



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, and Wellbeing

Reports to: Chief Operating Officer

PURPOSE OF THE ROLE

Reporting to the Chief Operating Officer, the Head of People, Culture, and Wellbeing is responsible for the leadership of MOTAT's broad People, Culture and Wellbeing portfolio. Your team covers the full scope of People and Culture, including payroll, Diversity, Equity and Inclusion (DEI), Kaupapa Māori, and wellbeing.

The role is a member of the Leadership Team and is responsible for leading MOTAT's People, Culture, and Wellbeing team and supporting MOTAT's leaders and team members, including the Executive Leadership Team. The role also supports the development of an inclusive, positive and high performing workplace culture.

RESPONSIBILITIES

- Provide proactive and inclusive leadership to MOTAT's People, Culture, and Wellbeing team, fostering collaboration and support among the various teams and functions, to achieve the objectives set out in the MOTAT Strategy.
- Lead the People, Culture, and Wellbeing portfolio and support the team and the Museum's leaders to both implement People, Culture, and Wellbeing initiatives and empower the MOTAT Team through their mahi.
- Oversee the implementation and effective communication of all People, Culture, and 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 leadership 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.
- 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.
- Manage the staffing budget and operational People, Culture, and 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 delivery and review of MOTAT's People, Culture, and Wellbeing programmes, including but not limited to engagement surveys, development and remuneration reviews, and audits, as required.
- Provide reports and information (both verbal and written) to the Executive Leadership Team, 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.

- Develop and maintain MOTAT's organisation structure and People, Culture, and 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, S&W, and DEI knowledge, legislation, and processes, providing advice and interpretation to the People, Culture, and Wellbeing team and MOTAT leaders, as required.
- Lead all serious performance management and investigations, ensuring clear communication with the Executive Leadership Team, as required.
- 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.
- 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.
- Take overall responsibility for all People, Culture, and 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 and 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.

From 1 July 2027, this role will:

- 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.
- Actively lead and contribute to the Safety and Wellbeing Committee.
- Prepare reports and information for the Safety and Wellbeing Committee and Audit and Risk Committee.
- Ensure that MOTAT has an effective Emergency Response Plan, that aligns with both the Museums objectives and the Business Continuity Plan.
- Undertake the role of Radiation Safety Officer for the Museum or ensure that this role is fulfilled by a suitably trained alternative.

KEY PERFORMANCE INDICATORS

- Effective and efficient leadership and delivery of all People, Culture, and Wellbeing functions, including annual programmes; engagement surveys, development and remuneration reviews, and audits, as required.
- Development and maintenance of a high level of trust with all internal and external stakeholders, including the Leadership and Executive Leadership teams.
- Achievement of all People, Culture, and 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 and Culture and Kaupapa Māori (from 1 July 2027, Safety and Wellbeing)
Internal Liaison:	CE / Museum Director, Director - Museum Experience, Director - Collections, MOTAT Managers, MOTAT Team
External Liaison:	Legal Advisors, Suppliers, Iwi, Auditors (from 1 July 2027, Waka Kotahi, WorkSafe, Office of Radiation Safety, WSP)

BUDGETARY AUTHORITIES

\$10,000

SKILLS and EXPERIENCE

- Demonstrated understanding of all areas of the People, Culture, and Wellbeing portfolio.
- Minimum of three (3) years' People, Culture, and Wellbeing team leadership, including strong people-management experience.
- Significant experience providing operational HR leadership, information, and advice, with demonstrated experience leading a people-first approach to People, Culture and 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 and payroll systems; specific understanding of MOTAT's systems (BambooHR, Datacom, EasiPay) would be beneficial, but not required.
- Demonstrated understanding of relevant 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 MĀTOU UARA OUR VALUES

AUAHATANGA INNOVATION	We will be courageous and try new things.
NGĀTAHITANGA COLLABORATION	We will work as a team that respects and supports others.
MOTUHĒHĒTANGA INTEGRITY	We will act ethically and with respect and transparency.
PŪMAUTANGA 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.