

**Principal Advisor, People and Culture**

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## About Whaikaha - Ministry of Disabled People

### Our Purpose

At Whaikaha, we want an Aotearoa New Zealand where disabled people and tāngata whaikaha Māori are thriving.

We work with Deaf, disabled people, tāngata whaikaha Māori and Turi Māori, their families, whānau and communities, to drive real and meaningful change.

We can achieve more impact by working with others, so collaboration and relationship building across central and local government, businesses, iwi and hapū, is key.

### Our working environment

Our team reflects the communities that we serve, and this is a strength we draw on in our everyday work. We care about the wellbeing and success of our people and seek to provide a supportive and inclusive working environment. We are committed to meeting the accessibility needs of our people through reasonable accommodations.

### Working in the Public Service

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting both the current Government and successive governments to develop and implement their policies, as well as with its relationships with Māori under the Treaty of Waitangi.

### Te Tiriti o Waitangi

Te Tiriti o Waitangi (the Treaty of Waitangi) underpins our work and we are committed to giving effect to Te Tiriti through kāwanatanga, rangatiratanga, and ōritetanga. Whaikaha values and supports the voices of tāngata whaikaha Māori, Turi Māori and recognises them in the context of their whānau, hapū and iwi. Our team works alongside tāngata whaikaha Māori, Turi Māori, whānau, hapū, iwi and communities to affirm their aspirations and work together to give effect to Te Tiriti.

## Your place in Whaikaha

The Principal Advisor, People and Culture reports to the Manager, Corporate Services within the Strategy and Enablement Business Group.

Strategy and Enablement designs and delivers tools, supports, and services that enable effective delivery and to become an employer of choice for disabled people.

## About the role

The Principal Advisor, People and Culture works directly with the Manager, Corporate Services in a key advisory role involving both strategic thinking and day-to-date delivery of comprehensive human resource management services, including wellbeing, health and safety.

The Principal Advisor develops and maintains broad knowledge across all aspects of human resource management to ensure people practices support Whaikaha to achieve its strategic and operational objectives.

## How you will contribute

#### Work programme delivery

* Provide thought leadership, technical expertise and advice to inform the People and Culture work programme.
* Develop and implement employee life cycle products and services, to support a small but diverse agency, working with others to ensure all work is well planned and implemented.
* Ensure effective delivery of strategic or operational HR services and support.
* Coach people leaders to develop the potential of their teams through effective talent management, learning and development and career development actions.
* Support people leaders to design and implement strategies that enhance employee engagement and organisational outcomes.

#### Wellbeing, Health and Safety

* Develop and implement Wellbeing, Health and Safety policies, processes and guidelines that are relevant to Whaikaha and in line with best practice.
* Identify gaps and inefficiencies in existing health and safety systems and processes, leading the development and implementation of enhancements and continuous improvements.
* Ensure relevant legislation, regulations and standards are reflected in the plans, policies, and procedures of Whaikaha.
* Facilitate independent external audits, as required.

#### Recruitment

* Provide recruitment advice and services balancing the capacity of the People and Culture team and hiring managers to deliver an efficient and effective service.

#### Strategic Leadership

* Support your manager with the strategic direction and business planning activities of your team and business group.
* Work across Whaikaha to ensure strong linkages with and between projects and programmes.
* Offer insights into the organisation using an understanding of the business and its overall context, coupled with human resources best practices.
* Ensure all work reflects the Whaikaha purpose, and that the needs of disabled people and tāngata whaikaha Māori are prioritised.
* Represent Whaikaha in external forums and meetings.

#### Relationship Management

* Establish meaningful relationships and credibility as a trusted advisor to guide and influence leaders across Whaikaha, anticipating and proactively addressing challenges
* Establish and maintain sound working relationships with key external contacts.
* Work proactively with partners in ways that are most likely to deliver tangible benefits for disabled people and tāngata whaikaha Māori.
* Partner with key stakeholders to ensure the work programme reflects the Crown’s relationship with Māori, improves outcomes and equity and reflects our Te Tiriti o Waitangi obligations.

#### Risk Management

* Identify organisational risks and act or seek support to minimise their impact.
* Keep your manager informed of any risks or issues that may impact the success of Whaikaha.

#### Embedding accessibility

* Embed a culture of accessibility within teams where people work actively to identify and remove barriers and recognise individual strengths and needs.

#### Embedding te ao Māori

* Embed te ao Māori (te reo Māori, tikanga, kawa, Te Tiriti o Waitangi) into the way we do things at Whaikaha.
* Continuously build experience, knowledge, skills and capabilities to confidently engage with whānau, hapū and iwi.

#### Contribute to our team - Whaikaha team player

* Champion and contribute to a safe, respectful and accessible workplace culture. Embrace your role as a good Whaikaha team player by showing genuine care for each other, our mahi and the disabled community we serve.
* Take personal responsibility for the wellbeing, health and safety of yourself and others. Follow safe working practices, report all incidents, hazards, and near misses, and familiarise yourself with how to respond in case of an emergency.
* Stay informed about emergency management and business continuity plans relevant to your business unit and team. Understanding these plans will help you respond appropriately in critical situations.
* Familiarise yourself and comply with all Whaikaha policies, procedures, and guidelines.
* Perform other duties as may be reasonably required from time to time.

## What you will bring

We are committed to building and maintaining a diverse, inclusive and accessible workplace. While this section contains guidance as to the potential requirements for the role, it is not determinative or a complete list. We value the unique skills, strengths, perspectives and experiences that a diverse range of people may bring and will work with our people to make any reasonable accommodations needed to ensure they have a work arrangement suited to their specific needs.

To undertake this role successfully the incumbent will:

* Be a disabled person, or have lived experience whānau, or be able to establish credibility and trust with the disability community, as well as having empathy and a deep understanding of the unique and diverse experiences of disabled people.
* Have the ability to work in a tripartite relationship with disabled people and tāngata whaikaha Māori.
* Be willing to travel for work from time to time.

#### Qualifications, experience and knowledge

* Relevant tertiary qualification and or equivalent experience, this may include lived experience examples.
* Successful experience providing technical leadership or senior expertise on a complex HR work programme.
* Deep knowledge and experience of conducting generalist HR activities at a senior level in a small but diverse organisation.
* Successful experience and knowledge in developing, implementing and articulating strategic HR and business plans.
* Proven experience communicating people and culture activities demonstrating how they can add value with consideration for financial sustainability.
* Experience influencing and engaging stakeholders.
* Experience providing technical leadership or senior advice to others.
* Understanding of Te Tiriti o Waitangi.
* Understanding of the machinery of government (desired but not essential).

## Who you will be working with

#### Internal

* Manager, Corporate Services
* Group and team managers
* Whaikaha employees

#### External

* Human Resource and Wellbeing, Health and safety professionals

## Delegations

The following delegations apply to this position:

* People – N/A
* Financial – N/A

**Position Description** **Updated:** April 2025