



Job description

Title	People & Workforce Partner
Number	
Group	Water Organisation
Division	Establishment Team
Reports to	People & Workforce Workstream Lead
Direct reports	N/A
Date	June 2026

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, Matauranga Māori and our partnership with tangata whenua.

Job purpose

The primary purpose of this role is to partner with the People & Workforce Lead to support the design, establishment and implementation of people structures, processes and systems for the new water organisation. The role provides practical people advice, workforce analysis and delivery support to enable effective organisational set-up, transition and change.

Key outcomes

The People & Workforce Partner is a trusted partner to the water organisation	<ul style="list-style-type: none">• Provide practical people advice and workforce insights to support organisational set-up, transition and change.• Contribute strategic input and hands-on delivery across workforce planning, organisation design, people processes and employee transition support.
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<p>The People & Workforce Partner provides trusted workforce insights to leaders</p>	<ul style="list-style-type: none"> • Provide advice, data and insights to the establishment team to support strategic direction and the set-up of the water organisation. • Prepare reports, briefing material, dashboards and documentation that support programme delivery and informed leadership decision-making. • Maintain accurate workforce information and ensure data integrity across workforce planning and reporting activities.
<p>The People & Workforce Partner & Analyst builds trusted, sustainable and effective relationships</p>	<ul style="list-style-type: none"> • Establish and maintain strong working relationships across the water organisation, ensuring support and information are available to workstream leads when required. • Work collaboratively with the wider TCC and Western Bay People & Culture teams, drawing on specialist expertise and information as needed.
<p>The People & Workforce Partner & Analyst supports transition and strong staff engagement</p>	<ul style="list-style-type: none"> • Build and maintain strong engagement with staff throughout the change and transition process through clear, timely and consistent communication. • Support leaders to deliver people-focused change activities that promote understanding, trust and confidence during establishment and transition. • Ensure staff are informed, supported and able to access the right information, while identifying risks early and escalating issues to support a smooth transition.

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">• A tertiary qualification in HR or related discipline.• Proven experience in data analytics and dashboard preparation.• High level of integrity and ability to handle confidential information.
Desirable
<ul style="list-style-type: none">• Experience supporting organisational establishment, transition, consultation or change programmes.• Knowledge of public sector or local government employment environments, policies and workforce practices.• Familiarity with workforce reporting tools, HR systems and dashboard preparation.• An understanding of Te Tiriti o Waitangi and its application within organisational practice and engagement.

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