



PEOPLE & CULTURE MANAGER

PERMANENT, FULL TIME/ PART TIME NEGOTIABLE

JOB OVERVIEW: As a trusted and strategic partner to our business, our People + Culture Manager will partner across the Wellington UniVentures business to drive, design, develop and implement attraction, engagement and development strategies, enabling a high-performance culture and ensure that our people-focused activities align with our values.

KŌRERO MŌ TE TŪRANGA- ABOUT THE ROLE

Our People & Culture Manager reports to the Head of People & Engagement and is a critical member of the People & Engagement Team and broader Wellington UniVentures team, leading all people-focussed activities for Wellington UniVentures. The People & Culture Manager provides proactive solutions for a broad scope of HR related activities, ensuring that our people have the support and processes in place to focus on their role, while creating a culture that prioritises our people's career growth.

A part time Human Resources Coordinator reports to our People & Culture Manager. The Human Resources Coordinator is responsible for supporting organisation-wide human resources administration, working in partnership in supporting our growth.

Working closely with people leaders and our teams across Wellington UniVentures, the People & Culture Manager has a range of responsibilities from strategically shaping a broad scope of HR priorities and activities to ensuring that day-to-day HR functions are delivered, including managing LEAP (our performance, development and reward programme) through to shaping all aspects of our employee experience.

Ō PŪMANAWA - ABOUT YOU

Our perfect person will have some or all of the following education, experience and knowledge:

- Graduate qualification in a relevant area of study (business, human resources, management), or equivalent work-related experience.
- A minimum of 10 years work experience in HR, operating at a senior level.
- Demonstrated and proven HR generalist track record in a senior role, including strategic design, delivering across a range of functional HR areas and working alongside senior management.
- Demonstrated ability to exercise judgement with sensitive/confidential issues, showing strong coaching, conflict resolution, relationship, and team-building skills, and a proven ability to influence others.
- Demonstrated ability to create new frameworks, approaches or programmes that are fit-for-purpose and best practice.
- Demonstrated ability to maintain effective relationships with stakeholders, both internally and externally.
- Demonstrated ability to use technology to work effectively and efficiently e.g. Microsoft Word, Excel and Outlook.

MŌ TE PAEWAI -ABOUT US

We are Wellington UniVentures - Victoria University of Wellington's commercialisation office.

As part of the university, Wellington UniVentures aims to be the acknowledged leader in successfully taking Wellington's knowledge to the world. We are deeply connected to our University's research, converting it into valuable outcomes and capabilities to sustainably grow our region and change lives. We're proud that this is an exciting place to work and we are looking for someone who has the vitality and attitude to join us on our journey.

Wellington UniVentures has a strong commitment to staff development and wellbeing and offers access to a wide variety of workshops for you to continue to learn and develop, subsidised onsite gym membership, health and wellbeing events, and additional annual leave days.

Please see role description [here](#).

If this role sounds like you and you're interested in joining a small, collaborative and busy team, please [apply now](#) with a cover letter and your CV – we'd love to hear from you right away!

We are committed to ensuring the health, safety and wellbeing of all our staff and contractors. As part of our broader COVID-19 management strategy and to further protect the wellbeing of our staff, customers and partners from COVID-19, we support and encourage all our staff to be vaccinated. If you have any concerns or questions about this, please talk to us.

Wellington UniVentures is committed to providing a working environment that embraces, values and reflects the diversity of the community it serves.

MORE INFORMATION

Find out more about working at Wellington UniVentures, contact Sara Gerhart.

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