

People and Culture Project Lead (Fixed Term)

Team:	People and Culture
Group:	People, Finance and Workplace
Grade:	18
Reports to:	Director People, Finance and Workplace
Location:	Wellington Office
Updated:	October 2024

Role Purpose:	<p>The purpose of this role is to lead and implement specific People and Culture related projects including:</p> <ul style="list-style-type: none"> • Developing and implementing a Diversity and Induction framework for VSA; • Undertaking an audit/review of current Health and Safety practices to identify areas for change to ensure legal compliance and modern/fit for purpose approach. • Updating and publishing key People and Culture and Health and Safety policies; • Undertaking a review and update of the VSA Business Continuity Plan; • Providing advice on leadership development solutions to support the continued development of VSA leadership practice. <p>The delivery of these projects will help ensure that VSA's people and culture systems, policies and processes are fit for purpose.</p>
Direct Reports:	Nil
Budget Delegation:	Nil

About VSA

Volunteer Service Abroad - Te Tūao Tāwāhi (VSA) is New Zealand's largest and most experienced volunteering agency working within international development. VSA sends New Zealanders and people with strong connections to Aotearoa on overseas assignments to share their skills, experience, and knowledge directly with local people and communities to make real, sustainable change.

VSA focuses on people-centred development. We give great importance to manaakitanga which means we value respectful partnerships, working and learning together, cross-cultural understanding, and the spirit of volunteering. VSA's values and our strategic focus reflect our commitment to bringing the spirit of Te Tiriti o Waitangi to the philosophy and values of our international development programme.

The purpose of VSA's programmes is to support countries across the Pacific to build their own capacity and sustainability. This is done by engaging skilled, committed New Zealand volunteers to work with in-country partners on short or longer-term assignments. VSA manages a range of development programmes in partnership with other organisations. These include in-country, regional, multi-lateral

and New Zealand-based partners, such as Government ministries, public and academic organisations, private business and not-for-profit community groups.

We have team members working from our National Office in Te Whanganui-a-Tara/Wellington, as well as team members and volunteers located across the wider Pacific in the Cook Islands, Samoa, Tonga, Fiji, Kiribati, Vanuatu, the Solomon Islands, Bougainville, Papua New Guinea, and Timor-Leste. VSA works in partnership with a range of partners across the Pacific and Aotearoa New Zealand, including non-government organisations as well as private, public, and academic organisations and institutions.

VSA's work is funded primarily through its strategic relationship with the Ministry of Foreign Affairs and Trade and independently generated income. VSA is an independent, secular, and not-for-profit organisation and is governed by a Council. VSA is registered in Aotearoa New Zealand as an incorporated society and is a charity registered with the Charities Commission.

You can find more information at www.vsa.org.nz

About the Team

VSA's People, Finance and Workplace group encompasses professional teams that drive the culture and internal practices of the organisation forward. This group covers work in people and culture, finance, information systems and technology, privacy, security, health, safety and wellbeing, cultural capability, risk management, legal, property and asset management, internal communications, project management approaches, and policies and procedures.

This role is an integral part of the People and Culture team. The People and Culture team manages the employee life cycle activities for VSA's New Zealand and in-country workforce. The People and Culture Project Lead is responsible for delivering People and Culture related projects.

Critical Success Factors

Area of Responsibility	Evidenced through
Diversity and Inclusion	<ul style="list-style-type: none"> Lead the design, development and implementation of the VSA Diversity and Inclusion framework Work with senior leadership to drive initiatives that promote an inclusive workplace, ensuring the organisation meets its D&I objectives. Develop measures and reporting on D&I progress, making recommendations for improvement.
People and Culture policies and procedures	<ul style="list-style-type: none"> Ensure HR policies and practices are in line with employment law and best practice. Develop people and culture policies when they are needed. Review and development of key HR and H&S related policies and procedures across VSA for both staff, contractors, and volunteers to maintain compliance, best practice and opportunities for improvement.

	<ul style="list-style-type: none"> • Develop tool kits for processes, systems and policies around people and performance, ensuring they are regularly reviewed for simplicity, effectiveness and compliance. • Lead and contribute to projects and process improvement initiatives to support stakeholder and/or people experience
Organisational Health, Safety and Wellbeing	<ul style="list-style-type: none"> • Lead the development and implementation of a comprehensive Health and Safety framework that complies with the New Zealand Health and Safety at Work Act. • Align our practices with a recognised external audit methodology e.g. ISO 9002, in addition to Worksafe and/or ACC requirements. • Collaborate with relevant teams to ensure workplace safety, risk management, and regulatory compliance. • Review and update safety protocols and procedures, ensuring continuous improvement. • Provide recommendations for action, and prioritisation, for any identified gaps in relation to the requirements set out in the General Risk and Workplace Management Regulations. • Support senior leaders to establish and embed the H&S Committee and support and empower representatives to be effective in their roles • Work with the HR Coordinator to prepare W,H&S reports for the Finance, Audit and Risk (FAR) Committee, and VSA Council noting risks, mitigations, developments and advances in W,H&S activity across the Wellington office and the Pacific • Develop, revise and/or update templates for, the identification, recording and reporting of accidents, incidents, near misses • Provide guidance to the People and Culture Team in the management (elimination or minimisation) of reported accidents, incidents, near misses.
Business Continuity Planning	<ul style="list-style-type: none"> • Develop and implement Business Continuity Plans (BCPs) across critical functions to safeguard the organisation against potential disruptions. • Work with the IT Manager to ensure we have sufficient backup and redundancy within our IT systems. • Lead BCP simulations and training, ensuring that all staff are aware of their roles in the event of a disruption. • Continuously monitor and improve business continuity strategies. • Actively review and update VSA's risk registry in consultation with the Director People, Finance and Workplace.
Leadership development	<ul style="list-style-type: none"> • Provide advice on leadership development solutions to support the continued development of VSA leadership practice.

Project Management	<ul style="list-style-type: none"> • Lead the planning, execution and delivery of people and culture related projects within set timeframes and budgets. • Monitor project progress, identify risks and implement mitigation strategies. • Contribute towards the development of a project plan to select and implement a new HRIS/Payroll system that sets out scope, objectives, timelines, approach and resources in conjunction with the Technology Project Lead.
Health and Safety	<ul style="list-style-type: none"> • Taking reasonable care for personal safety and wellbeing in all VSA workplaces, project sites, and if and when driving vehicles. • Acting in accordance with all reasonable Health and Safety instructions, policies, and signage making sure that acts or omissions do not adversely affect the safety and wellbeing of yourself or others. • Reporting all occupational injury, illness, near miss incidents, accidents, environmental spills, or fire (regardless of its severity) to your manager. • Reporting all hazards which may result in an injury, illness, spill, or fire, to your manager, and to the HR Coordinator.

At VSA there will be times when we all pitch in to do additional tasks that are outside our regular roles. This forms part of our culture and values.

At VSA all staff are encouraged to contribute to continuous improvement: to support innovative thinking, smart work practices, how we engage across teams, and the overall culture and work environment.

There will be opportunities to participate in forums, committees, and working parties across the organisation and with third parties.

Key Relationships

Internal	<ul style="list-style-type: none"> • Director People Finance and Workplace • Senior Leadership Team • Wider Management Group • People and Culture Team • Project Lead - Volunteer Recruitment • Kaiārahi Matua • Principal Liaison - Pacific Partnerships • Project Lead - Volunteer Recruitment • Council • IT Manager
External	<ul style="list-style-type: none"> • Worksafe • VSA Security Consultant • Business continuity networks • Diversity and Inclusion networks

All staff are expected to develop professional relationships with other staff throughout the organisation during their tenure at VSA.

Skills / Competencies / Attributes

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- A minimum of 8 years of experience in a generalist HR role, with at least 2 years in a senior advisory capacity.
- Comprehensive knowledge of the New Zealand Health and Safety at Work Act and experience developing safety frameworks.
- Proven experience in business continuity planning and managing organisational risk.
- Strong project management skills, with the ability to lead complex, multi-faceted projects.
- Experience developing and implementing HR policies.
- Demonstrated experience in developing and delivering diversity and inclusion initiatives.
- Strong interpersonal and communication skills with the ability to influence and engage stakeholders at all levels.
- A strategic thinker with the ability to translate high-level objectives into practical solutions.
- A proactive, hands-on approach with the ability to work autonomously.
- Strong organisational skills with attention to detail.
- Ability to balance operational and strategic responsibilities.
- A collaborative team player with a strong commitment to fostering an inclusive and supportive work environment.