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| Position Description | |
| 1. **Position title:** | 1. HR Advisor |
| 1. **Support Function:** | 1. People and Transformation |
| 1. **Reports to:** | 1. Head of People Services |
| 1. **Last review date:** | 1. May 2018 |

*“In the first 1000 days we make the difference of a lifetime”*

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| Plunket Strategy |

The Plunket Strategy 2016-2021 is focused on making a difference for New Zealand children and whānau in their first 1000 days of life. To achieve this vision, we aim to be a cohesive and great national organisation grounded in evidence and best practice, with the needs of New Zealand families and whānau at the very centre of everything we do.

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| Overview of People and Transformation |

Our functional teams at Plunket’s Support Office contribute to achieving this strategy by providing customer-centric services, which help Plunket to: better understand and measure its performance; strengthen stakeholder relationships; secure and diversify revenue sources; manage and leverage its resources; collect and use information to inform decisions; and to attract, develop and retain our paid and unpaid people.

Our People & Transformation function (P&T) helps unlock our people’s potential by providing great people expertise and thought leadership; inspiring and role modelling change and transformation. We do this by:

* supporting our people to be the best they can be in their work
* facilitating Plunket’s transformation programme;
* helping our leaders make important people-related decisions with confidence and credibility; and
* helping grow and develop Plunket People.

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| Purpose of position |

The purpose of the position is to support the embedding of P&T’s partnership service delivery model by providing proactive expert HR and H&S advice, support and coaching to managers/leaders to build their capability to lead and manage effectively.

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| Dimensions of the position |

**Responsible to: Head of People Services**

**Responsible for: Nil**

**Delegations:**The position’s full delegations are set out in the Schedule of Delegations and may be amended from time to time.

**Functional relationships:** *To follow are the main positions that this role will coordinate with; they are not meant or intended to be exhaustive, exclusive or limiting:*

**Internal:** Plunket People Leaders

National Health & Safety Committee Chair

H&S representatives

**External:** Union representatives

WorkSafe

NGO Health and Safety network

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| Key accountabilities  (Some will be unique to the position; others will be common across the organisation and level within the organisation.) |

**Business as Usual**

* Provide advisory services to Plunket People leaders in the areas of recruitment, reward & recognition, induction & orientation, performance management, health, safety & wellbeing, employment relations, change management, and workforce planning in accordance with Plunket policies and relevant employment legislation
* Provide coaching and case management support to managers in relation to staffing and employment relationship issues, including investigations, performance/conduct concerns and grievances/disputes, ensuring Plunket’s compliance with its legal and contractual obligations
* Advise managers on the interpretation, application, and operation of employment agreements
* Coach, mentor and train managers as required to build their skill set to effectively perform in their role as people managers
* Assist in analysing people-related information and preparing HR and H&S reports for the Plunket Board, Leadership Team, People Leaders, and H&S Committees
* Provide secretariat support for Chair of National H&S Committee

**Leadership**

* Demonstrate organisational leadership by being a positive agent of change, actively embracing One Plunket principles and role modelling the desired culture and ways of working
* Participate as P&T representative on working groups and projects as appropriate
* Work across the P&T team, contributing to the team goals and assisting others to meet the teams goals

**Relationship Management**

* Quickly establish credibility and working relationships to be an effective coach of managers
* Build and maintain a wide range of connections, both internal and external, and look for opportunities to facilitate connections between others
* Have the difficult conversations, and challenge thinking and behaviours in a respectful manner so as to get the right outcome for the organisation, while also maintaining the relationship
* Work with other members of People Services, and the wider P&T team to ensure frameworks, policies and tools are seamlessly integrated into other key organisational processes
* Work as an active member of cross functional teams to bring their expertise and experience to organisational problems, and thus develop long term solutions that are outcomes focused
* Seek feedback about the service they provide and self-reflect on ways to improve

**Health & Safety**

* Manage own personal health and safety, and take appropriate action to deal with workplace hazards, accidents and incidents
* Ensure own and others’ safety at all times and observe health and safety practices in all workplace activities
* Understand the responsibility individuals and their manager play in health and safety; training is up-to-date and can demonstrate actions in an emergency situation that are specific to the workplace and are designed to keep individual safe
* Comply with relevant safety legislation, policies, procedures, safe systems of work and event reporting
* Identify and reports all incidents, accidents, and near misses in accordance with policy

**Position description and scope of duties**

The job holder is expected to perform such other duties as can reasonably be regarded as incidental to the position description, and such other duties reasonably within their experience and capabilities as may be from time to time assigned following consultation.

Once appointed a programme of work will be developed with the appointee that will set out the specific tasks and time frames to achieve the key deliverables for this position. Progress will be monitored through Plunket’s Performance and development programmes.

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| Person Specification |

**Knowledge, Skills and Experience (including Technical Competencies)**

**Qualifications**

* A relevant tertiary qualification is desirable preferably in management, business studies, law or human resources or equivalent experience

**Experience**

* Demonstrated experience in managing staffing and employment relations issues
* Experience of management issues (people, resources, systems and processes)
* Working knowledge of employment and health and safety legislation and HR practices and procedures

**Skills**

* Advanced computer skills, including MS Outlook, Word, Excel, and PowerPoint.
* Ability to be self-directed and motivated, demonstrating a proactive approach with a high level of initiative.
* Excellent communication skills, both written and verbal, including informing others
* Highly effective planning and organisational skills, including time management and prioritising work in a complex work environment
* High levels of self-awareness, including the ability to be open with people, to listen effectively, and to confidentially express ideas, feelings, information, and potential problems clearly.

**Other**

* We are a nationally based organisation, so the HR Advisor may be required from time to time to travel within New Zealand.

**Competencies**

**ACE-Ability**

Plunket’s behavioural competency model is made up of three dimensions of personal behaviour - Connection to Plunket, Adaptability and Emotional Maturity.

**Adaptability**

**Thinking**

* Is comfortable with complexity - understands alternative worldviews
* Can see beyond face value to identify new, sustainable opportunities
* Keeps perspective and is pragmatic and solutions focused
* Able to accept and work with ambiguity and change

**Interpersonal**

* Is committed and capable of expanding professional/social networks
* Is strong enough to confront and deal with difficult people/issues
* A self-starter who can support and motivate key managers and staff

**Connection to Plunket’s Direction**

* Has a high level of energy and commitment to achieving Plunket’s vision
* Has a broad range of engagement
* Is committed to adapting and improving their own practice
* Is committed to growing the business and developing relationships

**Emotional Maturity**

* Is non-reactive and objective and maintains a high level of integrity
* Understands the degree of influence in their role
* Understands own limitations