

## Your Position

<b>Your job</b>	<b>Senior Advisor Organisational Development Kaitohutohu Matua Whanaketanga Whakahaere</b>
<b>Your group</b>	People and Capability
<b>Your team</b>	Workforce Services
<b>Your manager</b>	Manager Health, Safety & Workforce Development, Sandra Rodgers
<b>Your base</b>	Council premises within Porirua

## What's most important to us

Porirua City is our place. A great place to live, work and raise a family. We want everyone to feel welcome, whether they are visiting, living or working here.

### Our strategic priorities are to:

- Commit to the health of Te Awarua-o-Porirua Harbour and its catchment through investment, advocacy and regulation
- Build towards a low carbon city and proactively address the challenges of climate change
- Create thriving communities where everyone can be safe and healthy – at home, work or play
- Keep tamariki and rangatahi at the heart of our city

### How we work together:

- Whakakotahi - Team up  
Mā te mahi tahi e puta ai he hua ki tō tātou hapori  
Together we make a difference for our community
- Mahi Atamai - Work smart  
Ka whakapātari i a tātou anō kia pai ake ai ngā hua  
We challenge ourselves to do things better
- Whakatinanatia - Make it happen  
Mā te whakapeto ngoi, me ngā pūkenga e tutuki ai ngā whāinga  
We use our energy and skills to get things done

## Your team's purpose

People and Capability's purpose is to:

- Provide professional human resource management services to managers and staff. This includes strategic policy and operational advice in the areas of recruitment, remuneration, performance management, training and development, health and safety, employment relations and industrial relations as well as the provision of payroll and leave administration services.
- The People & Capability Group is also responsible for emergency management function of Council.

## Your purpose

The Senior Advisor Organisational Development's role is to:

- Drive employee experience excellence through strategic and operational advice and initiatives, delivering a range of support which improves the effectiveness of the organisation through the uplifting of culture and capability across Council.

## Who you'll be working with

Your direct reports	<ul style="list-style-type: none"><li>• Learning &amp; Development Advisor</li></ul>
External people and groups	<ul style="list-style-type: none"><li>• Government, public organisations and business</li><li>• Members of the public and community organisations</li><li>• Other local authorities</li><li>• Contractors, consultants and suppliers</li><li>• Industry groups</li></ul>
Internal people and groups	<ul style="list-style-type: none"><li>• Executive Leadership Team</li><li>• People &amp; Capability Group</li><li>• Managers and staff at all levels of the organisation</li></ul>

## Your responsibilities

What you'll do	How you'll do it
Leadership and Management	<ul style="list-style-type: none"> <li>• Lead the Learning &amp; Development Advisor to achieve results by setting performance expectations, providing guidance and development, monitoring performance, and providing constructive feedback and support</li> <li>• Develop and lead the effective and efficient delivery of organisational development projects and initiatives</li> <li>• Provide excellent customer service levels</li> </ul>
Operational Delivery	<ul style="list-style-type: none"> <li>• Provide advice to the Executive Leadership Team on the identification and development of organisational development plans and projects</li> <li>• Assist with the development of People &amp; Capability strategies and work programmes</li> <li>• Lead the design and delivery of organisational development initiatives, especially initiatives relating to culture, engagement and capability building</li> <li>• Review current and develop new people policies relevant to organisational development, to ensure they meet Council's business needs and comply with current legislation</li> <li>• Develop, design and facilitate in house events and workshops</li> <li>• Plan and lead the delivery of the corporate training programme, (alongside the Learning &amp; Development Advisor)</li> <li>• Manage the Corporate Training budget</li> <li>• Lead the Diversity &amp; Inclusion committee and associated initiatives</li> <li>• Monitor and review Councils on-boarding and off-boarding processes and practises</li> <li>• Lead the delivery of Porirua City's induction programme</li> <li>• Deliver Council's employee surveys, communication, analysis and reporting of results</li> <li>• Support initiatives targeted at promoting learning and work experience</li> <li>• Develop and deliver internal communication strategies and initiatives that improve organisational culture and performance</li> <li>• Deliver leadership development initiatives across Council</li> <li>• Provide guidance, support and training to the business on all relevant organisational development subjects areas, including the performance framework, learning and development, capability building, employee engagement, recognition, on-boarding and off-boarding</li> <li>• Support and contribute to the delivery of Emergency Management and Health &amp; Safety initiatives</li> <li>• Contribute to the effective delivery of all People &amp; Capability services</li> </ul>
Relationship Management	<ul style="list-style-type: none"> <li>• Build and maintain strong working relationships with managers and team leaders</li> <li>• Establish and maintain relationships with key stakeholders and business and industry groups</li> <li>• Establish and maintain close working relationships with internal and external stakeholders, ensuring that relationships with key stakeholders are professional, positive and constructive</li> <li>• Represent Council and the People and Capability Group at appropriate conferences, seminars and other events</li> </ul>

Corporate Responsibilities	<ul style="list-style-type: none"> <li>• Build commitment of our vision, strategic directions, behaviours and services</li> <li>• Willingly undertake any duty required within the context of the position</li> <li>• Adhere to our Code of Conduct</li> <li>• Undertake civil defence and emergency management tasks as directed including participation in pre-event training and rostered duties during an emergency event</li> </ul>
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## Your skills, experience and qualifications

It's essential that you have:	<ul style="list-style-type: none"> <li>• Breadth of expertise across organisational development, including; capability development, employee engagement, performance, rewards and recognition, organisational design and learning and development</li> <li>• Highly developed strategic organisational development skill set and proven experience transferring skills and knowledge</li> <li>• Experience in developing and delivering successful organisational improvement initiatives</li> <li>• Excellent relationship building and influencing skills, and an ability to establish and build upon working relationships effectively</li> <li>• Excellent communications skills, oral and written, and an ability to establish and build upon working relationships effectively</li> <li>• Proven excellence in group facilitation, design and delivery of training strategies and initiatives</li> <li>• Proven experience in data analysis and reporting</li> <li>• Relevant tertiary qualifications or equivalent practical experience</li> <li>• Experience delivering generalist HR services and specialist OD services</li> <li>• Experience successfully delivering in a changing environment, can solve problems and manage priorities on the go</li> <li>• Can provide sound advice, coaching and support to all levels of leaders</li> <li>• High level of initiative combined with sound judgement and decision-making skills</li> <li>• Experience in a customer focused environment, consistently delivering to agreed performance indicators</li> <li>• Understanding and commitment to health and safety in the workplace</li> <li>• Understanding and commitment to diverse workplaces</li> <li>• Understanding and commitment to the Treaty of Waitangi and bicultural issues</li> </ul>
It'd be great if you also have:	<ul style="list-style-type: none"> <li>• Experience developing, leading and managing high performing staff</li> <li>• Experience working with executive leaders on improvement initiatives</li> <li>• Experience designing and leading a Diversity &amp; Inclusion programme of work</li> <li>• Experience working in and leading project teams</li> </ul>

Last updated November 2025



Porirua City Council supports an inclusive and welcoming environment and is a member of Diversity Works