

POSITION DESCRIPTION

Effective from: May 2019

Position Title	Recruitment and Learning Partner
Reporting To	Manager People and Culture
Directorate	People, Culture and Communications
Location	Dunedin

Our Organisational Values and Behaviours

Caring <i>We take great care in all we do</i>	Collaborative <i>Great relationships enabling great outcomes</i>	Accountable <i>Deliver on our promises</i>	Trustworthy <i>We do what we say we'll do</i>	Creative <i>Seeking better ways of doing things</i>	Open & Honest <i>Encouraging openness and honesty</i>
<ul style="list-style-type: none"> ▪ Taking due care ▪ Using resources appropriately ▪ Kaitiakitanga ▪ Responsiveness 	<ul style="list-style-type: none"> ▪ Common vision ▪ Sharing knowledge and resources ▪ Partnerships with common goals ▪ Team work 	<ul style="list-style-type: none"> ▪ Having honest conversations ▪ Doing the right thing ▪ Trustworthiness ▪ Ownership 	<ul style="list-style-type: none"> ▪ Speaking with courage ▪ Acting ethically and with mana ▪ Following up ▪ Enabling great outcomes for all 	<ul style="list-style-type: none"> ▪ Challenging the 'status quo' ▪ Continuous improvement ▪ Creative problem solving ▪ Understanding the 'why' 	<ul style="list-style-type: none"> ▪ Speaking up ▪ Being approachable ▪ Speaking with integrity ▪ Inviting differing points of view

Purpose

The purpose of this position is to support the provision of targeted, strategic and innovative recruitment and L&D activities at the Otago Regional Council (ORC), as well as first-line HR Generalist advisory services.

The Recruitment and Learning Partner will work alongside ORC leaders to ensure L&D activities are aligned to strategic business objectives, adding value to Council deliverables as well as the employee experience. The role will be responsible for ensuring leadership, professional development and operational training programmes are targeted at the appropriate group and tailored to ensure maximum benefits for both the individual and ORC.

In addition to co-ordination of L&D activities, the Recruitment and Learning Partner will support end-to-end recruitment processes, providing best-practice advice and working with the Manager People and Culture to develop an engaging employer brand, and an effective talent management strategy.

Results Area	Activities	Expected Outcome
Learning and Development	<p>In partnership with ORC leaders, undertake training needs analyses to ensure employee training needs are met, and that planned training is targeted appropriately.</p> <p>Co-ordinate, and where appropriate, facilitate, workshops for managers to enhance existing and build new self-performing skills in areas such as Communication, Performance</p>	<ul style="list-style-type: none"> • Training needs analyses are reflective of both organisational and employee needs. • Training proposed as an outcome of TNA's is effective, well-researched and cost-effective.

	<p>Management, Disciplinary and Recruitment (“HR101” series).</p> <p>Support the development and ongoing maintenance of skills matrices for roles across the organisation, with particular regard to appropriately assessing roles carrying the ‘senior’ mantle.</p> <p>Co-ordinate externally facilitated L&D activities, such as the ORC Culture Change and Leadership Programmes.</p> <p>Development of a Council L&D Policy and associated guidelines.</p> <p>Report on L&D activity as required by the Manager People and Culture.</p> <p>Manage relationships with ORC L&D providers, industry bodies and tertiary education institutions.</p> <p>Support the development of an engaging, fit-for-purpose onboarding programme.</p> <p>Development and execution of a graduate/young professionals programme.</p> <p>Create reporting to identify areas within the ORC that need more support or training (internal/external).</p>	<ul style="list-style-type: none"> • Planned training is targeted to the appropriate learning group for maximum benefit. • Workshops for ORC leaders are regular, targeted and engaging. • Feedback on workshops/training is regularly sought, collated and analysed for presentation to the Manager People and Culture/ELT. • Changes are made based on constructive and appropriate feedback. • Skills matrices are up-to-date and reflective of current organisational needs. • Skills matrices support the appropriate skill mix across ORC teams. • Co-ordination of externally facilitated development programmes is efficient and professional. • Reporting supports informed decision-making by ORC leaders. • Policy and procedure documentation is engaging and reflective of business needs. • Relationships are developed and maintained in-line with ORC values. • The on-boarding programme is continuously improving and supports an integrated approach to welcoming and orientating new starters. • A fit-for-purpose graduate/YP programme.
<p>Recruitment</p>	<p>In partnership with the Manager People and Culture and Communication Channels team, contribute to the development of an engaging employer brand.</p>	<ul style="list-style-type: none"> • Contribution to the employer brand is innovative and proactive.

	<p>Support and champion continuous improvement of the ORC recruitment process, including systems integration, paperless transactions and ensuring the current policies and procedures for recruitment are fit-for-purpose.</p> <p>Partner with managers to ensure their recruitment and selection processes are robust and reflective of modern best-practice.</p> <p>Attend interviews as requested by ORC leaders/the Manager People and Culture.</p> <p>Contribute to modernisation of ORC onboarding procedures, ensuring a seamless link between recruitment and onboarding activities.</p> <p>Provide detailed recruitment analytics which support trend-analysis and informed decision-making.</p> <p>Regularly engage with recruitment industry partners to ensure ORC is receiving best 'value for money' services.</p> <p>Co-ordinate with the People and Culture Administrator to ensure recruitment and contract paperwork is in line with appropriate standards and delivered in an efficient manner.</p> <p>Work with the Manager People and Culture and industry partners to develop talent mapping and management strategies.</p>	<ul style="list-style-type: none"> • Evidence of evaluation and continuous improvement of the ORC recruitment process. • Implementation of an online candidate management system. • Managers feel supported in recruitment decision-making processes, with any issues escalated as needed. • All new ORC employees have an appropriate onboarding experience. • Recruitment analytics are delivered on-time, accurate and support informed decision-making. • ORC is receiving 'value for money' recruitment services. • Contract paperwork is accurate and on-time.
<p>Generalist HR Advisory</p>	<p>Oversee the HR.Helpdesk@orc inbox and respond to general HR queries from ORC staff, forwarding complex matters on to the Manager People and Culture as appropriate.</p> <p>Direct managers to relevant content on ORC systems (e.g. Jostle, Objective) where possible and recommend changes to content to improve these resource channels.</p>	<ul style="list-style-type: none"> • Queries receive an initial response within 24 hours. • Complex queries are escalated ASAP. • Ensure that managers are aware of (and use) ORC Policies and procedures effectively, treating employees fairly, in line with good practice and legislative requirements whilst meeting organisational needs.

	<p>Participate in the development and implementation of HR policies, processes and management tools across the range of HR management functions.</p> <p>Communicate effectively using a personal tone manner and style consistent with building a “best employer” work environment.</p> <p>Step in to assist the Manager People and Culture with generalist HR queries, project work and reporting as required.</p>	<ul style="list-style-type: none"> • Evidence of a genuinely collaborative approach, reflective of the ORC values. • Positive feedback from internal and external customers.
<p>Other Duties</p>	<p>Contribute to the flexibility, agility and adaptability of your team and the wider Organisation, by undertaking duties from time to time that may be in addition to those outlined above but which fall within your capabilities and experience.</p> <p>Act as a role model for the Otago Regional Council in all that you do.</p>	<ul style="list-style-type: none"> • You respond positively to requests for assistance in own and other areas, demonstrating adaptability and willingness. • You produce work that complies with ORC processes and reflects best practice. • Where you are unsure, questions are asked to ensure policy and best practice is maintained. • Maintain the reputation of the ORC in all that we do.
<p>Professional and Career Development</p>	<p>Identify, in conjunction with your manager, areas for both personal and professional development, in line with your career development plan.</p>	<ul style="list-style-type: none"> • Training and development goals are identified/agreed with your manager. • Performance objectives reviewed annually with your manager. • You actively seek feedback and accept constructive criticism. • A minimum of two performance related meetings [outside of the formal review process] annually.
<p>Health & Safety</p>	<p>Always have the wellbeing of self and others as a priority.</p> <p>Champion, support, implement and adhere to H&S policies and procedures.</p>	<ul style="list-style-type: none"> • H&S policies and practices and other related policy and initiatives are complied with. • Works in a safe manner at all times to avoid harm to self and others.

	<p>Champion a culture that supports and maintains 'Doing Safety Differently', (the well-being of all ORC employees, and all those that we work with) environmental and sustainability practice and management.</p> <p>Promote a safe and environmentally sound working environment and a culture of safe and responsible behaviours and attitudes.</p> <p>Report all risks identified, and contribute to their elimination or minimisation.</p> <p>Actively contribute to H&S initiatives.</p>	<ul style="list-style-type: none"> • All incidents, accidents and near misses are promptly reported. • All risks effectively managed and no outstanding compliance issues. • There are no preventable work-related injuries and/or incidents. • Appropriate PPE gear is worn as required by ORC/legislative policy.
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Relationships

- Manager People and Culture
- People and Culture Administrator
- General Manager People, Culture and Communications
- Wider People, Culture and Communications team members
- All members of the ORC Leadership Team
- All ORC Employees
- Local Government HR Colleagues
- PSA Union
- Recruitment Agencies
- L&D Providers, Contractors and Consultants

Person Specification

The expertise and competencies required for a person reach full competency in the role.

	Essential	Desirable
Education and Qualifications (or equivalent level of learning)	<ul style="list-style-type: none"> • A Bachelor's qualification in Management, Human Resources, Organisational Psychology or another related field. 	<ul style="list-style-type: none"> • A post-graduate qualification in adult learning. • Qualified MBTI assessor.
Experience	<ul style="list-style-type: none"> • 2-3 years' experience in Learning and Development co-ordination or advisory. and/or • 2-3 years' experience in a recruitment advisory capacity. • Experience working within a large and complex organisation. • Prior work experience within either the private sector, or a fiscally constrained public organisation. 	<ul style="list-style-type: none"> • Experience with the business-partnering model of HR. • 1-2 years HR Generalist experience.
Knowledge and Skills	<ul style="list-style-type: none"> • A 'coaching'/partnering work style. • An understanding of the necessity to be fiscally responsible working within a public sector organisation. 	

	<ul style="list-style-type: none"> • Strong organisational skills and processes. • Ability to work in a complex work environment, deal with ambiguity and across functions. 	
Personal Qualities	<ul style="list-style-type: none"> • Resilient, flexible and innovative in your thinking style. • A growth mindset. • Can build effective relationships with all levels of the organisation. • Self-managed and can take the initiative. • A strong customer focus including the ability to develop solutions that provide 'value for money'. 	

From time to time it may be necessary to consider changes to the position description in response to the changing nature of our work environment and business needs.