



POSITION DESCRIPTION

People and Culture Advisor

Taumata Korero | Hauora Hokianga Vision and Values

Tirohanga Matua – Our Vision

Whānau Oranga

Kia eke rawa te taumata manaaki tāngata, manaaki whānau, manaaki kainga

achieved through collaboration and service excellence

Ngā Pou Matua – Guiding Principles

To achieve our vision, we are committed to:

- Te Tiriti o Waitangi, the founding covenant of Aotearoa New Zealand,
- Equitable health and wellbeing outcomes,
- Provision of high-quality, integrated, and holistic health and wellbeing services,
- Offering a service with no cost at the point of need.

Ngā Whaingā Matua – Our Values

Rangatiratanga

leadership role modelled at all levels that supports self determination over one's health and wellbeing

Manaakitanga

expressed by extending respect, humility, kindness and honesty

Whanaungatanga

created through shared experiences and working together, demonstrated by effective relationships and collaboration

Wairuatanga

enhanced by celebrating identity and uniqueness that promotes a culture of holistic wellbeing

Turanga Mahi | The Position

Reports to: People and Culture Manager

Department/Team: People and Culture

Job Status: Permanent, Full-Time

Direct reports (if applicable): n/a

Delegated Financial Authority (if applicable): n/a

Last updated: November 2023

Position Purpose

The purpose of the People and Culture Advisor position is to provide managers, people leaders and staff with a full range of generalist human resources support such as recruitment and selection, training and development, performance management, remuneration, and employee relations. This role leads or participates in designated pieces of work including project work, policy development and review, and general human resources administration as required.

Kawenga Tikanga | Key Accountabilities

Key Result Area	Expected Outcomes
Recruitment and Selection	<ul style="list-style-type: none"> • Coordinate the end to end recruitment process including advertising, candidate management, interview coordination and support, and drafting offers of employment. • Support new employee onboarding including relevant orientation information. • Draft and coordinate content for all Job Descriptions that reflect key responsibilities and accountabilities for positions.
Workforce Management and Organizational Effectiveness	<ul style="list-style-type: none"> • Coordinate the annual performance appraisal process to enable regular, timely one on one reviews between employees and their manager or team leader. • Draft written correspondence and letters for employees that reflect agreed changes in terms and conditions of employment. • Create and maintain personnel files ensuring documentation is filed securely. • Hold in-person exit interviews for employees who leave the organisation and collate feedback themes for reporting. Highlight any red flags to the People and Culture Manager.

	<ul style="list-style-type: none"> • Maintain awareness of current, pending and new legislative developments related to employment. • Contribute to or lead the development, review and implementation of policies, procedures and guidelines that align with best practice HR, are compliant with legislation, fit for purpose, and support the achievement of Hauora Hokianga's strategic goals, values and culture. • Assist with implementing outcomes of collective bargaining processes as required. • Identify HR risks and issues and suggest approaches to assist the People and Culture Manager to manage, mitigate or minimise. • Provide reports and analysis to assist with decision making and performance management.
Advice and Support	<ul style="list-style-type: none"> • Provide timely, consistent high-quality coaching, advice and support for employees and managers across the full range of People and Culture functions that is consistent with Hauora Hokianga policy, procedure, and best practice. This includes but is not limited to performance management, employee relations, remuneration, policy compliance and interpretation, recruitment, selection and induction, leave and change management. • Balance legislative requirements and policy with the needs of the organisation and leadership - work to achieve win-win outcomes wherever possible. • Interpret policy and procedures consistently and objectively. • Coach and advise managers through formal performance improvement and disciplinary processes, driving all matters through to conclusion including ensuring investigations are thorough and documentation is complete.
Relationship Management and Communication	<ul style="list-style-type: none"> • Establish and maintain effective working relationships with people leaders and employees, as well as applicable external stakeholders and providers. • Develop a sound understanding of people leaders' challenges, issues and priorities and coach them towards self-sufficiency in people management. • Promote the relationship between line manager and employee as the primary employment relationship. • Influence managers and teams to develop skills, adopt new ideas and change practices. • Work closely with payroll to maintain accurate and up to date employee information and records across the employee lifecycle.
Quality and Continuous Improvement	<ul style="list-style-type: none"> • Have a continuous improvement focus, looking for ways to make policy or process easier, simple, fit-for purpose. • Oversee, coordinate and/or contribute to HR projects and initiatives such as development of tools and resources as required to support managers and team leaders to effectively lead their teams. • Participate in the development and continuing improvement of Hokianga Health business performance and reputation and provide positive contribution to the functioning of your team and wider organisation.
Health, Safety and Wellbeing	<ul style="list-style-type: none"> • Work in conjunction with managers to manage return to work and ACC processes. • Contribute to the development of wellbeing initiatives. • Demonstrate a good understanding of Health and Safety in the healthcare environment. • Manage own personal health and safety, and takes appropriate action to deal with workplace hazards, accidents and incidents. • Comply with relevant safety legislation, policies, procedures, safe systems of work and event reporting. • Seeks to prevent potential hazards in the work environment. • Report all incidents/accidents, including near misses in a timely fashion. • Knows locations and current functioning of emergency equipment. • Makes prompt arrangements for structural and equipment defects to be repaired.

Kawenga Matauranga | Knowledge, Skills and Experience

Qualifications

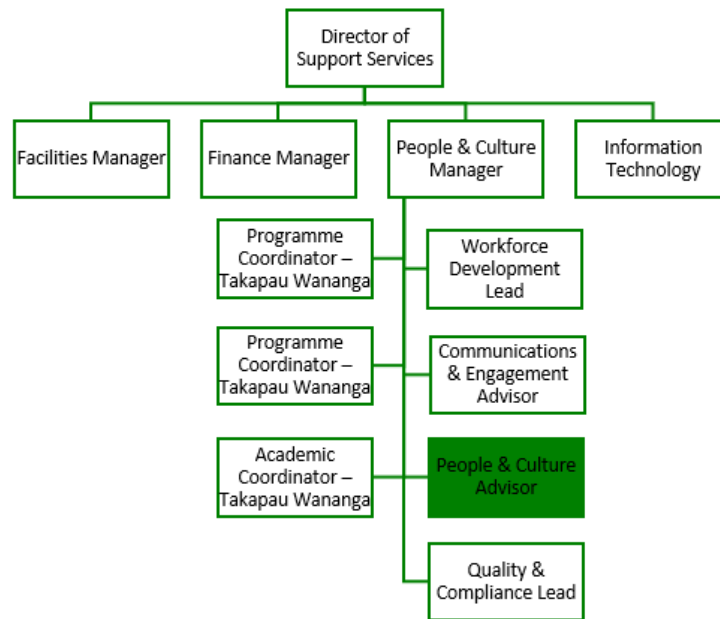
- Relevant diploma or degree qualification in human resources, business or similar is highly desirable and/or comparable relevant experience.
- Full Drivers License is preferred.

Knowledge, Skills and Experience

- Understanding of the significance of and obligations under Te Tiriti o Waitangi, including how to apply Te Tiriti principles in a meaningful way in your role.
 - Understanding of, or willingness to develop knowledge and engage with Te Ao Māori - Tikanga, Kaupapa, Te Reo and Rongoā.
 - Demonstrated knowledge and understanding of Māori culture and issues affecting Māori communities and whanau.
 - Minimum of 5 years' experience in human resources or recruitment.
 - Familiarity with HR best practice in the Healthcare sector is preferred along with working in a unionised environment.
 - Sound knowledge and understanding of employment legislation.
 - Project management and coordination experience including change management.
 - Excellent verbal communication skills, particularly the ability to communicate clearly, concisely and in plain language.
 - Strong written communication skills include letters and correspondence, policy development and reporting.
 - Excellent interpersonal skills with the ability to foster good customer and stakeholder relationships through consultation and partnership; able to relate at all levels and builds trust while maintaining confidentiality.
 - Ability to influence, coach and teach managers people leaders and staff, to up-skill and develop their people skills.
 - Excellent time management, prioritising and organisational skills in a fast paced / busy environment, while continuing to deliver high volume of output and providing excellent customer service.
 - High energy, agile, adaptable, with a positive outlook to be resilient in a change environment.
 - Sound judgement and problem-solving skills, with the ability to develop pragmatic solutions with successful outcomes.
 - High degree of attention to detail.
 - Understanding and appreciation of cross-cultural issues and concerns, in particular, knowledge of tikanga Māori, and Pacific peoples' culture.
 - High degree of computer literacy in Microsoft Office suite of products, particularly MS Word, PowerPoint and Excel.
 - Recognises patient rights to be treated as an individual and with equity, including a sound understanding of and respect for the social, cultural and spiritual norms of others.
 - Ability to act with sensitivity regarding rights to privacy and confidentiality.
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Kawenga Whanaungatanga | Relationships

Your place in Hauora Hokianga



Key Internal Relationships

- CEO and Executive Team
- Trust Board
- Other managers, team leaders and staff

Key External Relationships

- Workplace representatives including unions
- Advertising and recruitment agencies
- EAP providers
- NZ Police Vetting service
- Groups, whānau and individuals from the community

Tuhinga Whakaae | Acknowledgement and Approval

Organisational Requirements

Employees are expected to support the aims and objectives of Hauora Hokianga through:

- Understanding and implementation of Hauora Hokianga’s strategic plan and objectives.
- Being aware of and adhering to Hauora Hokianga’s policies and procedures.
- Participating in quality and continuous improvement.
- Demonstrating a commitment to our organisational shared values.

Key responsibilities and accountabilities for this position should not be considered definitive. Accountabilities and outcomes may be added, deleted or modified, in consultation with staff as necessary. Knowledge, skills and experience required will be reviewed in line with performance review and development process unless required earlier.

Employee Signature:

Date:

Manager Signature:

Date: