

POSITION DESCRIPTION

HUMAN RESOURCES MANAGER

POSITION OVERVIEW

Location	Masterton
Business unit	People and Capability
Reporting to	Group Manager Operations
Direct reports	At least 2
Delegated responsibility	As per delegations manual
Salary range	SP10 Grade 21

OUR COUNCIL

Working at Masterton District Council means being part of a motivated, professional, and customer-focused team in one of New Zealand's most beautiful districts. Our people play an integral role in delivering services for our community and we are focused on both 'what', and 'how' we achieve our goals. Our values help us build a workplace culture that is challenging but fun, because enjoying coming to work is important!

We want to be the best provincial council in New Zealand.

- We are an employer of choice in the Wellington Region
- Our staff recommend us to their family and friends

OUR VISION

Masterton/Whakaoriori: Providing the best of rural provincial living.

OUR VALUES

HĪKINA TE MĀNUKA	By figuratively lifting the mānuka we show that we are responding and rising to challenges by being innovative , hard-working, and collaborative .
MANA TĀNGATA	Our organisation recognises the diversity and individuality of each of our staff members. We act with integrity and respect each other's lived experiences and the value they bring to the workplace.
HE TOA TAKITINI	Every staff member is a crucial part of the team that makes up Masterton District Council. We trust and support each other to succeed by drawing on our collective strengths.

TE TIRITI O WAITANGI

The Treaty of Waitangi

We are committed to the principles of Te Tiriti o Waitangi / Treaty of Waitangi: partnership, participation, and pro-active protection. We recognise Tikanga Māori values in the workplace and community and know we can do more.

MY TEAM

The People and Capability Team:

The People and Capability team is a small, tight unit with a big portfolio of work. We have a focus on service delivery, quality, continuous improvement and productivity. Our team takes the lead in overseeing health, safety, and wellbeing throughout the organisation. We also design and implement human resources strategies, policies, and initiatives that drive our success.

MY ROLE

The Human Resources Manager role:

The Human Resources Manager will lead and manage all aspects of the Council's HR function, ensuring alignment with organisational goals and strategic priorities. This role combines strategic leadership, operational expertise, and a passion for supporting and developing staff. The HR Manager will drive initiatives that strengthen the Council's culture, enhance employee engagement, and ensure compliance with employment legislation and best practice.

Additional responsibilities include but are not limited to:

- HR Strategy & Leadership
- Develop and implement HR strategies aligned with Council objectives.
- Provide advice and guidance to the Chief Executive and Executive Leadership Team on HR matters.
- Promote a positive, inclusive, and high-performance culture.
- Lead organisational change initiatives, restructures, and transformation programmes.
- Manage the HR department budget and resources.



MY KEY RESULT AREAS (KRAs)

Recruitment and Talent Management

- Lead recruitment, selection, and onboarding processes to attract and retain top talent.
- Develop succession planning and career development programmes.
- Support managers in identifying and developing staff potential.
- Learning & Development.
- Design and deliver leadership development programmes and learning initiatives.
- Manage training budgets and coordinate cross-organisational professional development opportunities.
- Evaluate the effectiveness of learning programmes and adjust accordingly.

Employee Relations & Performance Management

- Provide expert guidance on employee relations, conflict resolution, and disciplinary matters.
- Oversee performance management processes, ensuring fairness, consistency, and alignment with Council objectives.
- Foster a collaborative, respectful, and inclusive workplace environment.
- Industrial Relations & Union Engagement:
- Negotiate and manage collective employment agreements.
- Build and maintain constructive relationships with unions and employee representatives.
- Provide advice on collective employment matters and manage dispute resolution processes.
- Ensure compliance with collective agreement obligations and good faith bargaining requirements.

Human Resources Operations and Compliance

- Ensure HR policies, procedures, and practices comply with employment law and regulations.
- Manage HR systems, reporting, and workforce planning initiatives.
- Oversee remuneration, benefits, and workforce reporting.

Health, Safety and Wellbeing

- Support initiatives that promote employee health, safety, and wellbeing.
- Work closely with managers to ensure compliance with workplace health and safety legislation.



Governance and Reporting

- Prepare reports and papers for Council committees and elected members.
- Present HR matters to governance bodies as required.
- Manage sensitive and confidential matters with appropriate discretion.
- Ensure HR practices align with Local Government Act 2002 requirements.

MY HEALTH AND SAFETY RESPONSIBILITIES

Health, Safety, Wellbeing

- Always ensure your own and the safety of others
- Comply with policies, procedures and safe systems of work
- Report all incidents/accidents, including nears misses, in a timely fashion
- Actively participate in the hazard management and identification process
- Escalate risk as per the Risk Management Policy

MY OTHER RESPONSIBILITIES

Self-Management, Training and Development

- Set realistic goals for own performance.
- Undertake change based on regular self-evaluation and feedback.
- Identify opportunities for personal and professional development and growth.
- Undertake both internal and external training identified as relevant to the role.

Policies and Procedures

- Comply with the Council's Code of Conduct, Staff Manual including its Policies and Procedures at all times.
- Ensure the implementation and compliance with the Council's Code of Conduct and Policies and Procedures, within all areas of responsibility.



Other duties	• All duties must be carried out to the prescribed timeframes, systems, quality, and standards and to the satisfaction of your (ELT) Manager. • Duties and responsibilities described above should not be construed as a complete and exhaustive list as it is not the intention to limit in any way the scope of functions of the position. Duties and responsibilities can be amended from time to time to meet changing conditions.
Participate in the Council's civil defence emergency response	• Participation in relevant emergency response training and duties as requested by the Chief Executive. • Such other duties as may be required from time to time by your (ELT) Manager.

MY KEY RELATIONSHIPS

Internal	• Line Manager and ELT Manager • Immediate Team • Masterton District Council Staff • Masterton District Council Councillors
External	• Other Council HR departments • Recruitment agencies • Residents and Ratepayers of Masterton District Council • Lawyers • Government and Regulatory Authorities



MY COMPETENCIES/KNOWLEDGE/SKILLS/EXPERIENCE

Qualifications, Skills and Experience

- Bachelor's degree in human resources, business administration, or related field (or equivalent experience).
- Professional HR qualification (e.g., CIPD, HRINZ) preferred.
- Minimum 5 years' experience in HR leadership, ideally within local government or a complex organisational setting.
- Strong leadership and people management skills.
- Proven experience in HR strategy, employee relations, and talent management.
- Excellent communication, negotiation, and interpersonal skills.
- Sound knowledge of New Zealand employment law and HR best practice.
- Ability to influence and build credibility with staff at all levels.
- Strategic thinker with practical problem-solving skills.
- Commitment to fostering diversity, equity, and inclusion.

Competencies

- **CUSTOMER SERVICE ORIENTATION:** Making efforts to listen to and understand customers (both internal and external); anticipating customer needs; giving high priority to customer satisfaction.
- **COMMUNICATION:** Expressing ideas effectively in individual and group situations (including non-verbal communication); adjusting language structure or terminology both orally and in memoranda, letters and reports to the characteristics and needs of the audience.
- **WORKING CO-OPERATIVELY:** Working effectively with others inside and outside the organisation; taking actions that demonstrate consideration for the feelings and needs of others and awareness of the impact of one's behaviour on others.
- **HEALTH AND SAFETY:** Committing to applying core safety knowledge, skills, and attitudes to everyday work to optimise health and safety. Promoting safety through effective communication. Anticipating, recognising, and managing situations that place individuals at risk. Recognising the occurrence of an incident or near miss, responding effectively to mitigate



	harm to individuals, ensuring proper reporting and preventing recurrence.
Personal Attributes	• Respectful, honest and open. • Operates with integrity, respecting diversity and other's needs. • Self-motivated with initiative. • Positively takes on challenges. • Takes accountability for own actions and works effectively as part of a team. • A strong communicator who can work collaboratively across a range of managers and teams.

POSITION DESCRIPTION AGREEMENT

My name	
My signature	
Date	

POSITION DESCRIPTION VERSION CONTROL

Author	Version	Comments	Date
Chief Executive	1	Draft PD	October 2025



ATTACHMENT A

Place in organisation

