



Talent Development Partner

Position Description

Team:	Talent Development Partner	Location:	TBC
Reports to:	L&D Talent Manager	Job family:	People & Communications
Role Type:	Permanent	Salary:	TBC

About Us

KiwiRail's Role in Aotearoa, New Zealand

KiwiRail delivers sustainable and inclusive growth for our customers, our communities and our people.

For more than 150 years, rail in New Zealand has connected communities, delivered goods and people around the country and showcased our spectacular scenery to the world. Our purpose 'Stronger Connections, Better New Zealand,' speaks to connected people, networks, journeys, experiences, and ways of working that move KiwiRail, the transport sector and New Zealand forward.

Our Workplace

At KiwiRail our values define the behaviour we expect from everyone. We have a team of over 4500 people and every connection we make with each other, our union partners, our customers and all our stakeholders must be of the highest standard.



Health, safety and wellbeing is our number one priority. Good safety is good business

About the Role

Purpose of the role

The Talent Development Partner will act as a key function for the Learning and Development team and be the central point of contact to manage, co-ordinate, and support initiatives and programmes to advance the development of talents within the organisation to meet the needs of KiwiRail's future workforce.

The position holder will be responsible for:

- Collaborating with relevant business units to connect strategies and processes for On-boarding and internal transitioning, career progression and talent succession activities.
- Gather relevant data and information to assess and identify areas where employee performance can be improved.
- Attain a detailed understanding of the company's talent priorities and serve as a conduit between business units to oversee and manage the progression of talent into and across the business.
- Develop and implement a qualifications, learning and development curriculum for talent, to improve the organisations capability to meet future business growth.

The Talent Development Partner will be an active participant in our learning and development initiatives, including contribution to the development and delivery of our strategy. They will engage with and actively work across the broader Talent, Learning & Development and HR teams. They will also ensure business engagement and satisfaction is continually maintained, identifying and implementing innovations and continuous improvement initiatives.

Health and Safety is an important part of how KiwiRail operates. You will be a safety leader and will be expected to "walk the safety talk"

Key Accountabilities:

Talent Management

- Works collaboratively with the broader HR team and business units to understand the talent development needs across the business.
- Gather relevant data and information to assess and identify areas where employee performance can be improved.
- Designs/develops and implements talent development strategies and initiatives which support the business to deliver to future talent needs.
- Support and connect talent to mentoring and business development networks as follows:
 - Identify and match talent with professional and personal mentors.
 - Support the engagement of mentorship agreements and goals.
 - Lead the creation of networks to support KiwiRail talent – i.e. young professionals.
- Develop and implement a structured learning and development curriculum for talent engagement to improve the organisations capability to meet future business growth.
- Works across the business to support career progression and succession planning activities.
 - Review, evaluate and modify existing and proposed learning materials and provide feedback on appropriate changes

Thought Leadership

- Maintains understanding of best practices in talent management and development and keeps abreast of talent trends in the New Zealand and international business environment – with particular attention to what's happening within Rail and Maritime
- Provides thought leadership in talent management design and strategy to business.
- Actively contributes to innovation of learning and development and talent acquisition and management service offerings.

Engagement

- Collaborate with relevant business units to connect strategies and processes for on-boarding and internal transitioning to determine the best way to attract and retain talent.

- Lead collaboration between business units and work with the Recruitment, Learning and Development, Human Resources and business units to onboard, induct and develop new and existing talent.
- Consult with business leaders to identify specific leadership and talent management needs.
- Attain a detailed understanding of the company's talent priorities and serve as a conduit between business units to oversee and manage the progression of talent into and across the business.
- Provide ongoing internal consultancy in partnership with HRBPs, to the business leaders, individual members of leadership team and the team as a whole and provide continuous support for their specific needs.

Talent Initiatives and Programmes

- Lead KiwiRail Graduate programme managing, onboarding, induction, development, skills acquisition and OJT to full role competence.
- Manages relationship with Graduate programme participants, being the L&D representative on the ground and go to person in relation to managing ongoing communications and relationships with graduate programme participants.
- Support Apprentice programmes for KiwiRail including managing ITO partnerships for industry apprenticeships for trades and cadetships for specialized operational environments such as the marine industry.
- Manage the achievement of qualifications with Apprentices', with the support of their business units.
- Assess, review and recommend improvement of Learning and Development initiatives such as leadership, mentoring and personnel development programmes.
- Identify talent pipeline alignment with learning and development initiatives.

Key challenges:

- Working within Talent & L&D budget
- Travel to other parts of the business
- Multitude of programmes and outputs

Key Relationships Here are the key relationships relevant to this role		Manage /Lead	Deliver to	Collaborate with	Advise or inform
Internal	L&D Talent Manager		✓	✓	
	Competency Assurance Team		✓	✓	
	KiwiRail HS&W Team		✓	✓	
	L&D Solutions Team		✓	✓	
	Purchasing Team			✓	
	Learning Delivery Team		✓	✓	
	People and Communications Team		✓	✓	✓
External	KiwiRail Business Team Leads and Managers		✓	✓	✓
	Site Administrators			✓	
	Key Stakeholders & EXCO Team				✓
	Industry Stakeholders			✓	✓

What you will do to contribute

Health Safety and Wellbeing	<ul style="list-style-type: none"> • Implement safety procedures and ensure team compliance • Analyse workplace risks and develop mitigation strategies • Promote a culture of safety and wellbeing within your team • Respond effectively to safety incidents and near-misses • Support team members' physical and mental health
Customer Focus	<ul style="list-style-type: none"> • Provide a positive customer experience • Support a customer-focused culture at KiwiRail • Know our services well and explain them to customers • Respond quickly to customer needs • Develop solutions to meet customer requirements • Solve complex customer issues • Work with colleagues to improve customer outcomes
High Performing Teams Skills	<ul style="list-style-type: none"> • Set clear performance standards aligned with KiwiRail's goals • Build a supportive and cooperative team environment • Provide timely and constructive feedback • Actively seek diverse perspectives in problem-solving • Identify opportunities for coaching and mentoring
Commercial Acumen	<ul style="list-style-type: none"> • Plan and monitor resource allocation to achieve team objectives • Consider financial implications when making recommendations • Understand and comply with procurement guidelines • Work with suppliers to ensure quality outcomes • Recognise how financial decisions impact KiwiRail's overall position
Develop Exceptional Interfaces and Collaborative Relationships	<ul style="list-style-type: none"> • Minimise interface risks within KiwiRail and with others • Develop and maintain collaborative and supportive relationships: <ul style="list-style-type: none"> - Within the Business Teams - Between KiwiRail participant organisations - With sponsors, partners and stakeholders including: The New Zealand Government, Auckland Council, Mana Whenua, Auckland Transport, Local businesses and communities, Regulatory authorities, Wider stakeholder groups and the media, Network utility operators, Other project teams in the area, Subcontractors, suppliers and contractors • Communicate and inform the wider community and stakeholders about KiwiRail in a proactive and positive way.
Set New Benchmarks in Sustainable and	<ul style="list-style-type: none"> • Minimise disruption to people on local transport networks, in businesses and in the wider community and enhance usability where possible • Enhance the attractiveness of the city as a place to live, work and visit

Environmental Performance

- Contribute to innovative approaches to reducing carbon in construction
 - Integrate sustainability in design, construction, operation and maintenance
 - Minimise waste and limit visual, air quality, water quality and noise effects
 - Maximise opportunities to support local businesses and suppliers
 - Recognise the broader dimensions of the environment including Social, Cultural, Economic and Natural
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Social Outcomes that Make a Difference to the Lives of Others

- Maximise opportunities for training and skills development for the widest possible group of people
 - Assist with the delivery of positive and enduring social and economic outcomes for the people of Tāmaki Makaurau
 - Support leadership roles for Mana Whenua, Pasifika, Youth and Immigrants
 - Support and leverage off existing programmes to deliver great social outcomes
 - Use real feedback from participants to enhance and promote social programmes
 - Promote a range of career and development opportunities in schools, universities and training institutes
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Leave a Great Legacy

- Build a reliable rail network people love to use
 - Set new benchmarks for safety, health, environmental and sustainability performance for the New Zealand construction industry
 - Protect and promote our cultural and historic heritage for future generations
 - Raise the wellbeing of Auckland as a community and city
 - Deliver memorable architecture, buildings and finishes
 - Shape a future workforce who are competent and confident
 - Grow support for the use of alliancing to deliver mega-projects in New Zealand
 - Enhance the reputation of all sponsors, partners, stakeholders and participants
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Decision Making

Human Resources Delegations	Nil
Direct reports	Nil
Finance Delegations	Nil
Budget (operating and capital)	Nil
Travel Delegations	Nil
Statutory powers	Nil

Physical demands and the nature of work

This role is administration-based and requires:

- prolonged sitting and high computer usage
- limited walking, standing, twisting, bending (at the waist), crouching (bend knee)
- carrying of laptop and paperwork when alternating between home and office
- limited lifting of up to 7 kg archive boxes

Your role may include other tasks suited to your level, as your manager directs. This job description shows your current duties. We'll review and update it with you if your responsibilities change.

About you

Knowledge and experience

- Ability to effectively lead within ambiguous business scenarios.
- High level of communication skills to engage with a diverse range of people at all levels of the organisation.
- Analytical and problem-solving skills to review information and make decisions relating to talent across a wide range of development, skills and qualification demands.
- Negotiation and influencing skills.
- Leadership and motivational skills to inspire engagement with learning.
- Demonstrated experience working in Human Resources or Talent Acquisition profession.
- Demonstrated experience with talent development strategies and frameworks.
- High level of computer literacy Microsoft office suite.
- Expert relationship management skills including demonstrated ability and experience of engaging and collaborating with external industry stakeholders (e.g. NZQQ/ITOs).
- Demonstrated experience of managing and developing Graduate programmes.
- Excellent communication skills, both written and verbal, attention to detail and follow through.
- Strong business orientation and commercial acumen to contribute to the development of talent recruitment and selection strategies to continuously improve service delivery.

Ways of working / Work-related qualities

- Ability to work with and through others; building and maintaining relationships and working closely and accurately within established guidelines
- Be an effective communicator; someone who can stimulate and motivate others while being aware of and responsive to their needs and concerns
- Be friendly and genuinely interested in the business, agenda and needs of others, including the organisation, its management, the team, the organisation's customers, or all the above
- Focus on relationships with others; correct handling of details dealing with others is necessary to maintain and grow relationships
- Necessary corrections must be made in a constructive, supportive manner

Other Requirements

- You are willing to travel domestically in New Zealand.
- You can pass regular drug and alcohol screenings
- You have a current and valid NZ Driver's Licence

Qualifications

You need:

Tertiary level qualifications in relevant field – Human Resources, Talent, Business, Management

Desirable:

Degree/Diploma – BA, BCA, BBS or HR, Business Management & Administration, Diploma or similar.

**CREATING
STRONGER
CONNECTIONS**

