

Learning and Development Partner



The Learning and Development (L&D) Partner is responsible for developing and implementing the L&D components that drives the capability development required to deliver the People and Culture strategy. cross the organisation. The L&D Partner will work alongside Organisational Development and the HR Business Partners to ensure consistent, impactful and innovative delivery of learning and development functions across the organisation.

This role lends its expertise to identifying training needs and sourcing material and programmes to meet the needs. The role focuses on people related skills with the scientific technical learning and development led within the Science Group.

Reports to:	Human Resources Manager
Department:	Human Resources
Group:	People and Culture
Tenure:	Permanent
Location:	Avalon
Direct reports:	Nil
Budget:	Nil
Career Path:	Corporate
Job Family:	People and Facilities
Career Step:	8
Date:	September 2022

Position priorities and responsibilities

Learning and Development

- Lead the development, implementation and review of an organisational learning and development framework that supports and operationalises the delivery of our strategic objectives and the delivery of the People & Culture (P&C) Strategy with a focus on:
 - Learning and Development programmes that support the capability build of our future workforce
 - An organisational wide leadership programme that grows our leaders – ensuring their ongoing technical and behavioural capability and professional development with a mix of on the job and formal programmes
 - Use experience and knowledge of organisational learning to provide advice on methods, techniques and tools for OD related projects
 - Cultural capability – ensuring we have the right mix of skills, knowledge and behaviours to support the embedding of Vision Mātauranga across our work

- Work alongside OD and the HR Business Partners to deliver career development pathways with a focus targeted development programmes
- Create and deliver an annual programme that supports core learning and development needs, using a project management approach ensuring the use of a combination of in-house and external providers and informal development opportunities
 - Lead and contribute to projects that have learning and development components
 - Develop and carry out evaluations, monitoring, reporting and analysis on learning programmes, providing recommendations, leading and implementing improvements
 - Monitor and report to the HR Manager learning and development expenditure
- Partner with stakeholders and decision-makers across GNS Science to
 - Identify strategies and initiatives to embed learning and development
 - Identify training needs in relation to increasing the organisation's understanding and application of Vision Mātauranga; and selected projects
- Provide thought leadership and advice to colleagues in Human Resources and the wider organisation:
 - Work collaboratively to build leadership and change management capability and embed change initiatives through learning and development
 - Work with the Human Resources Business Partners to identify training/development needs for groups of managers and/or staff and individual managers and/or staff
 - Proactively review and provide input into HR best practice including strategy, policy and system development
 - Design a mechanism to support scholarships, university study, and identify and access development options for key individual's development programmes

Talent Coach

- Provide performance consultancy, training analysis and advice on training and development opportunities with both people leaders and staff
- Coach managers and other HR team members to solve specific learning and development problems for teams and/or individuals

Team Work

- Work effectively as a member of the Human Resources Department to support other team members and provide coverage of functions
- Provide advice and coaching to other Human Resources Team members on the area of learning and development
- Work with other team members to ensure workloads are fairly spread and manageable across the Department
- Work with other team members on projects
- Support a positive culture and morale

Responsibilities of all staff

- Comply with all GNS Science policies and procedures.
- Contribute to making GNS Science a healthy and safe place to work by complying with the responsibilities and accountabilities outlined in the Health and Safety Management System Framework.

The responsibilities of this position will change over time to respond to changing needs. The incumbent will need the flexibility to adapt and develop as the company and its environment evolves.

Key working relationships

Internal:

- People Leaders
- HR Team, especially the HR Business Partners and the Organisation Development Partners
- HR Coordinator who provides administrative support to this role, the OD Partners and Payroll Advisor
- Communications Team, Principal Māori Relationships Advisor, Stakeholder Relations Group

External:

- Iwi
- Training and development providers

Person specification

Skills, knowledge and attributes

- Excellent communication and interpersonal skills
- Proven ability to interact proactively with management and staff at all levels of the organisation
- Demonstrated ability to understand the wider business environment and how learning and development / HR can effectively contribute to the achievement of strategic and business goals
- Able to manage and drive activity through times of ambiguity or with incomplete information
- Develop, build and maintain effective relationships with Māori, respecting obligations under Te Tiriti o Waitangi and interacting appropriately with Māori taking into consideration tikanga (customs) and kawa (protocol)

Experience

Essential:

- At least 7 years' experience in a learning and development role with strong adult learning experience
- Proven experience in developing learning and development frameworks and strategies and implementing those with proven results
- Experience in developing learning and development strategies for increasing Māori capability and development
- Experience in project management methodologies and application of those to deliver a Learning, Development and Coaching mindset and culture

Qualifications

Essential:

- Qualification in Human Resources, Adult Education, Learning and Development/Training, Business management, other relevant qualification and/or equivalent relevant experience

Performance Dimensions

At a high level, GNS Science recognises six **Performance Dimensions**: three relate to technical capability, one relates to leadership (if applicable) and two relate to the way we work. Below are the

general expectations that are the minimum standards expected of all staff. There are also expectations that specifically relate to the career step associated with the role; you can find these on GNS Online.

Technical capabilities

Scope, complexity and innovation

- Enduring commitment to maintaining and developing skills and knowledge in area of expertise.
- Both the ability and desire to apply appropriate rigour, principles and practices to deliver quality work in a cost-effective manner.
- Acts in a manner that conveys high personal and professional standards.
- Open to coaching and feedback – incorporates suggestions to find better ways of doing things (to improve own and GNS Science performance).

Contribution to GNS Science / profession

- Establishes and maintains effective and collaborative working relationships – with colleagues and external individuals and groups.
- Both the ability and commitment to work in a culturally responsive and inclusive manner; respecting and valuing the diverse perspectives of individuals and groups.
- Takes an interest in early career colleagues, graduates and students – provides coaching and/or mentoring as appropriate. Supports initiatives to promote science careers.
- Prevents harm to self and others by carrying out duties safely and responsibly.

Delivery of work

- The ability and commitment to deliver pieces of work and projects on time to required quality, cost and benefit parameters.
- The application of appropriate project management rigour, principles and practices to delivering quality projects in a cost-effective manner

Behavioural expectations

Manaakitanga – we do the right thing

Champions a positive working culture. Works and interacts with colleagues, external partners, stakeholders and customers in a way that is consistent with our values:

- We are **CONNECTED** in our purpose; with each other, with partners and stakeholders and with our communities.
- We are **INSPIRED** by our work to explore, challenge, innovate and aim higher.
- We are **EMPOWERED** to be our best – valued for our differences, encouraged to contribute and enabled to grow and develop.

Bicultural commitment

- As a Crown Research Institute, GNS Science is committed to partnering with iwi/hapū and Māori communities and agencies to achieve their science aspirations.
- We do this in a way that is culturally appropriate (**tikanga**) and honours Māori and non-Māori worldviews (**te ao**).

These expectations are intended to support and guide the development of individual staff.