

## Job Description

<b>Position:</b>	Senior HR Advisor
<b>Manager:</b>	HR Manager
<b>Team:</b>	HR
<b>Date:</b>	August 2021

## Horowhenua 2040 Vision

Growing neighbourhoods and building stronger communities together.

He rau ringa e pakari ai ngā taura whiri i ō tātou kāinga noho me ō tātou hapori – mai i te pae maunga o Tararua ki te moana - With many hands the threads which weave our neighbourhoods and communities together will be strengthened from the Tararua Ranges to the sea.

## Council's Vision

Working together to take Horowhenua from good to great.

## Council's Mission

In achieving our vision we will ensure that we are working towards:

- Customer Excellence
- Operations Excellence
- Product Excellence
- People Excellence

## Our Values

<b>Greatness</b>	We never settle until our good is better and our better is great!
<b>Real Unity</b>	We make it happen, together!
<b>Energy</b>	We use our energy to perform and succeed!
<b>Achievement</b>	We deliver exceptional results!
<b>Trust</b>	We create trust by living with integrity

## **Why the role exists**

Provide best practice advice, support and coaching that partners with managers and employees across all areas of HR and which raises the bar of people capability in our organisation, supporting our commitment to being a great employer.

## **What you do**

### **Business Partnering**

- Build and maintain trusted relationships with managers and employees that adds value to the organisation.
- Coach managers as you work with them to build their people management capability.
- Be accessible and relatable to people throughout the organisation, dealing with questions and situations calmly, professionally and with a focus on finding a suitable solution.

### **Employment Relations**

- Provide logical and realistic advice and support on a wide range of employment issues to managers and employees that is in line with our policies, procedures and legislation.
- Take the lead ER issues and manage organisational risk appropriately. Escalate matters as appropriate and support where needed.
- Work with managers throughout change processes which are legally compliant but also best practice and which have a strong human element.

### **The fundamentals (documents and systems)**

- When working with our policies and procedures, identify opportunities for improvement to maintain compliance and best practice.
- Prepare and review employment documentation as necessary that fits with our expectations around best practice and legal compliance.
- Work smarter not harder! Identify system improvements and implement as agreed with the team.

### **Recruitment**

- Get involved in recruitment processes as needed, including support for the HR team. Have both our brand and the candidate in mind.
- Think creatively when identifying and implementing ways to attract talent to the region and our organisation.
- Support the delivery of our onboarding processes. Work with managers to deliver our key messages from day one, which support our recruitment and retention.

### **Remuneration**

- Oversee the delivery of our remuneration strategy and processes to maintain internal equity.
- Maintain the integrity of our remuneration data and deliver remuneration information as needed for our annual cycles and on an ad hoc basis.

- Develop a strong relationship with our external and internal remuneration specialists that supports our overall strategy and approach.
- Support the delivery of an employee benefits programme that focuses on recruitment and retention.

### **Strategy and Projects**

- Work with the GM to develop our annual P&C Business Plan.
- Lead the design and implementation of HR initiatives as part of our P&C Business Plan, e.g. retention, wellbeing and onboarding.

### **Health and Safety**

- Take all reasonably practicable steps to ensure your own safety, and to ensure that you do not cause harm to any other person by your actions or inactions.
- Demonstrate a personal commitment to Health and Safety in accordance with our Health and Safety Policy.

### **Financial Delegation**

- \$10,000 operational expenses within an approved budget.
- Annual operating budgets are approved by the Chief Executive.

## **How you do your work**

### **Behaviours**

- **Build great relationships** – identify ways to build and strengthen relationships with managers, employees and other people you work with. Be trusted to deliver relatable and realistic HR advice.
- **Get it done** – bring a positive and results focused approach to work. Be energetic and motivated to take action and find a solution. Take responsibility for your work and outcomes.
- **Keep calm and carry on** – no day is quite the same. Comfortably cope with change and change gears when needed. Handles risk and uncertainty calmly and logically.
- **A passion for HR** – Demonstrate a genuine passion for HR / people, what we do and how we do it.

### **Knowledge / Skills**

- **Human resources** – best practice knowledge across all areas of HR from organisation development and recruitment to remuneration and wellbeing.
- **Employment law** – confident working knowledge of current employment legislation, best practice and principles. The ability to translate this to situations and communicate it to managers and employees.
- **Communicate** – You intuitively keep people up to date. Be an absolute professional. Proactively think about how you communicate with people to get the best outcome. Be clear and check that you've been understood.

- **Be organised** – superb planning, organisation and time management skills that keep up with our pace. Effectively prioritise and reprioritise your work (as work dictates). Know what is needed (resource wise) to get the work done.
- **Attention to detail** – apply the appropriate level of detail for the task in front of you. Appreciate the importance of both timing and detail.
- **Problem solving** – clarify what the problem is, make a (common sense) recommendation and take responsibility for seeing it through to the end.
- **Work smarter, not harder** – be proactive about how we can improve our systems and processes.
- **Software** – competent user of MS products. Previous use of QJumpers and RemWise would also be useful.

## What you bring to the role

### Experience

- Varied experience in a generalist HR role that operates at a similar level in either the public or private sectors.
- Confidently advising managers on employment matters which includes ER and Change management
- Building great working relationships within the organisation allowing you to add real value.
- Delivering coaching and training that sticks to managers and employees on people / HR topics.
- Understanding and working with local government procedures, protocols and policies would be helpful.

### Qualifications

- A tertiary level qualification in HR or a related subject, or equivalent experience.
- Strategic Pay accreditation (helpful)