

Senior People and Culture Advisor

UNIT/TEAM	People and Culture
REPORTS TO	People and Culture Manager
ROLE PURPOSE	To provide professional human resource advice, support and services organisation wide. Assist the People and Culture Manager to implement the People and Culture Business Plan that includes best practice Human Resource strategies and policies, resolving employment relations matters and promoting a positive culture.

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 hāpori – 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

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

KEY RESULT AREAS

KEY RESPONSIBILITIES	SUMMARY OF OUTCOMES
<p>To provide People and Culture advice and support across Council as directed by the People and Culture Manager</p>	<p>Interpret and explain People and Culture policies, procedures and regulations to employees and managers in the areas of employment relations, recruitment, remuneration, performance management, learning and development, and industrial relations</p> <p>Formulate training programs related to explaining People and Culture practices, procedures and legislation updates.</p> <p>Build capability across the organisation by delivering training programmes on a one on one basis or in a group setting,</p> <p>Influence and persuade management to ensure that they understand and can perform the human resource management component of their role and gain their cooperation to accomplish goals</p> <p>Complete job evaluations, collate salary survey data and maintain systems, as needed to produce accurate and timely data</p> <p>Act as a link between management and employees by handling questions, interpreting and resolving work-related issues</p> <p>Provide accurate and effective employment contract management, and employment/industrial relations advice and minimise risk to the Council in relation to employment relationship dispute resolution</p> <p>Provide management and staff with information about policies, job duties, working conditions, remuneration, opportunities for promotion and employee benefits</p> <p>Build effective and strategic relationships with key stakeholders to enhance effective communication and service delivery</p> <p>Maintain and protect confidentiality and privacy matters as defined by the Privacy Act</p> <p>Provide change management, redundancy and redeployment advice and assistance to managers, including adherence to legislative and company policy</p>

	<p>Provide employee relations advice and assistance to managers to resolve any employment relations problems.</p> <p>Assist the People and Culture Manager with the identification and assessment of business culture required to meet business strategy</p> <p>Develop, facilitate and maintain performance management systems</p> <p>Develop, facilitate and maintain succession planning and development practices</p>
Policy Development	<p>Research and develop People and Culture policies to ensure they meet Council's business needs and comply with current legislation</p> <p>Observe and seek information from credible sources on best practice, theory, expert consultation and feedback from senior management, managers and staff.</p>
Project Management	<p>Design and implement new projects and programmes based on sound evidence, to achieve goals specified in the People and Culture plan</p> <p>Analyse information to identify core issues, causality, and assess current issues. Document findings and prepare recommendations</p>
Stakeholder Management and Relationship Building	<p>Partnering, by developing networks and building alliances to build strategic relationships and achieve common goals</p> <p>Persuade others, build consensus and gain cooperation to obtain information and accomplish goals</p> <p>Provide mentoring and advice and guidance to the People and Culture Officer and People and Culture Advisor to assist with their development where necessary</p>
Employment Relations	<p>Develop and maintain relevant employee relations documentation, ensuring all contractual/legal documents and templates are kept up to date and in line with current legislation</p> <p>Develop and deliver training where needed to ensure Horowhenua District Council managers receive the relevant ER training</p>

	<p>Design policies and practices and lead implementation to promote diversity and inclusion across the organisation</p> <p>Instruct, or strongly influence those leading sensitive ER issues on the appropriate approach to conflict management</p> <p>Take the lead on resolving complex ER issues that create risk to the organisation escalating to People and Culture Manager where necessary</p> <p>Undertake investigations or in liaison with managers where necessary in order to resolve ER matters, escalating to the People and Culture Manager where necessary</p> <p>Lead disciplinary and grievance procedures where necessary and ensure legal compliance, attending meetings and advising managers regarding the resolving of employment disputes</p> <p>Manage change processes as appropriate, including consultation processes regarding reorganisations and other organisational changes due to operational requirements</p> <p>Lead performance improvement and performance management processes in conjunction with managers to build capability across the business</p> <p>Negotiate and mediate sensitive staffing issues between the Council and staff such as disputes and grievances</p> <p>Represent Horowhenua District Council at Mediation, the Employment Relations Authority and other judicial bodies where necessary and as directed by the People and Culture Manager</p> <p>Develop and maintain constructive relationships with Unions through effective communication, consultation and joint problem-solving</p> <p>Contribute to Collective Bargaining and assist in negotiating Collective Employment Agreements</p> <p>Challenge senior leadership to adopt a performance-driven culture underpinned by strong performance management capability</p> <p>Identify and integrate any relevant employment/legislative changes that may impact on service delivery in order to mitigate risk across the business</p> <p>Creating and delivering employee relations plans where necessary in conjunction with the People and Culture Manager</p>
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<p>Recruitment</p>	<p>Manage and maintain Council systems in relation to recruitment processes</p> <p>Administer psychometric assessments, interpret and provide feedback to individuals and management</p> <p>Create interview guides for recruitment across the business</p> <p>Provide Recruitment and selection advice to managers across the business</p> <p>Develop interview techniques, rating scales and assessment methods to assist decisions</p> <p>Ensure Organisational Structure changes within the Council are fit for purpose and in line with Horowhenua District Council policy and meet our legislative responsibilities</p> <p>Develop and update Job Descriptions as necessary to adequately reflect the business needs</p> <p>Provide accurate advice to managers regarding the remuneration of roles and provide this advice in line with Horowhenua District Council's Remuneration Policy</p> <p>Supporting the recruitment process and contributing as a member of interview panels where necessary with recruitment</p> <p>Advise and guide managers to integrate assessment information into daily decisions regarding staff and to suit service delivery needs</p> <p>Design and implement assessment/development centres, if dictated by business requirements</p>
<p>Deliver on overall Council contribution if and when required to ensure Council's overall business goals are achieved as well as developing own professional abilities on a continuous basis</p>	<p>Additional tasks, duties or responsibilities as directed by the manager.</p> <p>Assist any other department of Council when required and as agreed.</p> <p>Participate and contribute to management support initiatives.</p> <p>Process all Council information as per approved electronic records management system and procedures.</p>
<p>Customer Focus</p>	<p>Ensure services are delivered in an effective and customer focussed way, and that effective working relationships are maintained with key stakeholders.</p>

<p>Organisational Support</p>	<p>Participates in Emergency Management activities.</p> <p>Approved procedures, information systems and policies are documented and complied with.</p> <p>Develop and maintain professional knowledge and contacts.</p> <p>Participates in Council's performance management programme.</p>
<p>Occupational Health and Safety</p> <p>Take all reasonable practicable steps to ensure your own safety, and to ensure that you do not cause harm to any other person by your actions or inaction.</p> <p>Demonstrate a personal commitment to Health and Safety in accordance with HDC's Health and Safety Policy</p>	<p>Hazards are identified and control measures followed.</p> <p>Work-related accidents, incidents and illnesses are reported through the HDC health & safety programme PeopleSafe.</p> <p>Emergency procedures are followed.</p> <p>Actively participates in improvements to, and ongoing management of health and safety in the workplace.</p> <p>Personal protective equipment is worn/used correctly, including as required to comply with requirements of contractor controlled worksites.</p> <p>Safe work practices are demonstrated.</p>

DELEGATIONS

Direct Reports	No	
Financial	\$1,000 for operational expenses within an approved budget	
Warrants Required:	No	
Legislative Function:	Legislation and/or Bylaw	Section and/or Bylaw

COMPETENCIES

A successful Senior People and Culture Advisor at HDC will demonstrate the following competencies:

- **Achievement** - Demonstrates a strong focus on high performance standards and personal achievement. Goes above and beyond to exceed expectations.
- **Communication** - Communicate in a clear, confident and articulate manner. Is effective at influencing others.
- **Implementation** - Is reliable, detail-focused and meticulous. Follows through on plans to ensure they are carried out accordingly.
- **Resilience** - Remains calm, composed, and optimistic in stressful or high pressure situations.
- **Self-Insight** - Is aware of own strengths and weaknesses and actively seeks out opportunities for new learning and growth.
- **Strategic Agility** - Takes a big-picture, long-term view when planning and anticipating potential impacts on the business. Weighs up options and implications, identifies strategies and plans, and is comfortable with managed risks.
- **Business Acumen**- Maximise returns in the business is future-orientated and strategic and seeks areas for business improvement.
- **Teamwork** - Supports and collaborates with team members to achieve targets.
- **Mental Power** – Has a desire to learn more and is able to learn new information and skills quickly. Is able to apply learnt information to new problems. Quick to pick up technical concepts.

EXPERIENCE/QUALIFICATIONS

Essential:

- Tertiary qualification in Human Resources Management, ER or another relevant area
- At least five years proven experience in a Human Resources Management environment with at least 3 of these preferably in a senior capacity
- Proven experience of managing employment relations cases and change management and resolving employment disputes
- Proven experience in project management and demonstrated ability to deliver outcomes
- Demonstrated experience in building relationships across a leadership team and the business
- Working knowledge of relevant New Zealand Employment Legislation and regulations
- Working knowledge of relevant computer software, database applications and information management systems
- Experience in working with unions and within a unionised environment
- Willingness to undergo pre-employment checks and screenings such as psychometric assessments, drug and alcohol testing, etc
- A current and valid NZ driver's license

Job Specific Knowledge and Skills:

- Overview on HDC Council structure
- Overview on key stakeholders
- Overview on P&C Business Plan
- People and Culture policies and procedures
- Union and individual employment agreements

- Council policy and procedures
- Council Health and Safety system and procedures
- Company values
- Talegent Assessment Practices and Theories
- Computer literacy at an intermediate level
- Basic ability to understand and interpret human behaviour and performance. This includes an understanding of individual differences in ability, personality and interests, learning and motivation, research methods and the assessment of behaviour
- Advanced knowledge on the principles of customer care and service, including customer needs assessment, meeting quality standards for services and evaluation of customer satisfaction
- Sound understanding of overall personnel and human resources principles, procedures and strategies
- Authority
- CM9
- Requisition processes
- Principles of recruitment
- Principles of employee development
- Principles of employee engagement
- Principles of career management and development
- Principles of change management
- Project management skills
- Advanced Presentation skills
- Ability to interpret and analyse information
- Planning, organisational and communication skills
- Negotiation and facilitation skills

KEY RELATIONSHIPS

Internal:

- Chief Executive
- Group Managers
- Group Manager People and Culture
- People and Culture Manager
- Other Council Managers and staff

External:

- External Business Partners
- External Consultants
- Other relevant technical and legal professionals
- People and Culture staff from other Councils
- Government Agencies
- Other local authorities
- Training organisations
- Members of the public
- Applicants for Vacancies

CIVIL DEFENCE DUTIES

All staff of Horowhenua District Council may be required to undertake Civil Defence duties in the event of an emergency, training will be given as appropriate.

The Council likewise recognises the staff member's need to ensure their family's needs are adequately catered for.