

Position description

Position title:	People & Performance Graduate	Team:	Employment Relations HR Business Partnerships People Operations Recruitment & Talent Health, Safety & Wellbeing Strategy & Capability
Division:	CE Office	Reports to:	Executive Officer P&P
Department:	People & Performance	Direct reports:	Nil
Unit:	N/A	Indirect reports:	Nil

 <p>Our commitment to te ao Māori</p>	<p>We honour Te Tiriti o Waitangi, accord value to te ao Māori (the Māori world), support kaitiakitanga and are responsive to the needs of the Māori community. You participate in initiatives to embed te ao Māori into the way we do things. You are willing to develop and build your own confidence and capability to contribute to the department's Māori Responsiveness Plan and wider organisation's vision to be a treaty-responsive organisation.</p>
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 <p>Purpose of the job</p>	<p>To rotate through four key functional teams to gain a broad range of experience and contribute to key activity programmes and projects</p>
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 <p>Key responsibilities</p>	<ul style="list-style-type: none"> • Be aware of, and demonstrate, the principles of Our Charter. This sets out the expectations for conduct at Auckland Council. • Perform work allocated and contribute to relevant activities and project as required. • Identify opportunities to contribute to team or business objectives and actively seek to provide input • Identify and recommend to relevant parties opportunities for improvement. • Develop and maintain effective relationships with internal and external stakeholders. • Provide excellent customer service to both internal and external stakeholders. • Identify own learning and development needs and work with People Leader to develop and apply Performance Development Plan. • Provide up-to-date, relevant best-practice input based on studies where relevant.
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 <p>Outcomes</p>	<ul style="list-style-type: none"> • Productive and mutually beneficial relationships are development and maintained. • Mutually agreed professional development and business objectives are met. • Your contribution to the team is valued as someone who provides fresh ideas and encourages innovation.
 <p>Key skill</p>	<ul style="list-style-type: none"> • Work experience in a related field is desirable • Proficiency in Te Reo and an understanding of te ao Maori is desirable, along with an ability to form relationships with iwi and hapu • Experience in the use of Microsoft Office applications, particularly Excel and Word •
 <p>Job requirements</p>	<ul style="list-style-type: none"> • A New Zealand accredited tertiary qualification. While this may be related to human resources, we are interested in a variety of disciplines. For example: <ul style="list-style-type: none"> ○ Humanities ○ Social Science ○ Psychology ○ Law or commerce ○ Business/Management ○ Finance ○ Data analytics

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by incumbents in the assigned job. They are not construed as an exhaustive list of all responsibilities, duties, or skills required of the incumbent. From time to time, employees may be required to perform duties outside of their normal responsibilities as needed.

Approving manager:	Version date:		
Sara Harris	March 2020		
 <p>Job framework</p>	Job function:	Job family:	Job:
	Human Resources	Generalist	Graduate Human Resources

Auckland Council behaviours



SERVE

Aucklanders serving Aucklanders



DEVELOP

Step up from good to great



COLLABORATE

Success comes when we work together



ACHIEVE

It's up to us to make it happen