



TaurangaCity

Job description

Title	People Advisor
Number	TBC
Group	Chief Operating & Financial Office
Division	People, Performance and Culture
Reports to	Business Partner & Talent Manager
Direct reports	NA
Date	18/08/2025

Job holder commitment

The job holder accepts as a fundamental requirement of their employment that they must demonstrate a personal commitment to:-

- modelling organisational values at all times
- a safe and healthy work environment
- assisting Council to fulfil its Civil Defence responsibilities

At TCC we uphold the principles of Te Tiriti o Waitangi by engaging in an effective and meaningful partnership with tangata whenua. We are committed to developing our knowledge and understanding of te reo Māori, tikanga Māori, Mātauranga Māori and our partnership with tangata whenua.

Job purpose

The primary purpose of this role is to provide consistent and effective generalist advice and support to people leaders and staff to assist them to understand and access PPC programmes, policies, processes, guidelines, and information.

Key outcomes

The People Advisor builds trusted relationships that are sustainable and effective	<ul style="list-style-type: none">• Establish and maintain strong relationships at all levels of the organisation ensuring that the advice, support and solutions provided to people leaders is relevant, pragmatic and consistent with the People Strategy.• Work collaboratively with other members of the PPC team, accessing expertise from specialists when needed to provide high level support to people leaders and employees.
---	---

Here to make Tauranga better

WHANAKE TE TAI

The People Advisor provides sound advice and ER Support	<ul style="list-style-type: none"> • help maintain positive employee relations by addressing workplace issues, helping resolve conflicts, and promoting a harmonious work environment. • People queries are resolved efficiently and effectively, and are consistent with policies, guidelines, and processes. • Employment documentation is accurate.
Support Employee Development and Engagement	<ul style="list-style-type: none"> • Provide support to the BP team and people leaders through cyclical employee engagement initiatives. • Assist the Business Partner (BP) and Learning and Development (L&D) team in handling developmental training, administrative, and coordination responsibilities.
Data and Job Evaluation Analysis	<ul style="list-style-type: none"> • Ensure job evaluations are completed in line with process and communicated effectively to people leaders. • PPC metrics are accurate and timely.

The job description is not an exhaustive list of requirements, the job holder will be required to perform tasks assigned to them that are not explicitly described in this document.

Person specifications

Essential
<ul style="list-style-type: none"> • Tertiary qualification in HR, Business, or related field • At least 3 years' generalist HR experience • Knowledge in current legislation

Here to make Tauranga better



WHANAKE TE TAI

Our values

Pono / Integrity

We do what we say we will do

Manaakitanga / Respect

We listen to all views and show we care

Whāia te tika / Service

We do the right thing for our community
and each other

Whanaungatanga / Collaboration

We work together and create connections