



**Tauranga**City

## Job description

<b>Title</b>	People Business Partner
<b>Number</b>	5PC23A-F
<b>Group</b>	Corporate Services
<b>Division</b>	People, Performance and Culture
<b>Reports to</b>	Team Leader: People Business Partners
<b>Direct reports</b>	N/A
<b>Date</b>	10/03/2022

### 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 partner with the business to provide strategic and pro-active operational Human Resources (HR) support and expertise.

### Key outcomes

<b>The HRBP Team is a trusted partner to the organisation.</b>	<ul style="list-style-type: none"><li>• Develop and maintain an in-depth understanding of your allocated Group(s); their business objectives, challenges, risks and HR related indicators.</li><li>• Problem solve and recommend solutions leveraging your experience, insights and access to knowledge across the Group and networks.</li><li>• Help people leaders understand and plan for the people implications of business decisions.</li><li>• Attend leadership team meetings, providing strategic and tactical advice.</li></ul>
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<b>HRBP advice and guidance is sort out and valued by People Leaders.</b>	<ul style="list-style-type: none"> <li>• Provide advice and support to people leaders on all employee matters which is fair, consistent and ensures TCC upholds its legislative obligations.</li> <li>• Support people leaders to plan and work through organisational change.</li> </ul>
<b>HRBP's coach and develop People Leaders, lifting their leadership capability.</b>	<ul style="list-style-type: none"> <li>• Improve HR understanding and lift the capability of people leaders through coaching, advice and support. Encourage a culture of accountability, trust and self-sufficiency.</li> <li>• Collaborate with the Learning and Development Team to design and deliver practical HR solutions that equip people leaders for success.</li> </ul>
<b>The HRBP Team cultivates relationships that are trusted, sustainable and effective.</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Work collaboratively with other members of the HR team, accessing expertise from specialists when needed to provide high level HR support to people leaders and employees.</li> </ul>

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

<b>Essential</b>
<ul style="list-style-type: none"> <li>• A tertiary qualification in HR or related discipline.</li> <li>• Demonstrated ability to work with the business to effectively execute business strategy.</li> </ul>

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## 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