



TIMARU DISTRICT COUNCIL

CHIEF EXECUTIVE GROUP

POSITION DESCRIPTION

Human Resources Advisor

Primary Objective

The Human Resources Advisor, working closely with the HR team, will provide support and advice to business Unit Managers on operational human resource matters.

They will deliver HR programmes and services to achieve agreed outcomes and build capability in business managers to maximise leadership capability in the business. This will be reflected in the recruitment, induction, ongoing development, and retention of a superior workforce.

The Human Resources Advisor will assist the Human Resources Manager in delivering processes that enable the achievement of the Council's Strategic Direction and the organisation's core values.

Position Summary

The key tasks are:

- Provide Human Resources services that meet the requirements of Timaru District Council.
- Provide advice and support to managers and staff in the areas of:
 - Recruitment, selection and induction
 - Remuneration and performance management
 - Training and development
 - Health & Safety
 - Employee Relations
 - Change management.
- Supervise the Payroll function.
- Assist in the development of Human Resources plans, policies, procedures and practices.
- Assist in the management of Human Resources special projects.

Position Accountabilities (or Responsibilities)

- 1 Work in partnership with management to determine their human resource priorities and needs, and develop appropriate initiatives and projects to address those needs.
- 2 Provide support and solutions to management and employees by interpreting and advising on the Council's contractual and legislative obligations.
- 3 Coach and support managers and employees in the implementation and use of people management systems to deliver a high performance culture.

- 4 Champion performance management, facilitating annual reviews of staff work performance, act as a conduit for any staff issues and negotiate staff employment conditions within agreed budgets
- 5 Contribute to and deliver on workforce planning initiatives, with oversight and provision of recruitment activity, retention and succession strategies.
- 6 Contribute to the development and implementation of organisation wide Human Resources initiatives and contribute to achieving the work programme.
- 7 To assist in the development of new and review existing policies to reflect the organisations needs.
- 8 Provide facilitation and support in change management, team development, and small group coaching
- 9 Manage the provision of corporate training / learning and development programme that addresses the needs of the staff and contributes to the effectiveness and efficiency of the Timaru District Council.
- 10 Develop and maintain positive relationships with customers, external agencies and candidates, and provides a professional, consistent and responsive service.
- 11 Ensure Safety & Wellbeing policies and procedures are adhered to enabling a safe and hazard free work environment for all staff, contractors and members of the public. Actively contribute to the Health and Safety Committee.
- 12 Contribute to special projects as required.
- 13 Support and model the COSI qualities.
- 14 Participate in Civil Defence emergency events and training as required.
- 15 Contribute to innovation by improving work processes and systems throughout the organisation.

NOTE: This position description is a broad outline of roles and responsibilities for this position. Key responsibilities may vary from time to time, at the request of the team leader / manager to accommodate the operational needs of the team.

Person Specifications

The position of Human Resources Advisor requires, but is not limited to:

1 Education and Qualification

Essential:

- Tertiary qualification in Management or related field, or equivalent workplace experience.

Preferred:

- Tertiary degree with majors in human resource management or organisational development.

2 **Knowledge and experience**

- A minimum of 4-5 years' experience in similar or related field.
- Knowledge of relevant employment legislation and case law.
- Thorough understanding of wide range of Human Resource principles and practices.
- Significant experience in the Human Resources field, providing advice to managers.
- Knowledge and experience of NZ Health and Safety legislation.
- Developed influencing skills, able to encourage others behaviour and outcomes to support goals.
- Communicates openly and states views clearly without creating hostility.
- Coaches others to empower and encourage desirable behaviours.
- Develops wide and successful networks, and gains trust within relationships.
- Effectively delivers oral and written communication about complex employment issues to internal and external audiences.
- Collaborative working style, builds strong relationships with team members.
- Demonstrates judgement about what is relevant and appropriate for an organisation's interests.

3 **Competencies**

Accountability - Takes full responsibility for own decisions and actions and is viewed by others as being dependable, reliable and professional.

Analytical reasoning - Critically analyses contextual information. Interprets, articulates and documents decision.

Approachability - Easy to interact with and resilient to others needs while putting them at ease.

Communication - Actively listens to others. Check information for accuracy and consistency. Use the most appropriate method, language and style of written or verbal communication for the situation and audience.

Customer Service Orientation - Views issues from an organisational, rather than a functional perspective. Promote cooperation across the organisation. Implement strategies that enable the organisation to deliver the best outcomes.

Risk management - Applies risk management processes to identify, analyse, assess risks, and recommend solutions. Contributes to implementation of solutions and monitors risks.

Self-awareness and development - Knows own strengths and areas requiring development. Has the willingness to pursue continued improvement.

Specialist expertise - Achieves and keeps a current level of knowledge in a specialist area. Provides specialist input into the organisation and is regarded by others as an expert in their field.

Writing and reporting - Expresses ideas clearly and concisely in writing in such a way as to be clearly understood, using good grammatical form.

Symon Leggett
Human Resource Manager

Human Resource Advisor

Date