

He kōrero mō te tūranga | Job Description

Tūranga Job Title:	OD Adviser
Tīma Team:	Human Resources
Rōpu Group:	Te Kāhui Tangata Corporate Services
Mā wai e tiaki Reporting to:	Manager, Human Resources
Wāhi Mahi Location:	Wellington
Rahi o te Utu Salary band:	Band 15/16
Wā whakarite Date:	August 2022

Ō mātau uaratanga | How we do things – our values

KEI ROTO MĀTAU | INVESTED - We are committed and responsible

HE MĀIA | BOLD - We are courageous, shaping our place in the world

MAHI NGĀTAHI | COLLABORATIVE - We are connected and journey with others

He whakamana i a Aotearoa kia momoho | Enabling New Zealanders to flourish – our purpose

Our purpose statement goes beyond describing what our organisation does. It succinctly and powerfully captures the value that we will deliver to New Zealanders.

- **Flourish:** A living organism flourishes when it grows or develops in a healthy or vigorous way, especially as the result of a particularly congenial environment. We think that's what transport should do for New Zealanders.
- **New Zealanders:** New Zealanders are central to what we do. This includes New Zealand Inc, the business sector, and our international connections, but at the heart of all of it people.
- **Enabling:** We are here to help create the transport ecosystem that will enable society and businesses to flourish and grow.

Te Aronga o te Ratonga Tūmatanui / Public Service Purpose

Mahi tōpū ai ngā Kaimahi Tūmatanui e whai tikanga ai te noho a ngā tāngata o Aotearoa. Hei tā te Public Service Act ko te pūtake o ngā Kaimahi Kāwanatanga, ko te tautoko i te kāwanatanga whai ture me te kāwanatanga manapori; ko te āwhina i te Kāwanatanga o te wā nei me ō anamata ki te whakawhanake, ki te waketime hokku i ā rātou kaupapa here; ko te tuku i ngā ratonga tūmatanui e nui ana te kounga, e nahanaha ana anō hoki; ko te tautoko i te Kāwanatanga e tūroa ai te whai oranga o te marea; ko te huawaere i te whai wāhitanga o te kirirarau ki te ao tūmatanui me te whakatutuki i ngā mahi i runga i tā te ture i whakahau ai. E hiranga ana te wāhi ki a mātou ki te tautoko i te Karauna i ana hononga ki ngā iwi Māori i raro i te Tiriti o Waitangi. Ahakoa he nui ngā momo tūranga mahi, e tapatahi ana ngā kaimahi tūmatanui i roto i te whakaaro nui ki te hāpai i ngā hapori, ka mutu, e arahina ana ā mātou mahi e ngā mātāpono matua me ngā uara o ngā Kaimahi Tūmatanui.

The public service works collectively to make a meaningful difference for New Zealanders. The Public Service Act states that the purpose of the public service is to support constitutional and democratic government, enable both the current Government and successive governments to develop and implement their policies, deliver high quality and efficient public services, support the Government to pursue the long-term public interest, facilitate active citizenship and act in accordance with the law. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi and te Tiriti o Waitangi. Whilst there are many diverse roles, all public servants are unified by a spirit of service to the community and guided by the core principles and values of the public service in our work.

OD Adviser

The Ministry of Transport is the Government's system lead on transport. Our purpose is to enable New Zealanders to flourish, reflecting transport's role in shaping our society, economy and environment.

The Te Kāhui Tangata | Corporate Services Group is responsible for leading the development of, and supporting the effective implementation of the Ministry's organisational and policy strategy, through the effective delivery of specialist corporate services.

This role is part of the Human Resources (HR) Team. The HR Team provides strategic and operational guidance, advice and support on all aspects of HR for the Ministry, including recruitment and retention, induction, employee relations, workforce planning, organisational development, learning and development, change leadership, staff engagement, performance, payroll and HR reporting, health, safety and wellbeing, remuneration, policies and people management.

The role of the OD Adviser is to work with the Principal Adviser OD and wider HR team to design, develop, deliver and implement organisational development solutions and tools for the Ministry.

Hei aha kei tō raurau | What you will do to contribute - key responsibilities

The OD Adviser has responsibility to support the development, delivery and management of Ministry-wide frameworks, policies, procedures, projects and initiatives to build capability, support organisational performance and bring HR strategies to life.

This role supports the Principal Adviser OD with organisational development priorities including but not limited to learning and development, leadership development, diversity and inclusion, workforce engagement, workforce planning, career progression, succession planning, culture and values, and talent management. It will develop strong working relationships with the wider HR team and Ministry to ensure the OD activities are understood and well embedded

Learning and Development

- Supporting the design, development and delivery of training and development programmes.
- Identifying and implementing strategies and programmes that will build strong capability, including initiating and supporting opportunities identified through workforce and succession planning.
- Facilitating and delivering training programmes as needed and collaborate with providers on externally delivered programmes.
- Ensuring evaluations are carried out following each learning and development event and making recommendations as to the effectiveness/impact.

Organisational Development

- Working collaboratively with HR team members to align, co-create, and enable the delivery of consistent but also 'right-fit' OD frameworks, initiatives and solutions for the Ministry.
- Support relationships with stakeholders across a range of levels, to enable delivery of key initiatives and programs of work.
- Leading the initiation and implementation of the Employee Engagement Survey and pulse surveys as required.
- Providing training, support and advice to staff, Managers and the HR team for OD processes and systems as required.
- Creating insights through data and analytics to inform ongoing strategy implementation and to measure impact and outcomes for the Ministry.

- Providing regular reporting to track and monitor OD metrics progress and outcomes.
- Development of the gender pay action plan.
- Contributing to the development of Diversity and Inclusion action plans and initiatives.
- Contributing to and/or leading organisational development and HR projects as prioritised in the business plan.

The duties and responsibilities in this document are not exhaustive. The incumbent may be required to perform other work which is consistent with the nature of the role.

Tō oranga i te wāhi mahi nei | Your health, safety and wellbeing

At the Ministry we expect all employees to:

- Work safely and take responsibility for keeping self and colleagues free from harm
- Report incidents and hazards promptly
- Know what to do in the event of an emergency
- Ensure personal health and safety standards are adhered to when at work or offsite when working

Kia mahi koe ki a wai | Who you will work with to get the job done

Internal	Senior Leadership team
	All managers and staff
External	HR Professional bodies
	Unions and employee representatives
	External providers/Consultants
	Government agencies and other organisations

Ngā kaimahi māu e tiaki | Direct Reports

- Nil

Ōu pūkenga | What you will bring specifically

Experience:

Desirable:

- Experience of working in government, a sound understanding of the role of the public service and of working with Ministers and other government departments and agencies.
- Experience working on organisational development initiatives and projects

Knowledge and Skills:

- Knowledge/awareness of HR and organisational development
- Curious and good at identifying and making linkages and connections
- Excellent written & verbal communication, an ability to influence and negotiate with others
- Strong teamwork and collaboration skills
- Problem solving and analytical skills
- Strong initiative and ability to work independently with an eye on delivery and quality
- Proven interpersonal, relationship building and networking skills
- Ability to work in a confidential environment and maintain a high level of discretion
- Decisive, sound judgment, common sense
- Ability to work under pressure, set priorities and manage tight timelines