
JOB DESCRIPTION

Place of Employment:	Weta Workshop Ltd 21 Camperdown Road, Miramar, Wellington
Job Title:	People Experience Manager
Reports to:	Head of People & Culture
Name:	TBC
Direct Reports:	2
Working Hours:	40 hours per week

JOB PURPOSE

The People Experience Manager will create and implement wellbeing and culture change initiatives that are aligned to the Better Weta Workshop Programme and strategic goals of the business. The People Experience Manager will interact with Managers and Crew across the business and play a key role in co-ordinating initiatives and programmes to optimise every aspect of our Crew's work-life at Weta Workshop.

Working with a portfolio of internal clients, the People Experience Manager will initiate, lead and support a programme of continuous business performance improvement to promote personal growth, positive culture change and support Weta Workshop's ambition to continually strive for excellence and to have a fully engaged Crew.

MAIN RESPONSIBILITIES

- Contribute to the development of new HR initiatives and improvements to current HR practices that foster and enhance an environment of respect, safety, equity and fairness across the business
- Work with key stakeholders to create a Reward and Recognition programme to meet current and future business needs
- Provide pro-active employment relations advice and guidance to key stakeholders that is pragmatic, timely, lawful and consistent with best practice
- Assist the Head of People & Culture with influencing HR decisions at a strategic level
- Be an active and inclusive member of the People & Culture team
- Provide leadership and line management to the P&C Business Partners

KEY DUTIES

Contribute to the development of new People & Culture initiatives and improvements to current P&C practices that foster and enhance an environment of respect, safety, equity and fairness across the business

- Participate in the Company Health, Safety and Wellness Committee meetings
- Act as the Co-ordinator for Weta Workshops EAP programme and regularly review the programme to ensure it is effective and meeting the needs of our Crew
- Initiate and regularly review programmes of work to support good mental health, resilience and sexual harassment and bullying prevention in the workplace

- Act as the Co-ordinator of the Weta Workshop Peer Support Group, facilitating regular check-ins, and working with Peer Supporters to identify any patterns of behaviour that may require escalation or further action
- Work with external vendors to provide ongoing education and training around harassment and bullying prevention in the workplace
- Create a Diversity and Inclusion programme that ensures we attract, hire and develop fairly and equitably, have equal pay for equal work, and provides and supports flexible ways of working (omitting unconscious bias)
- Develop P&C policies from an operational and strategic perspective and implement new policies ensuring that there is appropriate level of consultation in respect of the timing and implementation process

Work with key stakeholders to create a Reward and Recognition programme to meet current and future business needs

- Lead the development of pay, reward, recognition and benefits strategies to ensure the adoption of best practice and alignment to the strategic business goals of Weta Workshop
- Ensure regular benchmarking and market related pay research is undertaken and compared to existing remuneration bands to enable Weta Workshop to remain competitive
- Work with Senior Leaders to Introduce and maintain recognition and reward programmes in order to keep Crew feeling valued and motivated
- Ensure all aspects of pay and recognition programmes are focused on diversity and inclusiveness to ensure accessibility and equality of approach to all Crew

Provide pro-active employment relations advice and guidance to key stakeholders that is pragmatic, timely, lawful and consistent with best practice

- Establish and maintain good working relationships with all Managers across Weta Workshop to understand their business and provide solid relevant advice on employment relations issues
- Ensure that Managers understand and act within Weta Workshops policy guidelines and legal requirements and help them understand their P&C risks and how to effectively manage them
- Assist Managers to resolve issues with Crew by acting as a solutions focussed facilitator when behavioural or employment issues arise
- Carry out employment investigations and engage legal advice where appropriate in the management of complex ER cases
- Review current employment practices, policies and procedures for effectiveness and provide recommendations for any required changes
- Keep up to date with any current or pending changes to employment legislation and advise key stakeholders of potential impacts

Assist the Head of People and Culture with influencing decisions at a strategic level

- Be pro-active in identifying and proposing ways that People & Culture strategies can add value to Weta Workshop
- Challenge, influence and engage with managers across the business
- Maintain good knowledge of Weta Workshop's core functions and strategic goals ensuring that HR best practice is aligned to these goals

Be an active and inclusive member of the People & Culture team

- Provide assistance for work overflow during busy times or in team members absence
- Fully participate as a member of the team undertaking all tasks maintaining positive working relationships with all stakeholders
- Be an active contributor at P&C team meetings, share ideas for improvement and assist with the development of fellow P&C team members and the P&C strategy
- Contribute positively and effectively to the operation of the team and the business as a whole
- Take responsibility for your own self development in order to enhance skills and knowledge

Provide leadership and line management to the P&C Business Partners

- Ensure the team is working effectively by providing support where necessary
- Work with other senior members of the P&C team to create a culture within the team that provides support, growth, and empowerment
- Ensure that annual performance reviews are undertaken for your team members and that training/learning plans are created to assist with their development

KEY RELATIONSHIPS

INTERNAL:

- People and Culture Team
- Wider Corporate Services team
- Senior Leadership Team
- All people Managers
- All Weta Workshop crew
- External vendors and service providers

QUALIFICATIONS

- Tertiary qualification in Industrial Relations/Human Resources or relevant experience

KNOWLEDGE / EXPERIENCE

- Directly related practical experience in the HR/ER field – (5 years min)
- Demonstrated knowledge and strong understanding of all current Human Resources legislation and HR best practice
- Demonstrated ability in managing relationships in a complex environment
- Ability to coach, and mentor managers and other P&C crew to enhance overall capability in employee relations
- Business awareness, understanding of profitability and revenue generating activities

SKILLS

- Excellent communication skills
- Demonstrated ability to clarify issues and focus on key points
- Demonstrated ability to problem solve by thinking laterally and innovatively
- Coaching, facilitation and mediation skills
- Ability to establish effective working relationships
- Ability to assess or interpret complex information and act decisively
- Problem solving skills especially the ability to source and offer a variety of options
- Computer literacy including an intermediate level of skill in MS Word, Excel and PowerPoint
- Self-management skills (organisation and time management)

ATTRIBUTES

- Fair-mindedness, impartiality, integrity, trustworthiness
- Discretion
- Accuracy
- Confidentiality
- Common sense, practical results focused approach
- Customer service orientated
- Self-awareness, self control
- Patience, persistence
- Ability to be flexible
- Sense of humour
- Self-starter

FLEXIBILITY STATEMENT

Due to the dynamic nature of Weta Workshop, the tasks and responsibilities noted in this role description may change from time to time, to meet the needs of the business. As a result, it is expected that the incumbent is prepared for changes to the role and this description of it, on a day-to-day-basis. Any 'material' changes will be mutually agreed between the parties and noted in this document/in writing.