and workshop organisation and preparation, including meeting room set-up, agenda development, document development and formatting, coordinating document distribution, taking minutes if requested, etc ▶ Providing support for the team's work towards the Ministerial Oversight Group on State Sector Employment Relations (or similar) to ensure that the team is aware of timeframes, and that draft and final copies of papers are provided in a timely fashion, delivered to right location, and prepared to a high quality (eg style consistency and quality assurance) ▶ Maintaining confidentiality of information, whether related to individual team members or work programme.
Coordination and support for the Workforce and Employment Relations team's work	<ul style="list-style-type: none"> ▶ Provide co-ordination and support for forums, on behalf of the Group, including the Heads of HR Forum ▶ Directly support Commission/Agency/Union forums including PSA/PSLT Strategic Forum and the CTU accord ▶ Provide co-ordination and event management for the ER practitioners forum and other ER community based events. ▶ Monitor and support platforms and communication levers such as sharepoint sites with external communities.
Direct support to Managers	<ul style="list-style-type: none"> ▶ Support the Manager, Workforce and ER with diary and email management ▶ Support the Director HR Capability and Head of Profession with day to day administration and co-ordination work as required
Capability development	<ul style="list-style-type: none"> ▶ Works effectively and takes direction when working on projects where others have the accountability for delivery and takes responsibility for planning and managing own work ▶ Take responsibility for own professional development, working with Manager to seek opportunities to learn and grow and agree a development plan. ▶ Work with others and seek out advice from other colleagues to develop knowledge and skills.
Contribute to the Commission	<ul style="list-style-type: none"> ▶ Contribute constructively to the Workforce and Talent Management group, and the wider Commission, to contribute to our key outcomes ▶ Contribute to Commission - wide programmes and initiatives and model behaviours that foster a positive workplace culture ▶ Develop a network within the Commission and across agencies, such as with key administrators, ministerials and communication staff, that helps the team and the Commission progress its work ▶ As a member of the Workforce and Employment Relations team make a strong contribution to achieving team goals including carrying out any other duties and tasks as required and appropriate to this role.

Key Relationships

- ▶ Workforce and Employment Relations Manager and Team
- ▶ Wider Group and your Public Service Commission colleagues
- ▶ General Managers and staff in Human Resources across agencies

Experience, Qualifications, Skills and Knowledge

- ▶ Proven ability to organise multiple activities at the same time, proactive, and not put off your stride by late changes or moving pieces.
- ▶ Excellent communication skills, and a passion for organisation and for upholding quality standards
- ▶ Ability to think on your feet to resolve problems that may arise
- ▶ Knowledge of te ao Maori, tikanga and kawa and/or be open to developing a sound understanding of the implications of Te Tiriti on today's society and public service.
- ▶ A commitment to supporting diversity and inclusion in the workplace
- ▶ Ability to meet the criteria required to hold a NZ Government security clearance at the level assigned for the position.

Leadership Success Profile Create a role profile and interview pack by going to <https://myLSP.ssc.govt.nz>

The Leadership Success Profile (LSP) describes what effective leadership looks like across New Zealand's Public Service. The capabilities and outcomes required for this role are included in the Appendix. For more information please visit the [Leadership Success Profile](#) on our website.

Health, Safety and Wellbeing

Te Kawa Mataaho is committed to providing a healthy and safe work environment and safe management practices for all employees. Employees are expected to share this commitment as outlined in the Health and Safety at Work Act by taking all practicable steps to ensure their safety at work and that no action or inaction, causes harm to others while at work.

Changes to Position Description

Positions in the Commission may change over time as the organisation evolves and priorities change. Responsibilities for this position may change as the job evolves over time and the manager of this position may initiate such change as necessary.

Appendix: Leadership Success Profile (LSP)



LSP capability	Level	Typical capability description for this role
Strategic Leadership: Navigating for the future		
Leading strategically Think, plan, and act strategically; to engage others in the vision, and position teams, organisations, and sectors to meet customer and future needs.	1	<ul style="list-style-type: none"> ▶ Think strategically ▶ Progress current thinking ▶ Develop and implement strategy ▶ Engage people in the vision
Leading with influence Lead and communicate in a clear, persuasive, impactful, and inspiring way; to convince others to embrace change and take action.	1	<ul style="list-style-type: none"> ▶ Lead with purpose ▶ Persuade and inspire others ▶ Communicate clearly ▶ Display leadership impact and gravitas
Engaging others Connect with people; to build trust and become a leader that people want to work and for.		<ul style="list-style-type: none"> ▶ Connect with others ▶ Listen ▶ Read people and situations ▶ Communicate tactfully
System Leadership: Stewardship		
Enhancing organisational performance Drive innovation and continuous improvement; to sustainably strengthen long-term organisational performance and improve outcomes for customers.	1	<ul style="list-style-type: none"> ▶ Strengthen business performance ▶ Ensure systems/processes support business goals ▶ Foster continuous improvement ▶ Lead innovation
Enhancing system performance Work collectively across boundaries; to deliver sustainable and long-term improvements to system and customer outcomes.	1	<ul style="list-style-type: none"> ▶ Build strong internal relationships and contribute to your management team as a peer (organisational leadership) ▶ Build external relationships and networks (sector leadership)
Leading at the political interface Bridge the interface between Government and the Public Sector; to engage political representatives and shape and implement the Government's policy priorities.	1	<ul style="list-style-type: none"> ▶ Work effectively with political representatives ▶ Inform or influence political representatives ▶ Navigate political issues
Talent Management: Identifying and developing our talent		
Enhancing people performance Manage people performance and bring out the best in managers and staff; to deliver high quality results for customers.	1	<ul style="list-style-type: none"> ▶ Set clear expectations ▶ Support and reinforce high performance ▶ Manage staff performance
Developing talent Coach and develop diverse talent; to build the people capability required to deliver outcomes.	1	<ul style="list-style-type: none"> ▶ Coach and mentor people ▶ Develop individual capability ▶ Develop collective capability
Enhancing team performance Build cohesive and high performing teams; to deliver collective results that are more than the sum of individual efforts.	1	<ul style="list-style-type: none"> ▶ Set clear team objectives and expectations ▶ Monitor team cohesion and performance ▶ Strengthen team cohesion and performance
Delivery Management: Making it happen – with and through others		
Achieving ambitious goals Demonstrate achievement drive, ambition, optimism and delivery focus; to make things happen and achieve ambitious outcomes.		<ul style="list-style-type: none"> ▶ Committed and tenacious ▶ Set and achieve challenging goals
Managing work priorities Plan, prioritise, and organise work; to deliver on short and long-term objectives across the breadth of their role.	1	<ul style="list-style-type: none"> ▶ Planned and organised ▶ Purposeful about where you invest your time
Achieving through others Effectively delegate and maintain oversight of work responsibilities; to leverage the capability of direct reports and staff to deliver outcomes for customers.	1	<ul style="list-style-type: none"> ▶ Delegate effectively to staff ▶ Maintain oversight of your work area
Leadership Character: Tuturu te whakahaere		
Curious Show curiosity, flexibility, and openness in analysing and integrating ideas, information, and differing perspectives; to make fit-for-purpose decisions.		<ul style="list-style-type: none"> ▶ Think analytically and critically ▶ Display curiosity ▶ Mitigate analytical and decision-making biases
Honest and courageous Deliver the hard messages, and makes unpopular decisions in a timely manner; to advance the longer-term best interests of customers and New Zealand.		<ul style="list-style-type: none"> ▶ Show courage ▶ Show decisiveness ▶ Lead with integrity
Resilient Show composure, grit, and a sense of perspective when the going gets tough; to help others maintain optimism and focus.		<ul style="list-style-type: none"> ▶ Display resilience ▶ Demonstrate composure
Self-aware and agile Leverage self-awareness to improve skills and adapt approach; to strengthen personal capability over time and optimise effectiveness with different situations and people.		<ul style="list-style-type: none"> ▶ Encourage feedback on own performance ▶ Can self-assess ▶ Adapt approach ▶ Show commitment to development