

POSITION DESCRIPTION

Position:	Senior Human Resources Advisor Kaitohutohu Pūmanawa Tangata Matua
Reporting to:	General Manager People and Capability Kaiwhakahaere Pūmanawa Tangata
Location:	National Office Te Tari Matua
Staff responsibility:	No formal responsibility for staff
Last Updated:	August 2025

OUR STORY – TĀ MĀTOU KŌRERO

“Te Rito” (the new shoot at the centre of the flax|harakeke) symbolises the young child, also the learner, embarking on a journey of growth and having limitless potential. “Maioha” means held in high esteem, deeply respected, hence one literal translation of “Te Rito Maioha” is “the treasured shoot”. It identifies that our focus is infants, toddlers and young learners, their kaiako and that our perspectives are shaped by Aotearoa New Zealand context.

Our Purpose – Tō tātou kaupapa

To inspire, empower and educate teachers and learners, embracing cultures and languages to ensure every child’s potential is ignited.

Kia whakahihi, kia whakamana, kia hoatu rā te mātauranga me te āheinga ki ngā kaiako me ngā taura e pōwhiritia ana ngā ahurea, ngā reo rangatira o te ao, kia tutūngia e rātou te pito mata kei ia tamaiti.

Our Commitment - Te pae tata

We are a bicultural organisation committed to advocacy, teaching, research, promotion, and delivery of world class teacher education for tamariki, whānau, kaiako, ECE services and schools. We respond by being connected, contributing and agile to ensure successful learning happens together.

He rōpū tikanga-a-rua ā Te Rito Maioha, ko tā mātou e manawanui nei, he whakaako, he rangahau, he whakatuā, kia tautoko ngā tamariki, ngā whānau, ngā kaiako, me ngā whare kōhungahunga katoa. Kia pai ai tā mātou mahi, ka mau kaha nei ki ngā tūhononga, kia kakama tātou ki te ako ngātahi, kia pūmau ki te angitu.

Our guiding beliefs | Ngā arataki whakapono

- Every child|tamaiti has the right to high-quality education that complements and supports their and their family|whānau and community life.
- Every child |tamaiti in Aotearoa New Zealand has the right to know and enjoy the dual cultural heritage of Te Tiriti o Waitangi partners along with their own cultural heritage.
- People working in early childhood and primary education have access to high-quality teacher| kaiako education, advice, information, resources, to aide their decision-making that affects their profession, children|tamariki and families|whānau.
- That teacher education is focused on cultivating reflective practitioners. Teachers should be well-versed in content knowledge and pedagogical strategies and continuously reflect on their experiences, adapt their practices, and engage in lifelong learning.
- Our education programmes empower kaiako and educators to meet the diverse needs of their children|tamariki and contribute positively to their communities.

- Making a difference – Te puawaitanga o te tangata
- Honouring Te Tiriti o Waitangi – E matua whakapono ana tātou ki Te Tiriti o Waitangi
- Including everyone – Whakawhanaungatanga
- Being accountable – Kia taea e mātou te hāpai ngā kaupapa katoa ahakoa te aha
- Caring and connecting – Manaakitanga
- Innovating – Whakahihiko hinengaro

About us | Ko mātou

Te Rito Maioha is an Incorporated Society of members committed to high quality early education for every child. Established in 1963, we are an influential leader in shaping today's early childhood sector through advocacy, policy, and delivering tertiary education qualifications and professional development programmes for current and future early childhood and primary education teachers.

Our bicultural kaupapa, te reo Māori me ōna tikanga, is embedded throughout everything we do and teach. We are committed to ensuring the success of our Pacific nation students across the motu by growing authentic relationships that embrace students' whānau and communities across our programmes.

Through our membership we advocate for early childhood education services and the kaiako who provide education to thousands of infants, toddlers, tamariki and young people. Our members are drawn from a diverse range of community-based, privately-owned, kindergarten and homebased early childhood education services and teachers.

Te Rito Maioha is a registered Private Training Establishment (PTE) with the highest rating for a tertiary provider in Aotearoa New Zealand. We are accredited and approved by the New Zealand Qualifications Authority (NZQA) to deliver a range of early childhood and primary school undergraduate, graduate, and postgraduate qualifications (levels 5-9), including specialist kaiako education, both nationally and internationally.

The organisation has delivered teacher education since 1980 and is governed by a Council made up of elected and appointed members, led by a National President and supported by a National Kaumātua. Our national office is in Wellington and our teaching staff are employed at 11 regional education centres | takiwā ako throughout Aotearoa New Zealand.

We are committed to achieving high-quality teaching and learning by:

- increasing teachers' | kaiako knowledge of Te Tiriti o Waitangi and Aotearoa New Zealand's dual cultural heritage;
- providing access to blended delivery through online and face-to-face, with practical real-life exposure and experiences through undergraduate, graduate, and postgraduate tertiary education programmes leading to recognised and approved qualifications;
- promoting quality teaching and leadership through ongoing professional learning and development programmes;
- providing advocacy and a range of unique resources and services to our early childhood education members;
- collaborating with New Zealand and international partnerships to strengthen research and teacher education.

PURPOSE OF ROLE

Develop an understanding of Te Rito Maioha's people related and workforce priorities and how these are impacted and influenced by our People Strategy within the context of the organisation and sector.

The Senior HR Advisor is a trusted and experienced HR professional who delivers high-quality, timely, and strategic HR advice and services. This role supports the implementation of the People Strategy, strengthens organisational capability, and enhances employee experience, engagement, and wellbeing. The Senior HR Advisor partners with managers to build their confidence and capability in managing people-related matters effectively.

Key responsibilities include:

- Partnering with managers and staff to provide expert HR advice and solutions in line with employment agreements, organisational policy, best practice, our commitment to Te Tiriti o Waitangi and New Zealand employment legislation.
- Providing strategic and operational support on complex HR matters, such as change management, performance, health, safety and wellbeing, remuneration, HR analytics and employment relations.
- Lifting management capability to address and support their people issues.
- Leading the development and delivery of organisational development activities that build capability, enhance performance, and foster a positive workplace culture.

PRIMARY OBJECTIVES (includes but is not limited to):

OBJECTIVES	OUTCOMES
Embedding best practice, performance, and wellbeing	<ul style="list-style-type: none"> • Support/ lead the development and implementation of projects, policies and procedures that reflect best practice and are fit for purpose. • Drive initiatives that enhance organisational effectiveness and support achievement of business goals. • Contribute to and embed a culture of wellbeing hauora through manager capability building and targeted initiatives.
Employment relations	<ul style="list-style-type: none"> • Provide expert advice and coaching on complex employment relations issues. • Implement restorative relational approaches to maintain positive, productive employer-employee relationships. • Support early intervention to address performance and behavioural issues. • Identify and mitigate people-related risks.
Organisational capability projects and initiatives	<ul style="list-style-type: none"> • Partner with the Senior Management Group (SMG) on organisational development and professional learning initiatives that drive a high-performance culture. • Design, deliver and source targeted professional learning and development to build leadership and people capability.

	<ul style="list-style-type: none"> • Champion organisational values and behaviours – Tō Tātou Oati Pūmanawa Tangata.
Provide high-quality HR advisory services	<ul style="list-style-type: none"> • Deliver timely, accurate, and practical generalist HR advice to managers and staff. • Implement HR initiatives that align with the People Strategy and organisational goals. • Interpret and apply HR policies, procedures, and collective agreements with confidence. • Support collective bargaining and consultation processes. • Contribute to advocacy efforts in the ECE sector.
Relationship management, coaching and communication	<ul style="list-style-type: none"> • Build trusted, effective relationships with managers, staff, members, and key external stakeholders. • Coach and mentor managers to enhance their HR capability and confidence. • Ensure timely, clear and audience appropriate communication. • Maintain strong internal and external networks to ensure initiatives are well informed, practical and understood. • Share knowledge within the HR team to ensure consistent, quality service delivery.
People data, reporting and insights	<ul style="list-style-type: none"> • Develop, monitor and interpret people metrics to evaluate organisational performance and identify opportunities for improvement. • Provide actionable, data-driven insights to inform strategic workforce planning and evidence-based decision making. • Prepare clear, well-structured reports and recommendations grounded in robust analysis. • Optimise HR processes by leveraging technology to enhance efficiency and effectiveness.
Policy development and review	<ul style="list-style-type: none"> • Lead the development and review of HR policies and processes to ensure relevance and compliance. • Actively promote policies and seek feedback to support continuous improvement.
Health, safety and wellbeing	<ul style="list-style-type: none"> • Support the engagement and wellbeing strategy and initiatives that contribute to 'best employer' engagement levels. • Support programmes that foster mental health and wellbeing in teams. • Promote and model safe work and wellness practices.
Organisational Development (OD) and continuous improvement	<ul style="list-style-type: none"> • Support the design and facilitation of organisational development programmes, performance and talent management strategies.

	<ul style="list-style-type: none"> • Lead or contribute to projects, change initiatives and continuous improvement activities that build capability and support organisational success.
Organisational responsibilities	<ul style="list-style-type: none"> • A flexible approach to work is expected as some out-of-hours work will be required sporadically. • Actively and positively participate as a member of the team. • Proactively look for opportunities to improve Te Rito Maioha operations. • Adhere to all Te Rito Maioha policies and procedures, guidelines, and standards of conduct. • Develop and maintain effective work planning and professional development for areas of accountability. • Perform any other duties as required.
Stakeholder and Relationship management	<ul style="list-style-type: none"> • Contribute to the development and maintenance of effective relationships with key external suppliers, organisations, agencies, individuals and members in order to promote the achievement of Te Rito Maioha's objectives. • Build and maintain strong relationships with internal stakeholders. • A positive and professional image of Te Rito Maioha and its programmes and services is consistently provided.
Quality, Compliance and Continuous Improvement	<ul style="list-style-type: none"> • Ensure all policies, processes and procedures are current and updated when required. • Take self-responsibility to adhere to all Te Rito Maioha policies, processes and procedures, guidelines and standards of conduct to levels satisfactory to Te Rito Maioha. • Actively seek to improve ways of working effectively and efficiently that makes a difference to our students taura, members and stakeholders. • Embed a culture of continuous improvement and record activities of continuous improvement.
Health & Safety at Work	<ul style="list-style-type: none"> • Engage and adhere to all areas of responsibility as identified in Health, Safety and Wellbeing policies. • Ensure all incidents, injuries and near misses are reported into the incident register accurately and in a timely manner. • Maintain knowledge of health and safety procedures, and actively support safe work practices in your area of responsibility. • Take reasonable care of your own health and safety and ensure that your actions don't cause harm to yourself or others. • Comply with any reasonable instructions, policies or procedures on how to work in a safe and healthy way.

<p>Te Rito Maioha Values Ngā uarā</p>	<ul style="list-style-type: none"> • Staff are able to demonstrate Te Rito Maioha Ngā uarā in everything they do and with everyone they interact with every day. • Act with unity and purpose, supporting colleagues to achieve Te Rito Maioha's vision. • Adhere to our values and behaviours framework Tō Tātou Oati Pūmanawa Tangata. • Demonstrate our values and behaviours in everything we do with everyone we interact with every day.
<p>Tō tātou Oati mō te Tiriti o Waitangi Our Treaty of Waitangi Statement</p> <p>The organisation has a commitment to Te Tiriti o Waitangi and the partnership between tangata whenua and tau iwi <i>E matua whakapono ana tenei umanga ki ngā matapono o Te Tiriti o Waitangi me te tū ngātahi a te tangata whenua me tau iwi</i></p> <p>We are moving forward on our bicultural journey in an exciting, challenging and meaningful direction <i>Kei te nuku whakamua tō tātou hikoi tikanga ā rua i runga i te wana, i te ngākau māhaki, me te totika</i></p> <p>All parties are committed to the bicultural journey with a sense of significance, purpose, pride and community <i>Kia whakakotahi te katoa i raro i te pono, i te tika, i te wairua hoki o tenei hikoitanga</i></p> <p>We honour the history <i>Ka whakanuia te hītori</i></p> <p>We honour the diverse skills and knowledge required to sustain this partnership <i>Ka whakanuia ngā pūkenga me te mātauranga e tika ana kia ū, kia mau ki tēnei tū ngātahi</i></p>	<ul style="list-style-type: none"> • Increasingly demonstrates appropriate use of culturally aware behaviour, appropriate use of protocols and pronunciations. • Is actively involved in bicultural activity either through teaching and learning or professional development. • Staff and taura are confident in using te reo Māori every day. • Tuakana, teina relationships are role modelled • Ensure a genuine effort is made to build confidence in using te reo Māori naturally and spontaneously and actively engaged in the He Pātaka Reo programme. • Ensures we are inclusive in all we do and say and strive to be equitable, free from bias, discrimination, and racism. We also strive to ensure that all our work is of high quality. • We are committed to our bicultural journey with a sense of significance, purpose, pride and community, creating an environment that is culturally safe for employees, students and visitors. • We honour Te Tiriti o Waitangi, its history and the diverse skills and knowledge required to sustain the principle of partnership. • Familiar with and ensure outcomes achieved from our Te Kōkiri Tikanga Rua Bicultural Strategy and our Te Moana nui a Kiwa Pasifika Strategy.

LIMITATIONS ON AUTHORITIES

- Expenditure authority on specific types of operational expenditure as per Te Rito Maioha's delegations' policy.

WORKING RELATIONSHIPS

- Maintains close liaison with internal stakeholders including Senior Leadership Team (SLT), Senior Management Group (SMG) and other staff across the organisation.
- External stakeholders including (but not limited to) recruitment agencies, unions, members and preferred providers/suppliers of services.
- Expected to keep the Chief Executive and Senior Leadership Team informed on a 'no surprises' basis.

IDEAL PERSON SPECIFICATION

- A tertiary qualification in Human Resources or related discipline
- HRNZ professional accreditation is desirable

Essential knowledge, skills and experience

- A Minimum of three years' experience in a comparable HR role
- Detailed knowledge of current NZ employment legislation, HR practice, and how effective people practices enhance organisational performance
- Understanding of, and genuine commitment to, Te Tiriti o Waitangi and actively supporting the organisation's bicultural kaupapa
- Highly effective communication, interpersonal and presentation skills with the ability to influence and build credibility at all levels
- Proven ability to develop strong and effective working relationships and deliver results-focused solutions
- Skilled in coaching and mentoring to enhance HR capability across the organisation
- Collaborative and consultative approach to working with others – One Te Rito Maioha
- Strong analytical, problem-solving and sound judgement skills, with the ability to apply logical and practical solutions
- Results driven, with a commitment to producing high quality work and outstanding service to stakeholders
- Skilled in managing multiple priorities, meeting deadlines and performing under pressure, with strong planning and organisational skills
- Demonstrates initiative, innovation, and the ability to work with minimal supervision
- Maintains the highest standards of confidentiality, integrity and attention to detail
- Digital literacy, sound computer skills with proficiency in HRIS systems and Microsoft Office Suite
- Willing to travel within New Zealand to meet the requirements of the position

Behavioural competencies – How we do things around here:

Key Competencies	Description
Relationship Management	<ul style="list-style-type: none"> • Displays strong interpersonal skills and the ability to relate well to people at all levels. • Proactively builds and maintains constructive working relationships with key internal and external stakeholders. • Works alongside others, sharing information, ideas, insights and expertise to ensure positive outcomes.
Communication	<ul style="list-style-type: none"> • Ensures that the appropriate people are consulted and kept informed and are supplied with relevant information in order to effectively carry out their jobs. • Written communication has clarity, fluency, impact and conciseness.
Teamwork	<ul style="list-style-type: none"> • Makes a personal effort to be an active member of a team. • Works co-operatively with team members. • Informs other team members of relevant information and decisions which may impact on their work.
Information Management	<ul style="list-style-type: none"> • Demonstrates a strong eye for detail. • Thorough and analytical when approaching problem solving and testing activities.

Key Competencies	Description
Results Orientation	<ul style="list-style-type: none"> Plans and achieves required results without prompting. Takes full responsibility for making things happen within own area of control or where parameters are clearly defined. Uses time and resources effectively.
Work Management	<ul style="list-style-type: none"> Works independently and with a high degree of initiative and self-motivation. Effectively prioritises and manages own work.
Service Orientation	<ul style="list-style-type: none"> Takes action in response to customer enquiries, requests or complaints. Focuses on continuous improvement of the quality of services delivered. Builds and maintains good customer relationships and ensures customer satisfaction.
Personal Development	<ul style="list-style-type: none"> Takes responsibility for maintaining and improving appropriate knowledge and skills for the mutual benefit of the organisation and individual. Demonstrates a commitment to the organisations bicultural kaupapa
Te Reo Māori me ona tikanga Māori	<ul style="list-style-type: none"> Takes responsibility to research own whakapapa, pepeha Actively advocates tikanga Māori practices and protocols

Change to Position Description: From time to time it may be necessary to consider changes in the position description in response to the changing nature of our work environment– including technological requirements or statutory changes. This position description may be reviewed as part of the preparation for performance planning for the annual performance cycle or as required.