

## Job Description

Function	People Experience Manager
Duration	As per contract
Salary	As per contract
Hours	As per contract
Place of Work	As per contract
Reports To	General Manager - Operations
In a sentence	Together with the leadership team, this role is responsible for contributing to the creation of a best practice and inspiring people experience for all members of the Ākina team, which helps build a high performing and engaged organisation.

Key Responsibilities	
The People Experience Manager will:	
1	<p><b>Leadership</b></p> <ul style="list-style-type: none"> <li>- Lead the development of a programme designed to assess and build leadership capability to support Akina's current and future needs and its Strategy.</li> <li>- Together with the GM Programmes consider at a high level overall capacity/capability utilisation across Akina for programmes, ensuring decisions are fair &amp; transparent.</li> <li>- Support and promote an understanding and commitment to the principals of the Treaty of Waitangi in the way we work as an organisation and the work that we undertake.</li> </ul>
2	<p><b>Operations</b></p> <ul style="list-style-type: none"> <li>- Responsible for leading the development of a People Strategy, aligned to Akina's Business Strategy, that supports the creation of a best practice and inspiring people experience at Akina and helps build a high performing and engaged organisation.</li> <li>- Lead the development and consistent management of the traditional employee life-cycle from recruitment and induction through to performance and development and exit including: <ul style="list-style-type: none"> <li>- recruiting Talent for Akina, in line with Akina's policies, either through running the process themselves, with our without the help of others in the organisation, or outsourcing to a third party.</li> <li>- running a successful Induction programme for new people designed to make them feel welcome, educate them about what's expected of them in their</li> </ul> </li> </ul>

	<p>roles, integrate them into the organisation as quickly as possible and become engaged and effective in the shortest possible time.</p> <ul style="list-style-type: none"> <li>- supporting and enabling the success of Ākina’s talent by focusing on performance and development, for the individual and team, including building frameworks, processes and systems that are simple, consistent and in line with Akina’s values. This may involve the development of a culture of feedback and capability analysis.</li> <li>- Developing an integrated programme of organisational learning opportunities for people which enhances the skills, knowledge and competency of individuals in priority areas of capability.</li> <li>- Support the GM Operations with ensuring Akina meets its requirements under the Health and Safety at Work Act, including instilling a health and safety-focused culture at Ākina.</li> <li>- Oversee other operational people related matters including developing business minded policies, procedures and guidelines and keeping them up to date.</li> </ul>
3	<p>Environment</p> <ul style="list-style-type: none"> <li>- Together with the leadership team lead the development and promotion of a culture at Akina that reflects the organisation’s values, encourages great performance and high engagement, supports individual and team development, and rewards productivity. Oversee initiatives which help create the best workplace at Akina.</li> <li>- Together with the leadership team ensure the physical workplace meets Akina’s needs and contributes to the desired environment and culture.</li> </ul>
4	<p>Tools</p> <ul style="list-style-type: none"> <li>- Working with the GM Operations and their team, ensure that the needs of people at Akina in terms of access to data and the tools they need to perform at their very best in their roles are known and those needs are met as possible.</li> </ul>
5	<p>Any other reasonable tasks that the General Manager Operations, or the Chief Executive requests, from time to time.</p>

Criteria			
Experience	Ess	Des	Measured by
Knowledge of the social enterprise and impact investment sectors		✓	Application & Interview
Knowledge of best practise thinking in the people space - performance, development etc		✓	Application & Interview
Prior experience scoping, developing and implementing people initiatives including Strategy	✓		Application & Interview
Stakeholder management experience	✓		Application & Interview
Solid operational HR background - experience with developing and maintaining policies, procedures, systems etc	✓		Application & Interview
Relevant tertiary qualification		✓	

Personal Qualities	Ess	Des	Measured by
Motivated, committed to social enterprise and impact investment	✓		Interview
Able to plan, organise, prioritise, multi-task and execute	✓		Interview
Great relationship builder and maintainer, able to build rapport and trust quickly and persuade	✓		Interview
Strategic Thinker	✓		Interview
Open to continuous professional development and peer learning	✓		Interview
Able to embed and promote equality and diversity through their actions and words	✓		Interview

## About the Ākina Foundation

Ākina has a vision of a sustainable, prosperous, and inclusive New Zealand, and world. To achieve this, we are in service to the social enterprise sector, which exists to create an economy that benefits the environment and enables people to thrive.

Our mission is to create the conditions for social enterprise to succeed. We do this by:

Co-convening, supporting & growing the social enterprise sector by:

- Supporting social enterprises to grow their impact
- Developing market opportunities for social enterprise
- Enabling access to capital for impact.
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Advancing purpose and impact in New Zealand and beyond by:

- Collaborating with international expertise and knowledge communities
- Working other sectors in new ways
- Supporting sector development in the wider Asia/Pacific region.

## Our values

When joining the Ākina whānau, you also join a community committed to:

**He Tangata – People:** At Ākina, everything we do is about people. Social enterprises serve people and/or the environment that sustains people.

We also care for our own people, offering flexible working hours, generous annual leave, and family-friendly policies that allow each of our team to work in a way that is appropriate for their individual situation.

**Learning:** Our strategic plan centres around what we need to learn at various stages of our work, and we encourage staff learning and development in two specific ways:

1. All of our programmes undertake developmental evaluation, whereby we seek to learn from current work in order to improve future work.
2. We operate an ongoing 'learning club' which operates as a project that staff can rotate into for a specific time period, allowing them dedicated time to learn about a topic of interest and value for Ākina. We encourage reflective journaling through this process and an informal presentation of learning at regular whole-team retreats.

**Bold action:** This represents a fearlessness in our approach, confidently exploring the unknown in pursuit of better. We will make mistakes – we're human! We foster an environment where it is ok if you fail sometimes. The important thing is to learn from it, and quickly move on in a better direction.

## About the team

By working at Ākina, you join a team of passionate people wanting to grow social enterprise across the country. We are diverse in our backgrounds and our fields of expertise, but our passion for service to social enterprise is what makes us a team.

We have approximately 23 staff, working anywhere from full time down to a few hours each week, and we have offices in Wellington, Auckland and Christchurch. We also have people based in Tauranga and Dunedin, and very soon we will also be in Tairāwhiti (Gisborne).

If you share our values and can get behind our mission, we want to hear from you.