



Ngā Kōrero e pā ana ki te Tūranga

Job Description

Employment Relations Lead

Business Group	Te Pou Rangatōpū Corporate
Location	Wellington
Salary band	B4

Mahi i roto i te Ratonga Tūmatanui | Working in the Public Service

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āiane, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

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 the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

Mō ētahi atu kōrero hei whakamārama i tēnei kaupapa, haere ki | You can find out more about what this means at [Role and purpose - Te Kawa Mataaho Public Service Commission](#).

To Mātou Aronga | What we do for Aotearoa New Zealand

At Te Tāhuhu o te Mātauranga | Ministry of Education, delivering our purpose makes a real difference to all ākonga of Aotearoa:

*He mea tārai e mātou te mātauranga kia rangatira ai, kia mana taurite ai ōna huanga
We shape an education system that delivers excellent and equitable outcomes*

We fulfil our purpose by:

- delivering services and support nationally, regionally and locally to and through the education sector and in some cases directly to ākonga and whānau
- shaping the policies, settings and performance of the education system so that it is well placed to deliver equitable outcomes for ākonga and their whānau, from early learning through tertiary.

Tēnei Tūranga | About the role

The Employment Relations Lead is an expert specialist who provides best practice employment relations advice, mentoring, coaching and guidance to Advisory Services and the wider Employee Services team. This role provides reporting and insights into the effectiveness of the Ministry's employment relations frameworks and approaches and champions forward-looking and fresh approaches which support People Strategy outcomes.

The ER Lead also ensures Ministry approaches are informed by and respectful of cultural requirements, are mana enhancing, protect the dignity and wellbeing of all employees, and lead to continuous learning and improvement.

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Ngā Haepapa | Accountabilities

As a Specialist within Te Tāhuhu o te Mātauranga | the Ministry of Education you will:

- Share specialist knowledge across the organisation and with stakeholders, working with others to inform operational level decision making.
- Contribute to an effective team with a positive approach to the work environment that encourages and supports high performance, collaboration and problem solving.
- Lead the resolution of issues, identifying risks and solutions to protect and enhance the integrity and reputation of the Ministry.
- Lead or contribute to the development and implementation of innovative and fit-for purpose solutions and frameworks for current and future challenges.
- Develop and use data and insights to make evidence-based decisions and recommendations on operational issues.
- Build capability in others through coaching, quality assurance, and proactively sharing knowledge and expertise.

As the Employment Relations Lead you will:

- Provide expert advice to the Employee Services team on Ministry approaches to employment relations matters to ensure consistent application of advice.
- Provide professional guidance and information and act as an expert sounding board for HR Advisors and Senior HR Advisors who are leading allocated ER cases appropriate to their current competency level.
- Mentor and coach HR Advisors and Senior HR Advisors who are developing their ER practice and guide the more experienced in a consistent way of working across the team. Identify any development gaps which need to be addressed, in consultation with the Team Manager, Advisory Services.
- In consultation with the Team Manager, Advisory Services (and Legal Services if required) establish a group of external investigators who develop a thorough knowledge of the Ministry and its People Strategy, policies, systems and behaviours. Engage and coordinate providers of investigation services as needed to work directly with the business on particularly complex cases.
- Review upcoming government policy, legislative changes, Cabinet papers and provide input to the Employee Services team on what might be needed as a result of these changes.
- Work with the Team Manager, Advisory Services to engage specialist services in relation to the management of Speak Up issues/matters.
- Work with and seek advice from the Legal Services Team on specific ER issues.
- Capture the reporting of ER issues, analyse themes and trends, and identify opportunities to develop resources, advice, policy guidelines and manager training.
- Consolidate ER reporting and align this with MyHR Services and Advisory reporting to ensure there is a full picture of support into each Business Group to share with the wider advisory team.
- Responsible for maintaining and reviewing Partnership Agreements with Unions and preparing advice when the Agreement comes up for renewal.
- Contribute to the coordination of bargaining and involvement with bargaining as required (NOTE: this does not include leading bargaining).
- Handle all relationships with Unions, coordinate meetings, agendas and actions for union meetings.
- Contribute to a working environment within the wider team that encourages high performance,



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engagement, collaboration across teams, knowledge sharing, ongoing learning, creativity and innovation.

- Contribute as a member of the ER team to build the capability of the Employee Services team.
- Promote the right attitudes and behaviours that contribute to the overall culture of Employee Services, respecting our obligations to Te Tiriti.
- Share knowledge and skills across the Employee Services Team and coach and mentor in specific technical ER areas as required.
- Contribute to the development, growth and progression of the Employee Services team.

You will make decisions in accordance with the Ministry's policies and delegations framework.

Wheako | Experience

To be successful in this role you will have the following experience:

- Experience in a complex organisation with a proven record of managing complex ER issues.
- Experience in building relationships and partnerships to achieve shared outcomes.
- Proven experience working across a wider HR team within a large organisation to deliver positive employment relations outcomes.
- A relevant ER/IR qualification and/or HR qualification and/or experience
- Experience providing ER advice to Advisory teams and senior leaders.
- A breadth of ER and ER/IR knowledge and experience

Ngā Āheinga | Capabilities

To be successful in this role you will have the following capabilities and competencies:

- A track record of bringing people together and leading, coaching and mentoring others to achieve outcomes.
- A proven ability to use data and insights to identify trends, risks and opportunities, to influence and guide organisational and system-level decision making.
- Excellent interpersonal and communication skills.
- A commitment to ongoing personal and professional development.
- Expert knowledge of relevant employment legislation including the Employment Relations Act, Holidays Act, and other relevant legislation and amendments
- Experience in or knowledgeable about conflict resolution and alternative resolution processes
- Superior relationship management skills
- Proven success in defining, developing and delivering ER services
- Public sector experience
- The ability to influence and be a credible representative
- Achieving ambitious goals – Demonstrate achievement drive, ambition, optimism and delivery focus; to

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make things happen and achieve ambitious outcomes

- Curious – Show curiosity, flexibility, and openness in analysing and integrating ideas, information, and differing perspectives; to make fit-for-purpose decisions
- Honest and courageous – Deliver the hard messages, and makes unpopular decisions in a timely manner; to advance the longer-term best interests of customers
- Resilient – Show composure, grit, and a sense of perspective when the going gets tough; to help others maintain optimism and focus
- Self-aware and agile – Leverage self-awareness to improve skills and adapt approach; to strengthen personal capability over time and optimise effectiveness with different situations and people
- Interpersonal savvy – Establish and maintain effective relationships with customers and gain their trust and respect

Tātai Pou | Our Māori Crown Relations Competencies

Tātai Pou is the Ministry's Māori Crown Relations capability framework. Tātai Pou is designed to support our people and organisation to give effect to the articles of te Tiriti o Waitangi in our work. The work-based capabilities have four focus areas and describe four levels of competency (high, confident, developing and essential) that enable us to deliver our partnership approach so that Māori enjoy and achieve educational success as Māori.

Pou Hono Valuing Māori	Developing
Pou Mana Knowledge of Māori content	Developing
Pou Kipa Achieving equitable education outcomes for Māori	Developing

Leadership Success Profile - Te Kawa Mataaho | Public Service Commission

Leadership matters. Strong leadership at every level in the Public Service will transform the experiences of New Zealanders. The Leadership Success Profile establishes "what good looks like" for leadership at all levels. Information about how the Leadership Success Profile applies to this role is available on the Ministry's intranet.

Ngā Whakaaetanga | Approvals

Date Reviewed and Approved	01/10/2025
Approved By	Anita L'Estrange