

Job Description

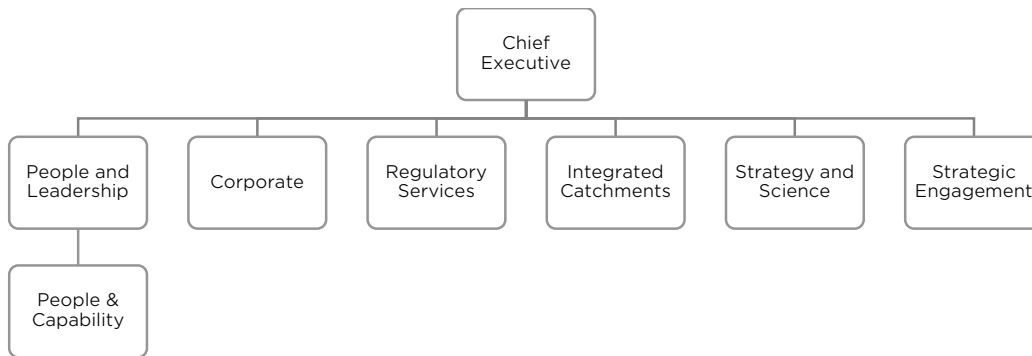


Job title	People & Capability Senior Business Partner
Group	People & Leadership
Section	People & Capability
Responsible to	People & Capability Manager
Responsibility for employees	None
Date	May 2026

Our organisation

About us	Toi Moana Bay of Plenty Regional Council's work guides and supports the sustainable development of the Bay of Plenty. We are responsible for land, air and water, as well as public transport and economic development. We want to make sure our region grows and develops in a way that keeps its values safe for future generations.
Our vision	Our vision of "Thriving together - mō te taiao, mō ngā tangata" means we want to ensure that both the environment and the people in the region thrive. Looking after the environment is at the heart of what we do.
Our values	Our values reflect who we are and what is important to us: Trust, Integrity, Courage, Manaakitanga, Kotahitanga, Whanaungatanga.
Our leadership model	Te Pae Rangatira, means 'The Model of Leadership'. In Māori, it is said a Rangatira (Leader) is one who is able to raranga (weave) their tira (group of people) together. Leadership at Toi Moana is guided by four pou whirinaki (pillars of guidance), these are: Care, Collaborate, Navigate and Balance.
Partnerships with Māori and Te Tiriti o Waitangi	The Treaty principles and the partnership upon which it is founded are an established part of our local government framework. As Treaty partners, Māori hold a unique role in shaping and contributing to regional leadership and direction.
Our community outcomes	<p>Our community outcomes describe what we're working towards achieving for the Bay of Plenty:</p> <ul style="list-style-type: none"> o He taiao ora - a healthy environment, o He hāpori mata-hī awatea - future ready communities, o Ngā hāpori e honoa ana, e whakamanatia ana hoki - Connected and enabled communities, o He whanaketanga mauri tū roa - Sustainable development, o Te Ara Poutama - The Pursuit of Excellence. <p>Directly or indirectly, your work will feed into helping us achieve one or more of these outcomes.</p>

Our team



Job purpose

Toi Moana Bay of Plenty Regional Council (BOPRC) is committed to its' vision of thriving together through the delivery of strong community outcomes. It is our people and their commitment to first class leadership and high performing teams which will ensure this delivery.

This job exists to partner with allocated business units, working closely with business leaders and line managers to build capabilities, plan and manage talent, and develop approaches that achieve shared organisational objectives. Delivering innovative ways of developing organisational and people capability that enables the business unit to deliver. Driving people lead actions in response to data driven insights and the strategic direction of the business.

As part of the People and Capability Lead Team we strive to be outcomes driven, understanding the context and outcomes required along with balancing the value and risk. We use evidence to inform our judgement to make our case, using insight from behavioural science, research, organisational data, stakeholder concerns and our team's practitioner expertise. We are principles led, going beyond the rules to do what's right, valuing the work and the people we are here to support.

Functional relationships

External	Purpose and frequency of contact	
<ul style="list-style-type: none"> Consultants and contractors 	<ul style="list-style-type: none"> Secure services/monitor performance 	Occasionally
<ul style="list-style-type: none"> Technical or legal professionals 	<ul style="list-style-type: none"> Secure services 	Occasionally
<ul style="list-style-type: none"> Industry sector groups (e.g., HRINZ) 	<ul style="list-style-type: none"> Networking, sourcing information, influencing 	Weekly
<ul style="list-style-type: none"> Resources agencies 	<ul style="list-style-type: none"> Negotiate and performance manage People and Capability preferred supplier arrangements 	Occasionally
<ul style="list-style-type: none"> Other local authorities 	<ul style="list-style-type: none"> Sharing information and services 	Weekly

Internal	Purpose and frequency of contact	
<ul style="list-style-type: none"> People and Capability Team Leader 	<ul style="list-style-type: none"> Collaboration, advice and support 	Daily

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• People and Capability Team	• Collaboration, advice, mentoring and support	Daily
• Managers	• Collaboration, advice, mentoring and support	Daily
• All employees	• Manage service provision	Daily

Key result areas

The job encompasses the following major functions or key result areas:

- People and Capability.
- Project Management.
- Relationship Management.
- Corporate Contribution.

The requirements in the above key result areas are broadly identified below:

Key accountabilities

The requirements in the above key result areas are broadly identified below:

Key accountabilities (You are responsible for)	Key accountability measures (You will be successful when)
1. People and Capability	
<ul style="list-style-type: none"> • Key leadership role for the P&C Team and organisation (no people leader responsibility). • Work with your allocated business units to align organisational needs and people needs. • Partner with and coach our people and non-people leaders to enhance people related capability with the aim of enabling the success of individual, team and ultimately organisational goals • Owns, in the widest sense, the P&C service delivery to your business units, liaising with specialist P&C functions to provide, and continually improve, the P&C service to the organisation. • Accountable for the resourcing needs of the portfolio, ensuring the various P&C contributions run smoothly to complete the resourcing needs. • Provide expert advice, coaching and consultation on strategic and operational people subjects. • Working with the P&C team to ensure we are all connected to the organisation's needs and delivering a focused service that 'makes a difference'. 	<ul style="list-style-type: none"> • All aligned and fulfil legislative requirements. • All advice and recommendations are based on sound research and analysis and are provided in a professional and timely way. • Demonstrated commitment to continuous improvement and change. • Any additional duties are completed to appropriate standards.

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Key accountabilities (You are responsible for)	Key accountability measures (You will be successful when)
<ul style="list-style-type: none"> Partner with a portfolio within the organisation to provide expert advice, coaching and leadership that delivers the organisational direction and outcomes. Provides advice that considers the organisations values and supports the engagement and performance of our people whilst managing risk related to employment law. Manage employment cases as they arise within their portfolio including ER/ Legal cases, potentially through to ERA Providing support and leadership in all aspects of employee relations, policy and advice. 	
2. Project Management	
<ul style="list-style-type: none"> Manage projects to ensure effective and timely delivery of outputs. Ensure contributors know what they are required to do and by when. Prepare project plans and oversee relevant project budgets. Monitor external contracts ensuring satisfactory performance. 	<ul style="list-style-type: none"> Project contributors understand the objectives. The project is effectively managed; work is completed on time and within budget. Projects appropriately funded and managed. Contract outputs successfully achieved. Project supports the goals, remit and direction of the wider P&C team
3. Relationship Management	
<ul style="list-style-type: none"> Establish and maintain close working relationships with internal and external contacts including suppliers, other Councils, Unions, Consultants, and Contractors. Monitor external contracts ensuring satisfactory performance. 	<ul style="list-style-type: none"> Effective, professional relationships and partnerships are developed and maintained with internal and external contacts. Professional image is conveyed at all times in a way that enhances the P& C team as well as the overall organisation
4. Corporate Contribution	
<ul style="list-style-type: none"> Promote the implementation of the Corporate Culture Statement, Leadership Model and Health and Safety Systems. Recognise individual responsibility for Workplace Health and Safety under the Health and Safety at Work Act 2015. Meet the statutory responsibilities detailed in the Information Management Policy and Procedures standard. Meet Bay of Plenty Regional Council's statutory responsibilities for civil defence and emergency management. 	<ul style="list-style-type: none"> Corporate responsibilities are undertaken and completed accurately, meeting specified standards and within agreed timeframes. Hazards are identified and all incidents and accidents are reported. Participate in any wellness programmes, such as stress management training and health monitoring. Council records are created and maintained in corporate information systems, meeting specified information management standards. Participate in any civil defence and emergency management training initiatives and assist with any civil defence

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Key accountabilities (You are responsible for)	Key accountability measures (You will be successful when)
	emergencies, as part of Bay of Plenty Regional Council's responsibilities for civil defence and emergency management.

Delegations

Delegations as set out in the Chief Executives Delegations Manual.

Freedom to act

Guidelines and support available to assist the jobholder to make decisions e.g. policy documents, standard procedures, reference to team leader or senior employees. If jobholder can make decisions without approval from anyone else, please note that authority.

- People and Capability Policies.
- Legislation.
- Financial Controller (on matters financial).

Work complexity

Most challenging duties typically undertaken:

- Working within an environment that is continually evolving, learning and changing.
- Developing line management expertise in P&C practice by supporting managers with best practice P&C solutions and the delivery of relevant P&C tools, frameworks and guidelines to enable this.
- Leading or supporting line managers in employment relations matters from earliest stage through to Employment Relations Authority.
- Engaging actively with line managers to transfer positive people management practices in all facets of interaction with their employees.
- Promoting the relationship between line manager and employee as the primary employment relationship.
- Implementation of policies, strategies and procedures relevant to Council staff and the Corporate Solutions Group.
- Maintaining a high level of integrity and confidentiality at a senior management level at all times.
- Leading the organisation on matters relating to performance, engagement, remuneration and employee relations.

Other aspects

Note any significant aspects of this job that have not been captured elsewhere in this document.

- This job reports to the People and Capability Manager and will therefore be relied upon to manage all aspects of People and Capability services within allocated business units.
- The accountabilities of partnering with multiple business units, whilst supporting and providing advice to the People and Capability team, will pose time demands on the jobholder and will therefore require a high level of organisational as well as interpersonal skills.

Person specification

Minimum academic qualifications required:	
Essential	Desirable (for recruitment purposes only)
<ul style="list-style-type: none"> Bachelor's degree or similar in either business or a social-sciences or human resources area. A valid driver's licence required*¹ 	<ul style="list-style-type: none"> Post-graduate qualification in human resources.

Knowledge / experience (indicate years of experience required as appropriate)	
Essential	Desirable (for recruitment purposes only)
<ul style="list-style-type: none"> At least five to seven years relevant post-qualification experiences in Human Resources. Demonstrated mastery of the full suite of organisation development strategies, frameworks and interventions. Excellent written and verbal communication skills. Advanced attention to detail and the ability to apply good judgement when making decisions. Conflict management skills. 	<ul style="list-style-type: none"> Experienced in Continuous Improvement/lean thinking and process design. Able to analyse data to tell a story through effective reporting. Proficiency in HR systems. Displays a high level of emotional intelligence, including resilience, influencing skills, and effective interactions that build strong relationships.

Key skills / job specific competencies

The following indicates what would typically be expected for this role at a competent level:

Advanced knowledge	<ul style="list-style-type: none"> Employment law and practices Job sizing methodology
Working knowledge	<ul style="list-style-type: none"> Microsoft suite of software. HRIS (MyT1). Health, safety and wellness concepts. Organisational development concepts
Awareness	<ul style="list-style-type: none"> Community, cultural and political awareness.

Personal attributes / key behaviours

- Ethical practice - Building trust by role-modelling ethical behaviour, and applying principles and values consistently in decision-making.
- Professional courage and influence - Showing courage to speak up and skilfully influencing others to gain buy in.

¹ Driving record free of driving suspensions or convictions (excluding demerit points and infringement fees). Requirement for valid Driver's Licence may be waived if applicant has a driving-related disability.

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- Valuing people - Creating a shared purpose and enabling people development, voice and well-being.
- Working inclusively - Working and collaborating across boundaries, effectively and inclusively, to achieve positive outcomes.
- Passion for learning - Demonstrating curiosity and making the most of opportunities to learn, improve and innovate.
- Insights focused - Asking questions and evaluating evidence and ideas, to create insight and understand the whole.
- Situational decision-making - Making effective and pragmatic decisions or choices based on the specific situation or context.
- Commercial drive - Using a commercial mind-set, demonstrating drive and enabling change to create value.
- Working inclusively - Working and collaborating across boundaries, effectively and inclusively, to achieve positive outcomes.

Other requirements

- May require frequent travel within or outside Bay of Plenty region.
- The requirement to work outside of normal hours when necessary.

Change to job description

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment. Such changes, including technological requirements or statutory changes, may be initiated by the manager of this job with due consultation with the position holder. This job description should be reviewed as part of the preparation for performance planning.

Approved:

Manager

Date

Discussed with job holder:

Employee

Date