

Position Description: GM People & Culture		
Kaiwhakahaere / Manager	BCITO Director	
Te Wāhi Noho / Location	Wellington	
Te Rā / Date	December 2021	
Whakapānga Tuatahi / Direct Reports	7	
Ngā Hononga Mahi / Working Relationships	Internal:	People and Culture Team BCITO leaders and employees nationally Work Based Learning (WBL) subsidiary GM of People and Culture, Programme Lead – Internal, P&C leads across the WBL network and Te Pūkenga’s People and Culture team
	External:	Suppliers

He mōhiotanga mō BCITO / Introduction to BCITO

Nau mai, Haere mai, Whakatau mai

BCITO is a business unit within the Work Based Learning subsidiary of Te Pūkenga (WBL).

Te Pūkenga is the new entity responsible for ensuring equity and excellence for all New Zealanders in the area of vocational education. Its key functions include; improving outcomes for Māori and Māori communities in collaboration with Māori and iwi partners and stakeholders; improving the consistency of vocational education and training; meeting the needs of the regions of New Zealand and their learners, industries, employers and communities; ensuring that every learner receives what they need to be successful, and to improve outcomes in the tertiary education system as a whole.

BCITO is New Zealand's largest provider of building and construction trade apprenticeships. BCITO is committed to the development and training of people within the building and construction sector, both now and in the future. Central to the business unit are the collaborative and positive working relationships that we have with the 15 industries that we represent. As our environment shifts about us, we are continually looking to improve our service to these industries so that their needs may be effectively met in the future.

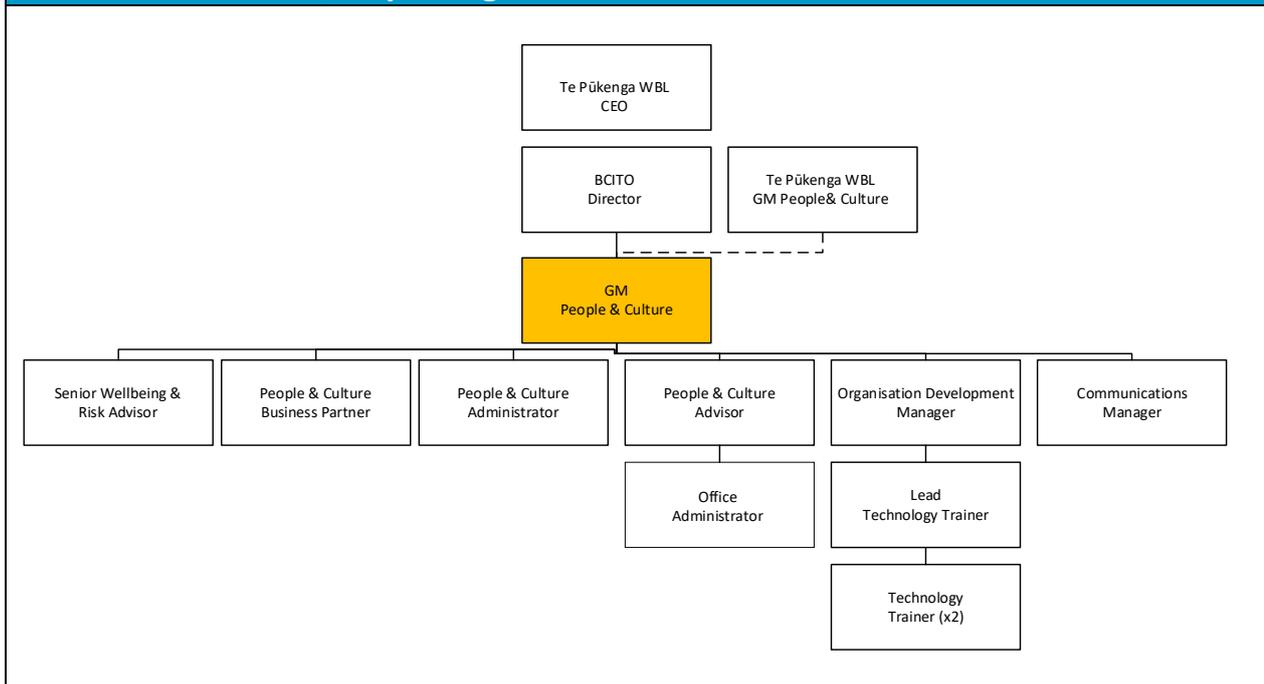


At the BCITO

We are a group of passionate people, with our 'essence' encompassed by our Vision and Values.

We recognise that the success of BCITO is linked to the performance, capability and well-being of our people. We offer our employees a competitive remuneration package, great career training and development opportunities, excellent employee-support benefits and flexible working conditions.

Te Tū Whakahaere / Reporting Structure



Te Kaupapa / Purpose

Lead the BCITO's People & Culture function, to support the achievement of Division and wider WBL objectives and outcomes. This will include P&C operations, employment relations, Wellbeing & Safety areas of organisation development and internal communications.

As a member of the Senior Leadership Team, the position will contribute to the team's collective responsibility for the overall effectiveness, performance, and success of the Division.

Critical to this position is being effectively leading the People & Culture function through a significant period of change as part of the Reform of Vocational Education. A strong and collaborative relationship with the GM People & Culture WBL and other P&C Leads within WBL will be important for this.

Ngā Whāinga Matua / Key Responsibilities

Lead People & Culture Operations

- Lead the successful delivery of the People & Culture operations for the Division, to support the achievement of objectives and outcomes
- Manage the overall delivery of high-level people and capability advice, guidance support and services to all BCITO people
- Ensure effective systems, processes and tools are in place to support Division achievement in people functions
- Lead the Divisions recruitment and induction processes ensuring these are in line with best practice to enable the Division to recruit the best
- Collaborate with the Leadership Team and Team Managers to build Divisional performance through people

- Ensure that timely, accurate, best practice advice and support is provided across a broad range of people matters
- Oversee the Division's Performance & Remuneration Review processes
- Oversee the People Policy Management (development, implementation and regular review) in the Division and the alignment of these with WBL and Te Pūkenga
- Provide expert advice for the Division on employment relations matters
- Provide information to coach and upskill managers in legislation and procedures to allow them to take responsibility for addressing people and people issues whenever possible
- Lead the Division's process for strategic workforce planning, aligning this with the wider WBL network
- Ensure that the Division's people processes and systems are innovative and seek continuous improvement
- Undertake people analytics for the Division, to provide greater level of information and better planning and decision making
- Take a leading role in creating a positive diverse working environment that fosters, develops, and maintains engaged people

Leadership Commitment to Te Ao Māori

- Be a leader in driving BCITO's responsiveness to Māori, ensuring we deliver outcomes that make a lasting and positive difference
- Embedding a commitment to the principles of Te Tiriti o Waitangi within BCITO
- Support BCITO employees to build capability and confidence across Te Reo Māori, tikanga, Te Ao Māori, and Te Tiriti o Waitangi.

Change Leadership

- Be a central person in Change Management for the Division, with particular regard to ROVE
- Foster a positive and open organisation culture, where employees are engaged and valued through a period of significant change
- Be a change champion, role modelling desired behaviours and outcomes
- Communicate information upwards, downwards, and laterally to enhance focus, integration, decision making, and organisational health – as appropriate for the position
- Take the lead in actively developing and evaluating process improvements to enhance the business unit

Wellbeing & Safety

- Provide leadership and commitment to the BCITO's Wellbeing & Safety (W&S) culture ensuring the Division's environment is one of promotion and adherence of Wellbeing & Safety policies and procedures by all employees
- Provide oversight into aligning BCITO's policies and procedures, with the wider WBL
- Oversee the Division's W&S processes and procedures such as Hazard Management, Incident Management, legislative requirements and obligations ensuring that everything is conducted to the highest of standards
- Ensure there is accurate reporting and measuring of Wellbeing & Safety across the Division to the SLT, WBL ELT and WBL Board
- Develop and maintain a continuous improvement culture and capability including the completion of internal audits where appropriate
- Provide an environment whereby all risks are proactively identified, recorded and managed
- Provide a focus on the lead processes and indicators
- Being aware of the risks associated with our processes and procedures and to minimise where possible.

- Over the maintenance of the Division Wellbeing & Safety Risk Register

Internal Communications

- Provide oversight of the Division's internal communications, ensuring alignment with wider WBL

Privacy

- Oversee the Division's Privacy Function to ensure we are complying with all privacy legislation and requirements

People Leadership

- Lead the P&C Team effectively in the achievement of both Division's and the team objectives
- Ensure that the team members have a clear understanding of their accountabilities and responsibilities
- Ensure that the team members clearly understand the purpose and values of the Division and perform their duties accordingly
- Provide regular feedback and coaching and development to continually improve individual and team performance
- Foster a culture that promotes the objectives of the Division as a whole not just the group itself
- Proactively develop the professional and technical capability of direct reports

Financial Management

- Demonstrates active and timely financial management of budgets and resources for the People & Culture and Office Management Budgets which total over \$3m.
- Ensure the completion of all financial management responsibilities to a high standard and in accordance with delegated authority

Health & Safety and Company Information

Carries out the requirements of the position safely at all times, while role modelling the Division's environment of promotion to Wellbeing & Safety policies and procedures by all employees.

Note:

The above responsibilities are not exclusive. The incumbent may be expected to undertake other reasonable duties and accept additional reasonable responsibilities.

Mōu / Personal Specifications

- At least 7-10 years' experience working in Human Resources and at a management level
- Experience in team leadership and people management
- Exceptional communication and presentation skills, ability to communicate complex changes to people of all levels and groups of all sizes
- Ability to develop smooth and constructive relationships with colleagues, outside agencies and the sector
- An ability to develop strategy and turn it into action
- Proven experience in prioritising and arranging resources across diverse functions and developing joined up work programmes to deliver on plans and priorities
- Demonstrates experience in strategic thinking and planning
- Has extensive experience and effectiveness with the management of people to drive both team and organisation performance

- Is skilled in identifying the ongoing development and upskilling needs of staff, via coaching/mentoring and providing or arranging training.
- Skills in planning, supervising, monitoring, and accomplishing the goals of specific projects including balancing task requirements with people capabilities, schedules, and budgets
- Understanding of and ability in the delivery of training to adult learners would be an advantage
- Bachelors level qualification, ideally in Human Resources

Signed by: GM People & Culture	Signed by: BCITO Director
Date:	Date: