



Head of People and Capability

Position Description

Reports To: Executive Director, Systems and Enablement

Location: Wellington

Executive Group: Firearms Safety and Education

Shift Work/Non-Shift Work: Non-shift work

Level: Strategic People Leader

Working Hours: 40 per week

Direct Reports: Up to 8 Direct Reports

Remuneration Range: Grade 22

Indirect Reports: 5-12

Financial Delegations: 25k

Working at Firearms Safety and Education New Zealand (who we are)

Firearms Safety and Education New Zealand (FSE) are New Zealand's independent firearms regulator. We are responsible for overseeing lawful firearms possession and ensuring firearms possession is limited to those who are fit and proper to possess firearms, and who comply with their legal obligations.

We have three core functions:

- to effectively implement the firearms licensing system,
- to manage the firearms registry,
- to educate people to enable compliance and promote the safe use of legitimate firearms.

We are committed to modernising the firearms regulatory system and providing regulatory oversight to ensure the possession and use of firearms in New Zealand is as safe as it can possibly be.

Our approach is underpinned by:

- good regulatory practice,
- trust and confidence by investing in people and our communities,
- enablement and promotion of safety and compliance in all activities related to firearms,
- Excellent service.

We engage, educate, encourage and enforce when necessary.

Position overview (where you'll be working)

The purpose of Firearms Safety and Education New Zealand is to effectively regulate the legitimate possession and use of firearms to keep all communities safe.

The Head of People and Capability provides strategic and operational leadership to a broad People and Capability function and work programme, including:

- Learning and Development
- Organisational Development
- Workforce Planning
- Recruitment



- Health, Safety and Wellbeing

This position will work closely with Police's People Group to ensure the effective delivery of shared HR services, such as Employment Relations and Advisory and Health, Safety and Wellbeing

Responsibilities (what you'll be doing)

The Head of People and Capability will:

Keep our people safe

- Understand the hazards faced by the team and enable them to eliminate or minimise the associated risk.
- Report all accidents, incidents and near misses in a timely fashion.
- Ensure the Health, Safety and Wellbeing team's work programme is focused on the appropriate areas and escalate areas of concern or risk to the appropriate Leadership Team member/s

Leadership

- Establish strong people and capability operational foundations to drive effective budgeting, workforce planning and business planning.
- Provide strong leadership, establishing a safe and high-performing culture within the People and Capability team.
- Lead, direct and oversee the People and Capability team and work programme to deliver high-quality strategy, services and advice to enable FSE to meet its objectives
- Lead and maintain a strong working relationship with Police as the host agency, ensuring People and Capability services are delivered effectively and in alignment with the working arrangements.
- Coach and mentor team members and ensure development action to build capability suited to the role and identified development needs.
- Role model organisational values, culture and leadership expectations.

Delivery and Strategic Partnering

- Partner with the Leadership Team to understand objectives and business context.
- Provide organisational leadership in developing, enhancing and executing the internal workforce strategy in support of the overall strategic direction of FSE
- Provide strategic people and capability advice to the Leadership team, including advising on organisation development, leadership and culture.
- Develop and implement people and capability strategies and frameworks, including for example leadership, health and safety, learning and development, and core capabilities
- Champion, develop and implement approaches to drive an employee experience that effectively supports FSE's strategic direction and desired culture.
- Deliver a range of initiatives that improve the employee experience and build an attractive value proposition. Continually improve and enhance people related processes to be efficient and effective and automated where possible.
- Provide timely, accurate, best practice advice and support across a broad range of workforce and people matters – including strategic workforce planning, recruitment, induction, culture, analytics, diversity and inclusion, employment relations, union



relationships, remuneration, recognition, performance management, health, safety and wellbeing, leadership development, talent management, organisational development, learning and development and change management.

- Participate in strategic business planning as a trusted advisor.
- Work with the Finance team to ensure personnel financials and FTE establishment data is transparent, traceable and reconcilable.
- Facilitate positive working relationships with the unions on behalf of FSE
- Support and review relevant responses to Official Information Act requests, Parliamentary Questions and responses to Select Committees.

Key Relationships

- Build and maintain collaborative relationships with the Leadership Team.
- Ensure close working relationships are established with people leaders across the organisation, driving a culture of collaboration and capability for people leadership excellence.
- Build and maintain collaborative relationships with corporate colleagues and support a cohesive corporate experience for the organisation.
- Build and maintain a collaborative relationship with NZ Police to give effect to the host agency arrangements.
- Build and maintain collaborative relationships with relevant HR networks across the broader public sector.

All employees of Firearms Safety and Education New Zealand are expected to:

- Adhere to standards of integrity and conduct.
- Comply with legislative and statutory requirements within area of expertise, including employment and privacy legislation.
- Model the Values.
- Respect diversity and demonstrate inclusiveness.
- Understand the hazards in their work area and eliminate or minimise the associated risk.
- Report all accidents, incidents, and near misses in a timely fashion.
- Actively participate in Wellness and Safety initiatives and training.
- Perform other duties and participate in projects as required.

Key relationships (who you'll be working with)

Internal	• Chief Executive • Executive Director, Systems and Enablement • Leadership Team • Finance team • Performance and Insights team • Business Transformation team • Legal team • Police People Group Leaders
External	• Police Corporate Services • Public Service Commission



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| | <ul style="list-style-type: none">• Unions/Service Organisations• Other public sector agencies as required• Third party vendors as required |
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Position specific competencies: (how you'll deliver results)

To be successful in this role, the Head of People and Capability will bring:

- Experience leading a people and capability function
- Strong expertise across two or more of the people and capability workstreams
- Strong knowledge of the employment legislative framework
- A strong desire for continuous improvement, and experience using digital tools to achieve a better experience for employees, leaders and candidates
- Experience within the public sector (desirable)
- Demonstrated commitment to developing and maintaining a culture of respect and inclusion within an organisation.
- Demonstrated ability to effectively communicate with a range of stakeholders, including representing an organisation in a range of settings.

Additional information: (what you need to know)

Work Environment

- Flexibility Options: Flexible work options available.
- Travel requirements: Travel may be required.
- Physical Environment: Office.

Pre-Employment Checks

- Not a children's worker, standard vetting required.
- Drug and alcohol testing, as required, according to guidelines.
- No National Security Clearance is required to be obtained and maintained.