



Tūranga Mahi / Position Description:

Fixed Term Organisational Culture Partner (20 hours/week)

At Rotorua Lakes Council, we are guided by Tai Kawenga, which reflects both our purpose and the values that shape how we work together.

Tai means tide or current. Kawenga refers to the values we carry within us and the principles that carry us forward in our daily work. Together, Tai Kawenga provides the foundation for our culture, decision-making, and service to our community.

Our purpose speaks to why we exist and is expressed through three ideas that reflect our vision:

Customer Focused - Community Driven - People at the Heart

How we work together is guided by our Purpose, why we exist, our Promise, what we commit to delivering every day; our Practices, how we behave; and our Principles, the values we believe in and stand by:

Stronger Together - Lead with Integrity - Challenge and Innovate - Steward our Future

These principles set the expectations for how we work with colleagues, customers, iwi, stakeholders, and the wider community.

To be successful in this role, you will embrace the belief that:

"The organisation's success is my success. My job is only done when everyone's job is done."

Rotorua Lakes Council serves approximately 78,000 residents and millions of visitors each year. We are committed to continuously improving services for our community and customers.

Rotorua sits in the heart of the Te Arawa region, where approximately 40% of the population identify as Māori. Our bicultural foundation strengthens our understanding of Te Ao Māori and enriches our diverse community. We are committed to honouring our responsibilities to mana whenua and reflecting these relationships in how we work and serve our district.

Health, safety, and wellbeing are a top priority. Safety is everyone's responsibility, and we all play a role in creating environments where people can thrive and return home safely each day.

Rotorua Lakes Council has statutory responsibility for Civil Defence and Emergency Management (CDEM). As a result, all employees may be required to undertake CDEM duties in addition to their normal position responsibilities when responding to, or recovering from, an emergency event.

As one team, we are committed to supporting Council's strategic direction, working collaboratively, embracing innovation, and making decisions that contribute to a sustainable future for our district.

Through Tai Kawenga, we recognise that every role contributes to the outcomes we achieve for our community.

The position description below describes the specific requirements of this position. The description within this position description is not an exhaustive list of responsibilities or tasks and staff are expected to contribute to the organisation through other tasks and activities assigned by their manager. In addition, you are also expected to be proactive in knowing and following Council policies and procedures.

TE ĀHUA O TE MAHI - POSITION SPECIFICATION	
MAHI - POSITION:	Fixed Term Organisational Culture Partner (20 hours/week)
RANGATIRA - REPORTS TO:	Chief People Officer
KĀHUI - GROUP:	People & Culture
TAUNGA MAHI - LOCATION:	Civic Centre
PŪTAKE - POSITION PURPOSE:	Lead and co-ordinate the implementation and ongoing evolution of Tai Kawenga, while partnering with the People & Culture team to drive organisational culture initiatives across Rotorua Lakes Council. Ensure alignment with strategic priorities, leadership capability, people practices, communication approaches, and organisational systems to embed a strong and sustainable culture. The role provides oversight of organisational culture initiatives, fostering alignment across programmes, building organisational change capability, monitoring outcomes, and supporting leaders to successfully adopt and sustain change. Through strong stakeholder engagement and collaboration, the position ensures Tai Kawenga and other cultural initiatives are embedded into everyday practices, behaviours and decision-making across Council.
NGĀ WHAKARITENGA - DELEGATIONS	Direct reports: Nil
HONONGA WAIWAI – KEY RELATIONSHIPS: Rāroto - Internal	• Mayor and Elected Members • Te Tatau o te Arawa • CE's Group • Manahautū Te Arawa Partnership • Destination Development • Organisational Performance & Innovation • Infrastructure & Assets • Chief Financial Officer • People & Culture • Community Experience

NGĀ MAHI MATUA - KEY ACCOUNTABILITIES:	• Finalise and maintain the Tai Kawenga implementation plan. • Co-ordinate delivery across leadership, capability, integration, communication, reinforcement and measurement workstreams. • Monitor milestones, risks, dependencies and report progress to Executive leadership. • Co-ordinate and support the Tai Kawenga Working Group, including agendas, actions and engagement activities. • Support alignment of recruitment, induction, performance and development processes with Tai Kawenga principles. • Develop and co-ordinate communication, storytelling, recognition and engagement initiatives. • Establish and maintain effective working relationships across Council to influence, engage and drive organisational culture outcomes • Protect the integrity and intent of Tai Kawenga across all implementation activities. • Provide advice, decision support and escalation of implementation risks. • Support transition of responsibilities into business-as-usual at programme completion. • Provide expert advice on culture, engagement and change management matters. • Take responsibility for working safely and contributing to a healthy work environment by complying with health and safety requirements, identifying and managing risks, and actively supporting a culture of safety, wellbeing, and continuous improvement. • Support our statutory Civil Defence and Emergency Management (CDEM) obligations by maintaining readiness to undertake assigned emergency management roles, participating in required CDEM training and exercises, and carrying out response and recovery duties as directed during emergency events, in addition to normal position responsibilities. Annual delivery of agreed KPIs applies.
TE ĀHUA O TE TANGATA - PERSON SPECIFICATION	
NGĀ MAHI MATUA - FORMAL QUALIFICATIONS: (Ngā matau ā-wheako rānei - Or experience recognised as equivalent)	Required: • Degree in HR, Organisational Development, Change Management, Communications, Business Management or related discipline, or equivalent experience. • Demonstrated experience co-ordinating organisational change initiatives with at least three to five years' experience. • Understanding of Te Ao Māori and partnership-based ways of working. • As Tai Kawenga is grounded in Te Ao Māori and expressed through Te Reo Māori, you must demonstrate the capability and confidence to work effectively within a bicultural environment. Desirable: • Formal change management certification. • Experience within local government or complex public sector environments.
NGĀ PŪKENGĀ - POSITION SPECIFIC COMPETENCIES AND ATTRIBUTES	• Strong programme and project coordination skills. • Ability to influence and engage stakeholders at all organisational levels. • Excellent written and verbal communication skills. • Strong facilitation, planning and organisational capability. • Ability to analyse information, monitor performance and report insights. • High level of personal accountability and integrity.

	• Demonstrated ability to manage competing priorities and maintain momentum. • Collaborative approach aligned to Tai Kawenga principles. • Cultural awareness and ability to work effectively with Māori communities and stakeholders. • Commitment to continuous improvement and innovation.
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