

# Secondment Opportunities

## Operations

### People and Culture

- *Wellbeing Senior Advisor*
- *Safety Senior Advisor*
- *People, Culture and Wellbeing Coordinator*

### Communications and Marketing

- *Communications and Marketing Coordinator*

### Work Based Learning

- *Management Accountant*

February 2022



**Te Pūkenga**

# The opportunities

## Whakairohia he toki, tāraia te anamata | Learning with purpose, creating our futures

We have a number of exciting opportunities to join the Te Pūkenga team in support of Operations and Work Based Learning

### Operations

#### Wellbeing Senior Advisor

Reporting to the Wellbeing, Safety and Health Lead this role will support, promote and facilitate wellbeing, safety and health (WSH) outcomes across Te Pūkenga with a focus on wellbeing-related matters. You will provide wellbeing expertise and practical values-based delivery. To be successful in this role you will have proven experience delivering wellbeing initiatives that support engagement and positively contribute a high performing culture.

#### Safety Senior Advisor

Reporting to the Wellbeing, Safety and Health this role will support, promote and facilitate wellbeing, safety and health (WSH) outcomes across Te Pūkenga with a focus on safety-related matters. You will provide wellbeing expertise and practical values-based delivery. To be successful in this role you will have proven experience in occupational safety that supports engagement and positively contributes a high performing culture.

#### People, Culture and Wellbeing Coordinator

Reporting to the Director - People, Culture and Wellbeing this role will provide high quality administration and coordination support for the Director People, Culture and Wellbeing and the wider PCW team. To be successful in this role you will have a base knowledge of Human Resources and / or Health Safety practice, and experience delivering superior administrative support in a fast-paced environment managing multiple deliverables at one time.

#### Communications and Marketing Coordinator

Reporting to the Communications and Marketing Manager- this role will enable the administrative function of the Communications and Marketing team of Te Pūkenga. The delivery will support a wide range of communications, marketing and engagement-related tasks and activities.

### Work Based Learning (WBL)

#### Management Accountant

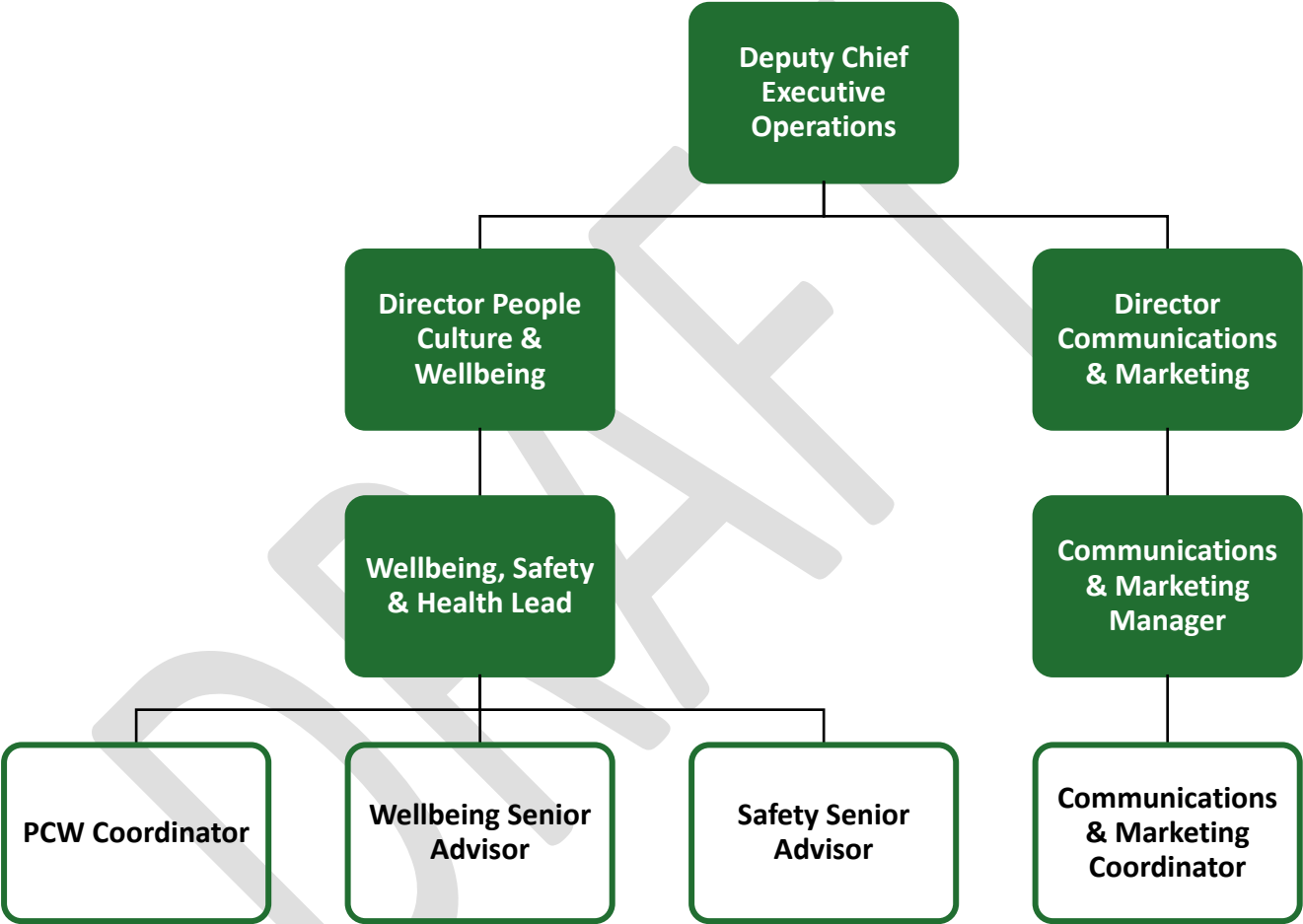
Reporting to the Chief Financial Officer this role will support our Chief Financial Officer and Executive Leadership Team through the provisions of management and financial reporting, analysis and decision support.

All roles are fixed term positions through to 16 December 2022. Full-time (1.0 FTE).

Our positions do not have a prescribed office location. We are a geographically dispersed team, and we value you maintaining your community and whānau connections. There will be travel throughout the motu including to the office of Te Pūkenga in Kirikiriroa | Hamilton, but you will be able to work from home or your home subsidiary when not travelling.

# Team chart – Operations

Depicting relevant vacancies only.



Current vacancies

Appointments

# Team chart – Work Based Learning

Depicting relevant vacancies only.



Current vacancies

Appointments

# Wellbeing Senior Advisor

## Kaupapa | Purpose

The wellbeing advisor will support, promote and facilitate health, safety and wellbeing outcomes across Te Pūkenga by providing wellbeing expertise and practical values-based delivery of wellbeing processes and initiatives. The role will support the Wellbeing and Safety Lead in the development and delivery of Wellbeing initiatives and other Health and Safety deliverables as required.

## Waiaro | Be

- Highly adaptive and willing to contribute and apply skills to a wide range of diverse needs, not always directly related to wellbeing delivery.
- Up to date with trends and developments in wellbeing and Health and Safety at work
- Engaged in and dedicated to the vocational education reform, the commitments in the Charter for Te Pūkenga, and Te Pae Tawhiti (Tiriti Excellence Framework)
- Committed to and capable of partnering with others, welcoming and enabling inclusion of all. Providing for equitable opportunities in consideration of those disadvantaged or previously excluded.
- A confident, values-based team player with a good sense of humour and excellent communication and people skills.
- Accountable for delivering on what is needed and what is expected; especially on what you said you would do.

## Ngā mahi | Do

- Support the PCW lead team, in particular the WSH Lead through the development and delivery of wellbeing initiatives that align to PCW Strategy and workplan
- Provide high quality, values-based wellbeing advice to Te Pūkenga team
- Support the development and implementation of the wellbeing strategy through positive staff engagement, and collaboration.
- Engage with the PCW team and others to apply a wellbeing perspective in the development of staff policies, initiatives, and processes.
- Identify opportunities to enhance staff wellbeing through the promotion and participation in initiatives, events, and activities.
- Monitor and review the impact of wellbeing initiatives and report on outcomes.
- Manage wellbeing systems for Te Pūkenga
- Support the WSH Lead to engage with the network on wellbeing deliverables
- Actively participate in PCW team, ensuring deliverables are aligned
- Assist in transformation and transition developments for Te Pūkenga.
- Be familiar with Te Pūkenga Health, Safety and Wellbeing Policy, seek clarification where needed, and adhere to the expectations stated within the policy.
- Effectively manage any uncertainty which will affect the achievement of organisational objectives.

## Pūkenga | Have

- Degree level qualification in a relevant field
- Experience in a generalist HR or H&S role in and medium to large organisation
- Experience providing wellbeing advice and execution of wellbeing initiatives from design to delivery and review
- A passion for learning and development together with a continuous improvement mindset
- An understanding of Te Tiriti o Waitangi principles and Tikanga Māori
- A strong knowledge and experience base from the vocational education sector
- Proven ability to self-manage and complete core human resource functions from start to completion
- Excellent written and verbal communication skills
- Solid organisational skills including attention to detail, multi-tasking skills and attention to detail
- Excellent people engagement skills, and a positive, can-do, "roll-up the sleeves" attitude.
- A continuous improvement mindset.

## Ngā Hononga Mahi | Working relationships

### Functional Relationships

Internal: PCW Team, LJE Learner Wellbeing Team, Te Pūkenga Leaders, Managers and Employees

External: Network groups, suppliers, network P&C and H&S teams

### Resource delegations and responsibilities

Number of Direct Reports: Nil

Number of Indirect Reports: Nil

Responsible for contract staff, and/or coaching, training of others: Yes

Responsible for new employee hire: No

Budget owner: No

Delegated Financial Authority: No



## Safety Senior Advisor

### Kaupapa | Purpose

The safety advisor will support, promote and facilitate health, safety and wellbeing outcomes across Te Pūkenga by providing health and safety expertise and practical values-based delivery of health and safety processes and initiatives. The role will support the Wellbeing and Safety Lead in the development and delivery of safety and health initiatives and other Health and Safety deliverables as required.

### Waiaro | Be

- Highly adaptive and willing to contribute and apply skills to a wide range of diverse needs, not always directly related to wellbeing delivery.
- Up to date with trends and developments in Health and Safety at work.
- Engaged in and dedicated to the vocational education reform, the commitments in the Charter for Te Pūkenga, and Te Pae Tawhiti (Tiriti Excellence Framework)
- Committed to and capable of partnering with others, welcoming and enabling inclusion of all. Providing for equitable opportunities in consideration of those disadvantaged or previously excluded.
- A confident, values-based team player with a good sense of humour and excellent communication and people skills.
- Accountable for delivering on what is needed and what is expected; especially on what you said you would do.

### Ngā mahi | Do

- Support the WSH Lead through the development and delivery of safety and health initiatives that align to PCW Strategy and workplan
- Provide high quality, values-based health, and safety advice to Te Pūkenga team
- Support the development and implementation of the health and safety strategy through positive staff engagement, and collaboration.
- Engage with the PCW team and others to apply a health and safety perspective in the development of staff policies, initiatives, and processes.
- Monitor and review the impact of health and safety initiatives and report on outcomes.
- Deliver health and safety initiatives within Te Pūkenga and across the network as required
- Manage health and safety systems for Te Pūkenga
- Support the WSH Lead to engage with the network on health and safety deliverables
- Actively participate in PCW team, ensuring deliverables are aligned
- Assist in transformation and transition developments for Te Pūkenga.
- Be familiar with Te Pūkenga Health, Safety and Wellbeing Policy, seek clarification where needed, and adhere to the expectations stated within the policy.
- Effectively manage any uncertainty which will affect the achievement of organisational objectives.

### Pūkenga | Have

- Degree level qualification in a Health and Safety
- Experience in a generalist HR or H&S role in and medium to large organisation
- Experience providing wellbeing advice and execution of wellbeing initiatives from design to delivery and review
- Experience applying health and safety practice with a dispersed and online work environment
- A passion for learning and development together with a continuous improvement mindset
- An understanding of Te Tiriti o Waitangi principles and Tikanga Māori
- A strong knowledge and experience base from the vocational education sector
- Proven ability to self-manage and complete core human resource functions from start to completion
- Excellent written and verbal communication skills
- Solid organisational skills including attention to detail, multi-tasking skills and attention to detail
- Excellent people engagement skills, and a positive, can-do, "roll-up the sleeves" attitude.
- A continuous improvement mindset.

### Ngā Hononga Mahi | Working relationships

#### Functional Relationships

Internal: PCW Team, Te Pūkenga Leaders, Managers and Employees

External: Network groups, suppliers, network P&C and H&S teams

#### Resource delegations and responsibilities

Number of Direct Reports: Nil

Number of Indirect Reports: Nil

Responsible for contract staff, and/or coaching, training of others: Yes

Responsible for new employee hire: No

Budget owner: No

Delegated Financial Authority: No

## People, Culture and Wellbeing (PCW) Coordinator

### Kaupapa | Purpose

The PCW Coordinator will support the People, Culture and Wellbeing team, with a particular focus on wellbeing, safety and health and people and culture operations, delivering efficient administration and coordination, which recognises the needs of the workstream to deliver on time, on budget. The PCW Coordinator will be responsible for ensuring robust record keeping including adherence to process, employment documentation and system and reporting maintenance.

### Waiaro | Be

- Highly adaptive and willing to apply your skills and contribution to a wide range of diverse needs.
- Informed of and able to apply PCW process and practice as required (including health, safety, and wellbeing)
- Highly productive, uses initiative, seeks out opportunities for continuous improvement
- Engaged and dedicated to the opportunities of the vocational education reform, together with the commitments sought in the Charter for Te Pūkenga, including Te Pae Tawhiti (Tiriti Excellence Framework)
- Committed to and capable of partnering with others
- A confident, values-based team player with a good sense of humour and excellent communication and people skills.
- Accountable for delivering on what is needed and what is expected; especially on what you said you would do.

### Ngā mahi | Do

- Wellbeing, Safety and Health administration, coordination, and delivery support
- Provide support through the drafting and preparation of WSH documents and reports as required
- Administer people culture and wellbeing systems, providing timely and accurate reporting and data integrity maintenance
- Support the delivery of day-to-day team responsibilities including administration coordination for the People and Culture workplan initiatives.
- Support and coordinate meetings, projects, activities, and events as required, including travel and logistics management
- Recruitment and induction coordination and administration in support of the PCW operations team
- Provide general support on delivery and outcomes on behalf of the PCW team
- Involvement in PCW projects as and when required
- Such other reasonable duties as may be required from time to time

### Pūkenga | Have

- Excellence time management skills and ability to work with urgency and maintain accuracy
- Ability to self-manage and complete administrative and coordination functions from start to completion
- Previous experience working in an administrator or coordination role in a People and Culture or Health and Safety team.
- Health, Safety and Wellbeing knowledge and experience at a coordination and administrative level
- A relevant qualification in human resources or health and safety is desirable but not essential
- A passion for learning and development together with a continuous improvement mindset
- An understanding of Te Tiriti o Waitangi principles and Tikanga Māori
- Excellent people engagement skills
- Intermediate capability or above with the MS suite of products
- Excellent written and verbal communication skills
- Technically savvy and able to easily adapt to new systems and technologies.
- Solid organisational skills including attention to detail and multi-tasking skills
- A positive, can-do, “roll-up the sleeves” attitude.

### Ngā Hononga Mahi | Working relationships

#### Functional Relationships

Internal: PCW Team, Te Pūkenga Leaders, Managers and Employees

External: Network groups, suppliers, network P&C and H&S teams

#### Resource delegations and responsibilities

Number of Direct Reports: Nil

Number of Indirect Reports: Nil

Responsible for contract staff, and/or coaching, training of others: No

Responsible for new employee hire: No

Budget owner: No

Delegated Financial Authority: No

# Communications and Marketing Coordinator

## Kaupapa | Purpose

This role will be pivotal in coordinating and enabling the administrative function of the Communications and Marketing team of Te Pūkenga. Delivery will support a wide range of communications, marketing and engagement-related tasks and activities.

## Waiaro | Be

- Highly adaptive and willing to apply your skills and contribution to a wide range of diverse needs
- Engaged and dedicated to the opportunities of the vocational education reform, together with the commitments sought in the Charter for Te Pūkenga, including Te Pae Tawhiti (Tiriti Excellence Framework)
- Committed to and capable of partnering with others – welcoming and enabling the inclusion of all and providing for equitable opportunities in consideration of those disadvantaged or previously excluded
- Digitally savvy across a range of media platforms
- A confident, values-based team player with a good sense of humour and excellent communication and people skills.

## Ngā mahi | Do

- Provide support to the Communications and Marketing team this includes:
  - Coordinate and support the team's reporting outputs
  - Prepare communications and marketing-related presentations
  - Assist with video editing and proofing of written/visual material.
  - Team administration including room bookings, assisting with presentations, minute taking etc
- Liaise with external suppliers where required on the delivery of communications and marketing collateral and outputs
- Responsible for website updates and maintenance
- Coordinate meetings and logistics for engagement with internal and external stakeholders
- Be familiar with Te Pūkenga Health, Safety and Wellbeing Policy, seek clarification where needed, and adhere to the expectations stated within the policy
- Effectively manage any uncertainty which will affect the achievement of organisational objectives.

## Pūkenga | Have

- A tertiary qualification in communications, marketing or related field
- Administrative experience working in a Communications or Marketing environment
- Experience coordinating and managing digital communications and marketing channels would be advantageous
- Amazing writing and editing capability, with fantastic attention to detail
- Ability to use a range of Content Management Systems (CMS)
- Good ability with preparing PowerPoint presentations
- A strong work ethic and sense of personal initiative
- Excellent interpersonal skills and the ability to communicate and get along well with others
- A commitment to making a difference
- A passion for learning and development together with a continuous improvement mindset
- Ability to manage multiple tasks at once
- A positive, can-do, "roll-up the sleeves" attitude.

## Ngā Hononga Mahi | Working relationships

### Functional Relationships

Internal: Communications and Marketing Team, Te Pūkenga staff

External: Communications and Marketing suppliers

### Resource delegations and responsibilities

Number of Direct Reports: Nil

Number of Indirect Reports: Nil

Responsible for contract staff, and/or coaching, training of others: No

Responsible for new employee hire: No

Budget owner: No

Delegated Financial Authority: No



# Management Accountant

## Kaupapa | Purpose

The role of management accountant is to support the chief financial officer and executive leadership team through the provisions of management and financial reporting, analysis and decision support.

## Waiaro | Be

- Confident and values-based with a good sense of humour and care and consideration for their and others resilience and well-being.
- Responsive to the evolving needs of the organisation.
- Highly collaborative and welcoming of diversity of thought and contributions from others, especially to provide for equitable opportunities.
- Highly self-motivated and results-focused, with a pragmatic and positive attitude You will happily work autonomously, confident of your ability to deliver high quality work in an ambiguous and rapidly changing environment with tight deadlines.
- Highly adaptive and willing to apply your skills and contribution to a wide range of diverse needs.
- Engaged and dedicated to the opportunities of the vocational education reform, together with the commitments sought in the Charter for Te Pūkenga, including Te Pae Tawhiti (Tiriti Excellence Framework).
- An excellent communicator who enjoys working with a broad team made up of people with different skill sets, yet a common purpose and determination for positive outcomes for Te Pūkenga.

## Ngā mahi | Do

- Financial reporting and performance analysis.
- Preparation of consolidated annual budgets and quarterly forecasts.
- Financial and quantitative analysis to support decision making, including capital expenditure, operating expenditure, pricing, costing, resource allocation and funding.
- Developing standard reports to meet management needs.
- Benchmarking divisional performance.
- General administration.
- Cash-flow management.

## Pūkenga | Have

- A qualified accountant with at least five years' post qualification experience.
- Proficiency in all aspects of management accounting.
- Analytical skills coupled with the ability to deal with complexity.
- An understanding of vocational education (highly desirable).
- Technical skills including advanced excel and BI reporting.

## Ngā Hononga Mahi | Working relationships

### Functional Relationships

Internal: Te Pūkenga Leaders, Managers and Employees

External: Network groups, suppliers, network Finance functions

### Resource delegations and responsibilities

Number of Direct Reports: Nil

Number of Indirect Reports: Nil

Responsible for contract staff, and/or coaching, training of others: No

Responsible for new employee hire: No

Budget owner: No

Delegated Financial Authority: No

## Expression of Interest

If any of these positions are of interest, you should first speak with your manager to establish the impact of you potentially being on secondment.

If appointed to our position, you can expect\*

1. To receive all your current terms and conditions
2. To receive your wages as you currently do, direct from your home organisation
3. To return to your current position following the secondment

*\*Please read the FAQ further to this information in support of the relevant detail of each of the above statements*

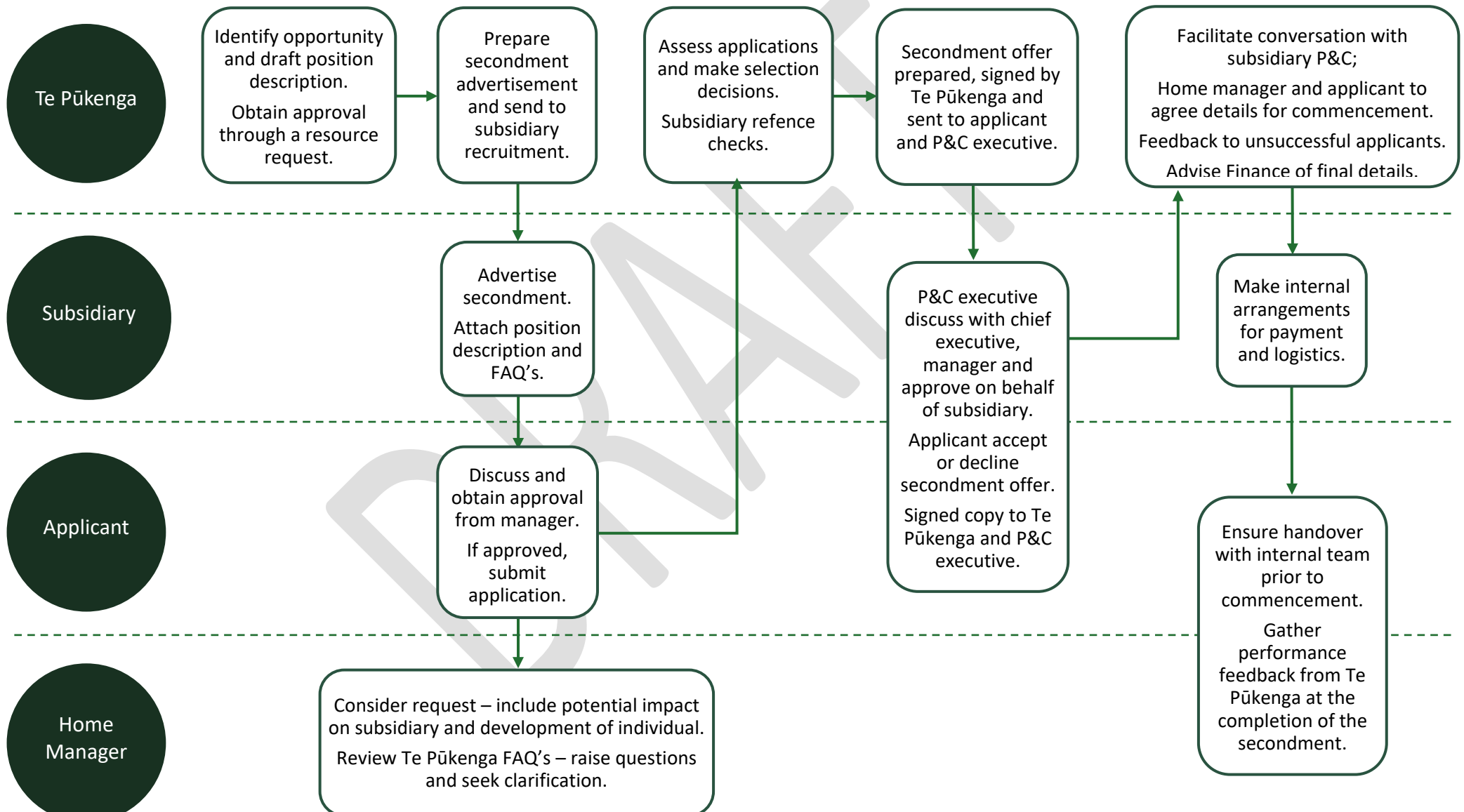
All applicants should send in a cover letter with their resume to [recruitment@tepukenga.ac.nz](mailto:recruitment@tepukenga.ac.nz)

Importantly take note of the Role Profile, ensuring you can demonstrate alignment to the capabilities being sought.

Please send in applications no later than **04 March 2022**

## Process

Where secondment opportunity is advertised across the network



## Frequently asked questions

Below are some of the key questions relating to Te Pūkenga secondment opportunities. There may be exceptions to what is outlined below but it is anticipated these would be rare.

### 1. Does the subsidiary need to provide approval for one of its people to be seconded to Te Pūkenga?

Yes, prior to any secondment offer being finalised, Te Pūkenga will be ensuring the secondment terms are acceptable to the subsidiary. In addition, Te Pūkenga will be asking staff to ensure their Home Manager approves any application they submit for a secondment opportunity.

### 2. Will Te Pūkenga cover any costs incurred by a subsidiary, including recruiting backfill, if someone is seconded to Te Pūkenga?

The remuneration of any staff member seconded to Te Pūkenga will be covered by Te Pūkenga. Te Pūkenga will not cover indirect subsidiary costs associated with a secondment.

### 3. How will secondees be paid?

Subsidiaries will retain responsibility for the payment of salaries but Te Pūkenga will reimburse the subsidiary on receipt of a monthly invoice from the subsidiary.

### 4. Will staff seconded to Te Pūkenga get an increase in remuneration?

It is anticipated that in most circumstances, there will be no change in remuneration for staff who take a secondment opportunity with Te Pūkenga. There may be exceptions where staff are seconded to roles where an adjustment in remuneration is considered appropriate as a reflection of the responsibilities of the role being undertaken.

### 5. Can anyone apply for a secondment opportunity within Te Pūkenga?

Any permanent or fixed term staff member can express an interest or apply for a secondment with Te Pūkenga. Te Pūkenga will outline the skills and experience required for any secondment opportunities and staff should only apply if they meet any criteria specified.

## Frequently asked questions

### 6. How will people find out about secondment opportunities?

In most cases, it is intended that secondment opportunities will be advertised through information being sent to subsidiary CEs who will then be asked to advise their staff of the opportunities, and the associated application process, through standard internal advertising channels.

There will be occasions, such as where unique or specific skills or experience are required, where broadly advertising a secondment opportunity is not practical. In those situations, secondment opportunities may be discussed directly with specific individuals and their manager. This approach will be taken on the recommendation of the appropriate DCE and with approval of the Te Pūkenga Director People & Culture. This process will also still require discussion and agreement of the host subsidiary prior to the agreement being finalised.

### 7. Does a subsidiary need to hold the role of any secondee open while they are on secondment?

Yes. It is expected that at the end of any secondment, staff will return to their subsidiary and their substantive role.

### 8. What if changes are proposed within a subsidiary that potentially impact on a secondee's role while they are on secondment?

The subsidiary will be responsible for ensuring any seconded staff member is consulted with, as required in their employment agreement, if any changes are proposed that may have an impact upon their substantive role.

### 9. Will staff continue to be covered by their existing terms and conditions while on secondment?

Yes. There will be no changes to substantive terms and conditions but any minor variations (e.g. location) required due to the nature of the secondment opportunity will be clearly outlined in the secondment offer but would not be contrary to the applicable employment agreement.

### 10. What happens when secondees take leave while on secondment?

Staff are expected to take leave while on secondment in the normal way. The secondee must notify Te Pūkenga if they are intending to take leave and advise their home subsidiary and this will be recorded in the HR leave system. The home subsidiary will advise Te Pūkenga if any leave entitlements have been, or are close to being, reached.



## Frequently asked questions

### **11. Do secondees need to bring their own equipment (e.g. laptop)?**

No. Te Pūkenga can provide a laptop, laptop bag, headset and mobile for any staff that need this. We welcome if it is better suited for you and to help remain connected within your subsidiary and for general service ease, to continue with your subsidiary equipment.

### **12. Will Te Pūkenga cover any travel or other costs directly associated with the secondment?**

Yes. Te Pūkenga will arrange and cover the costs of any travel and accommodation associated with carrying out the responsibilities of the secondment.

### **13. What will happen if a secondment is only for part-time hours?**

In this case a secondee will share their time between their substantive role and their seconded role. How this arrangement will function will be discussed and agreed through the application process and outlined in any secondment offer letter.

### **14. What if either party wish to end a secondment earlier than originally planned?**

There will be a notice period outlined in any secondment offer outlining the conditions by which either party can give notice to the other of the secondment needing to end.

### **15. What do you need to do when you return to your role at the completion of your secondment?**

This will be at the discretion of the subsidiary, but in order to maximise the value of the secondment, it is recommended that opportunities be sought within the subsidiary where the learning and insights obtained by staff who have completed secondments can be shared and applied for the benefit of the subsidiary.

### **16. What if concerns arise through the secondment period?**

The secondment agreement is between the secondee, Te Pūkenga and the substantive home manager at the subsidiary. We expect this to be a relationship that is maintained through the period of the secondment and we keep a regular connection to ensure the arrangements are working well for all parties and any concerns can be discussed and addressed as soon as possible.