



**TŌ MĀTAU MOEMOEĀ:** Our Vision is to use the past, present, and future technology, and ingenuity of Aotearoa to educate and inspire the innovators of tomorrow.

- KIA WHAKATŌMURI TE HAERE WHAKAMUA -

**Position:** Head of People, Culture & Wellbeing

**Reports to:** Chief Operating Officer

## PURPOSE OF THE ROLE

Reporting to the Chief Operating Officer, the Head of People, Culture & Wellbeing is the strategic and operational lead of all People, Culture & Wellbeing functions at the Museum and is responsible for the achievement of the KPIs and objectives related to; Human Resources (HR), Safety & Wellbeing (S&W), Diversity, Equity, & Inclusion (DEI) including Kaupapa Māori, and Payroll.

The Head of People, Culture & Wellbeing plays a key role in the leadership of MOTAT through active involvement in the Leadership Team and ensuring good support for all MOTAT Team Members, including the Executive Leadership team. This role is responsible for ensuring that MOTAT has effective processes and systems in place across the People, Culture & Wellbeing portfolio to efficiently provide this leadership and support to the Museum.

One of MOTAT's objectives is to provide an inclusive environment where everyone feels comfortable engaging with one another. People, Culture & Wellbeing, through the support of MOTAT's leadership and the wider MOTAT Team, are responsible for empowering the Museum to achieve this.

## RESPONSIBILITIES

- Provide proactive and inclusive leadership to MOTAT's People, Culture & Wellbeing team, fostering collaboration and support among the various teams and functions, to achieve the objectives set out in the MOTAT Strategy.
- Lead strategic and operational decision-making related to the People, Culture & Wellbeing portfolio and support the team and the Museum's leaders to both implement People, Culture & Wellbeing initiatives and empower the MOTAT Team through their mahi.
- Oversee the development, implementation, and effective communication of all People, Culture & Wellbeing projects and initiatives, providing opportunities for project leadership and development in the team where possible.
- Proactively position MOTAT as an employer and volunteer organisation of choice through the implementation and maintenance of people-first initiatives; be led by the MOTAT Strategy, the MOTAT Team, a continuous improvement approach, and the wider environment to inform decision-making.
- Ensure that MOTAT is operating in compliance with all employment, safety, and wellbeing legislation, this includes all common legislation along with the Railways Act 2005, Radiation Safety Act 2016, and Health and Safety at Work (Asbestos) Regulations 2016.
- Lead the team to proactively nurture te ao Māori into the MOTAT environment; leading by example and supporting the MOTAT Team to embrace change and develop understanding.
- Lead the DEI Committee and establish and provide support to the related subcommittees – currently Rainbow MOTAT and Kaupapa Māori.
- Budget, forecast, and manage the annual staffing budget and operational People, Culture & Wellbeing budgets for the Museum, ensuring that the strategic needs of the Museum are prioritised with every budgetary decision.

- Ensure that MOTAT’s Remuneration Programme is consistently and fairly applied.
- Ensure payroll and monthly reporting are completed on-time and accurately, in accordance with agreed and communicated schedules including the Board reporting timetable.
- Lead the development, delivery, and regular review of MOTAT’s annual People, Culture & Wellbeing programmes, including but not limited to engagement surveys, performance and remuneration reviews, and safety and Wellbeing audits.
- Provide reports and information (both verbal and written) to the MOTAT Board, as required, including annually on the outcomes and key areas of focus from the engagement surveys.
- Proactively support the MOTAT Team to ensure that the outcomes of surveys and other feedback received throughout the year are well-considered, acted upon (where appropriate), and well communicated.
- Actively lead and contribute to the Safety & Wellbeing Committee.
- Prepare reports and information for the Safety & Wellbeing Committee and Audit & Risk Committee.
- Ensure that MOTAT has an effective Emergency Response Plan, that aligns with both the Museums objectives and the Business Continuity Plan.
- Lead the People Response to MOTAT’s Business Continuity Plan, ensuring that the safety, care, and the wellbeing of people is considered as the *first* priority in any emergency or serious event.
- Develop and maintain MOTAT’s organisation structure and People, Culture & Wellbeing policies, where applicable seeking input from the Executive Leadership Team and MOTAT managers on their development.
- Maintain and continually develop an understanding of contemporary HR, HS&W, and DEI knowledge, legislation, and processes, providing advice and interpretation to the People, Culture & Wellbeing team and MOTAT leaders, as required.
- Lead all serious HR and HS&W performance management and investigations, ensuring clear communication with the Executive Leadership Team and the Board, as required.
- Effectively manage Union relationships and negotiations.
- Undertake the role of MOTAT’s Privacy Officer, investigating complaints or concerns in relation to potential breaches of the Museum’s obligations under the Privacy Act 2020.
- Undertake the role of Radiation Safety Officer for the Museum or ensure that this role is fulfilled by a suitably trained alternative.
- Take overall responsibility for all People, Culture & Wellbeing systems and information.
- Embrace a mindset of continuous improvement in understanding and implementing the principles of Te Tiriti o Waitangi.
- Model behaviours consistent with MOTAT values and MOTAT competency framework.
- Comply with all museum policies and procedures including but not limited to Safety & Wellbeing and the Museums Aotearoa’s Code of Ethics.
- Undertake any other reasonable duties as may be required from time-to-time to ensure that MOTAT’s business objectives are met.

## KEY PERFORMANCE INDICATORS

- Effective and efficient leadership and delivery of all People, Culture & Wellbeing functions, including annual programmes; engagement surveys, performance and remuneration reviews, and safety and wellbeing audits.
- Development and maintenance of a high level of trust with all internal and external stakeholders, including the Executive Leadership Team and the Board.
- Achievement of all People, Culture & Wellbeing KPIs, as outlined in the Annual Plan.
- Effective and timely completion of key deliverables and projects, within budget and on schedule.

## KEY RELATIONSHIPS / DELEGATED AUTHORITY

- Responsible for:** People & Culture (HR), Safety & Wellbeing, and Kaupapa Māori
- Internal Liaison:** CE / Museum Director, Director - Museum Experience, Director - Collections, MOTAT Managers, MOTAT Team
- External Liaison:** Legal Advisors, Waka Kotahi, WorkSafe, Office of Radiation Safety, WSP, Auditors, Suppliers

## BUDGETARY AUTHORITIES

\$10,000

## SKILLS & EXPERIENCE

- Demonstrated understanding of all areas of the People, Culture & Wellbeing portfolio; Human Resources (HR), Safety & Wellbeing (S&W), Diversity, Equity, & Inclusion (DEI) including Kaupapa Māori, and Payroll.
- Minimum of five (5) years' People, Culture & Wellbeing team leadership, preferably from the Not-for-Profit sector.
- Experience providing strategic and operational leadership, information, and advice.
- Demonstrated experience leading a people-first approach to People, Culture & Wellbeing.
- Well-developed leadership skills and communication skills, including a demonstrated ability to build relationships and maintain a high level of trust.
- Strong people skills and the ability to communicate with team members (employees, volunteers, and contractors) at all levels of the organisation.
- Understanding and appreciation of te ao Māori, tikanga Māori, and Te Tiriti o Waitangi and how they can be applied and understood within museums.
- Experience using HRIS, HSMS, and payroll systems; specific understanding of MOTAT's systems (BambooHR, Noggin, and EasiPay) would be beneficial, but not required.
- Demonstrated understanding of all relevant employment, safety, and wellbeing legislation, plus a willingness and ability to build familiarity with less common legislation relevant to the role.
- Understanding and previous application of job sizing methodology.
- Tertiary qualification in Human Resources or another relevant discipline.
- Experience working in an organisation with a large volunteer team would be beneficial, but not required.

## Ō MĀTAU UARA OUR VALUES

<b>AUAHATANGA</b> INNOVATION	We will be courageous and try new things.
<b>NGĀTAHITANGA</b> COLLABORATION	We will work as a team that respects and supports others.
<b>MOTUHĒHĒTANGA</b> INTEGRITY	We will act ethically and with respect and transparency.
<b>PŪMAUTANGA</b> SUSTAINABILITY	We will foster knowledge and promote technology that is beneficial to our community and environment.

This document covers the broad results expected from the position and will form the basis of specific objectives to be agreed and reviewed on a regular basis.