

# POSITION DESCRIPTION

## PEOPLE EXPERIENCE MANAGER

### ABOUT US | MŌ MĀTOU

Engineering is a big deal for New Zealand. It's behind almost everything we do and plays a vital role in Kiwi life – from our homes and how we travel and communicate, to the water we drink and the food we eat. Engineers are awesome, and we want everyone to know.

We're Engineering New Zealand Te Ao Rangahau – a non-profit membership organisation that's driven to help our engineers be the best so they can engineer better lives for New Zealanders.

As a membership organisation and the Registration Authority for chartered professional engineers, we represent around 24,000 members from graduates through to experts in their field. As well as supporting and promoting the work of our members, we are leading exciting programmes that are making a difference to Aotearoa.

We're the voice of engineering. We aren't afraid to ask the hard questions, seek expert advice, explore possibilities, and partner with all sectors of society to drive this mission home. We give our members a platform to share their views and impact real change. We're also unashamedly proud to shout their engineering genius from the rooftops.

### ABOUT THE ROLE | KŌRERO MŌ TE TŪRANGA

To provide proactive people experience leadership, while supporting the implementation of people strategies and initiatives aligned to Engineering New Zealand's overall strategy.

### DIRECT REPORTS

1 x People Experience Advisor

1 x Board Secretary & People Experience Coordinator (indirect reporting line)

### KEY ACCOUNTABILITIES | TAKOHANGA TUHINGA O MUA

#### Planning, Advice and Coaching

- Support the General Manager to develop and implement the people strategy and business plan in consultation with the Chief Executive (CE) and leadership team.
- Identify long term and intermittent people initiatives that will enable the desired culture, a positive employee experience and necessary business outcomes.

- Provide guidance, support and coaching to the CE and leadership team with respect to all people matters.
- Oversee all employee relations matters, ensuring adherence to relevant legislation and consideration of best practice.

### **Governance**

- Oversight of all people policies, principles and procedures, ensuring adherence to relevant legislation and alignment with organisational values and culture.
- Advises CE and leadership team of any changes to governing acts such as the Employment Relations Act, Holidays Act, Health and Safety at Work Act, and identifies any implications these may have for the organisation.
- Provides input into monthly Governing Board reports including analysis and recommendations as required.
- Attends Performance and Remuneration Committee meetings.

### **Cultural Competency, Diversity and Inclusion**

- Lead the charge in fostering an inclusive and diverse work environment.
- Increase cultural competency of Te Ao Rangahau staff members through upskilling and training opportunities.
- Increase our organisation's cultural competency through improvements and updates to processes and policies.
- Direct efforts to attract a diverse pool of candidates during the recruitment process.
- Stay informed about diversity, neurodiversity and inclusion best practices and emerging trends.
- Assess, refine, and implement diversity, neurodiversity and inclusion initiatives based on feedback and evolving organisational needs.

### **People Leadership**

- Creates strong morale, motivates, and develops direct reports and team members through coaching, feedback and alignment of career development goals with organisational objectives.
- Empowers team members, invites input, fosters collaboration, shares ownership and accountability and celebrates success.
- Able to effectively delegate tasks and work priorities and coordinate direct reports to achieve the team's objectives.

### **Recruitment and Onboarding**

- Maintain a best practice process including methodologies and tools to ensure an engaging and fair process for candidates and selection of talent aligned to Engineering New Zealand's values.
- Manage supplier agreements with recruitment consultants ensuring alignment with Engineering New Zealand's values.
- Oversee the onboarding process for all new employees to ensure a seamless and welcoming transition to the organisation.

## **Remuneration and Reward**

- Liaise with the external remuneration consultants to ensure relative market data is utilised in all remuneration decisions including the annual remuneration review and adhoc sizing of jobs.
- Make recommendations to the Governing Board, CE and leadership team on remuneration and reward principles and the annual remuneration review process.
- Ensure people leaders and employees are made aware of the fundamentals behind the annual remuneration review process.
- Support the finance team to manage and run the fortnightly pay.

## **Health, Safety and Wellbeing**

- Provide guidance and support to the Health, Safety and Wellbeing Committee.
- Support the CE and leadership team to ensure compliance with relevant health and safety legislation.

## **Other**

- Embody the Engineering New Zealand values of integrity, service, mahi tahi, and bravery.
- Ensure personal adherence to all relevant policies and procedures.

## **SKILLS AND EXPERIENCE REQUIRED | NGĀ PUKENGA ME NGĀ WHEAKO E HIAHIATIA ANA**

- Tertiary qualification in HR and/or comparable experience in a senior people role.
- Experience working with senior leaders including Chief Executive and/or Governing Board members.
- Experience in a range of people disciplines. Expertise in recruitment, organisational development, remuneration, and employment relations would be advantageous.
- People and organisation-oriented project and change management experience.
- People management and leadership experience with the ability to inspire and hold people to account.
- Technical proficiency with a range of systems including payroll and HR systems.

## **REQUIREMENTS OF THE ROLE | NGĀ HERENGA**

- Stakeholder engagement skills with the ability to influence and build trust and confidence.
- Results focused, with the ability to prioritise, pay attention to detail and act with urgency.
- Ability to develop a clear understanding of business priorities and how to impact these.
- Proven ability to exercise sound judgement optimistically, objectively, and based on analysis, wisdom and experience.
- People centric with the ability to stand in a manager or employee's shoes, show empathy and uncover their needs.
- High level of professional discretion.