

Whakaaturanga Mahi - Job description

Job details

Job title:	Senior Advisor – People and Culture
Reports to:	General Manager People & Culture
Direct reports:	0
Role:	1.0 FTE
Key relationships:	
<i>Internal:</i>	Executive Leadership Team All Enable New Zealand Limited Kaimahi (staff) and Managers People and Culture Team
<i>External:</i>	Contracted providers of commercial services External facilitators and Training Providers Unions and other employee representatives
Location	Palmerston North

Ko wai mātou - Who we are

Our mission is to support disabled people and their whānau to live everyday lives in their communities. We do this by effectively managing access to equipment and modifications for disabled people and their whānau on behalf of Whaikaha – Ministry of Disabled People (**Whaikaha**) and the Accident Compensation Corporation (**ACC**).

He aha ngā painga ki a mātou - What matters to us most

At Enable New Zealand, we care about making a difference to disabled people and working together as a team.

He aha te mahi - Role purpose

Operating as a trusted advisor, the role of Senior Advisor – People and Culture blends day-to-day work across all HR disciplines, with opportunities to participate in future-focused delivery and design targeting business goals and continuous improvement. This role also has responsibility for leading and implementing the design and delivery of organisational performance, and learning and development initiatives that support the growth of Enable New Zealand and all kaimahi.



Ngā mahi haepapa - Role responsibilities

Key objectives	Responsibilities
Provide advice and support on all People and Culture matters.	<ul style="list-style-type: none"> • Provide generalist advice, guidance, and support to leaders on employee processes throughout the employment relationship and life cycle. • Support the development and implementation of People and Culture initiatives. • Participate in the people strategy development and assist in project delivery and implementation. • Lead and/or participate in the review, development and implementation of HR policies, processes, and management tools across the range of HR management functions.
Employment and Industrial Relations	<ul style="list-style-type: none"> • Provide sound advice based on current employment law principles and best practice to the organisation to promote positive harmonious relationships. • Work closely with managers to coach and mentor during disciplinary, investigation, performance management or other employment relations activity with their direct reports, ensuring processes and procedures are adhered to, and a pragmatic and timely outcome is reached. • Work with and navigate collective employment agreements in an operational environment
Performance Leadership and Management	<ul style="list-style-type: none"> • Advise and guide all people managers to understand, implement and embed organisational wide human resource processes with a particular focus on performance, leadership, and talent management. • Coach managers to provide effective feedback, coaching and development of their team. • Guide managers to identify and deal with unsatisfactory conduct or performance. • Managers have the necessary tools so that coaching and mentoring is actively used to support personal development.
Organisational Development	<ul style="list-style-type: none"> • Lead and co-ordinate a programme of work that enables the organisation to understand it's capabilities and supports workforce planning. • Lead and deliver specific OD interventions e.g., organisation design, talent and succession planning, learning and capability, inclusion and diversity, performance management, employee engagement and cultural alignment. • Contribute to and support the development of Te Ao Māori capability and incorporation into OD initiatives.
Learning and Development	<ul style="list-style-type: none"> • Develop and implement a capability matrix to inform organisational learning and development requirements. • Develop and maintain a multi-modal programme of learning that factors in capability requirements across the organisation • Use learning needs analysis informed by leaders to understand capability requirements. • Lead and/or co-ordinate training initiatives that support successful implementation of organisational projects in line

Key objectives	Responsibilities
	<p>with the Enable New Zealand Project Manager and Change Management frameworks.</p> <ul style="list-style-type: none"> • Develop and maintain leadership development activities. • Develop and undertake quality assurance activities to review training needs, training effectiveness and compliance. • Ensure information regarding diversity, equity and inclusion is considered in the design of OD plans and L&D initiatives.
Continuous Improvement Activities	<ul style="list-style-type: none"> • Identify and implement enhanced ways of working that makes tasks and processes more efficient. • Champion and drive a continuous improvement culture within the People and Culture team and across Enable New Zealand.
Apply Health and Safety knowledge and skills to all work practices to ensure compliance with the Health and Safety at Work Act 2015 and any subsequent amendments or replacement legislation	<ul style="list-style-type: none"> • Is familiar with all policies and procedures as they affect the work environment. • Ensure that safe working procedures are practised, and no person is endangered through action or inaction. • Is aware of and can identify hazards and take action, accordingly, including preventing or minimising the adverse effects of hazards. • Ensure that all incidents, including near misses, are reported within the required timeframe using Enable New Zealand's incident reporting system. Actively participate in Enable New Zealand's health and safety programmes, through input into meetings and feedback through committee structures.
Te Tiriti o Waitangi - Treaty of Waitangi and Equity	<ul style="list-style-type: none"> • Apply knowledge of Te Tiriti o Waitangi - Treaty of Waitangi and its application in Health to all work practices. Attend appropriate Te Tiriti o Waitangi education sessions.

Ngā āheitanga matua - Key Competencies

Competencies are the skills, knowledge, and attributes required to be fully competent in this position. There will be a programme available for appointees to meet competencies where a need for continued development is identified. For the purposes of selection, essential competencies have been identified, and decisions will be made based on the ability of applicants to meet these:

Qualifications and Experience

Essential

- A relevant tertiary qualification (or similar) in human resources management
- Extensive experience across a large range People and Culture functions
- Up to date on the latest employment trends and information, including New Zealand employment legislation and compliance requirements
- Proven ability to effectively coach employees and leaders the build their capability
- Excellent written and verbal communication skills, with an understanding that clear communication is a key contributing factor in all employment relationships
- Experience with using Microsoft suite and a wide range of technology and systems

Desirable

Supporting disabled people and their whānau to live everyday lives in their communities

- Experience in blended learning environments and excellent facilitation skills and experience
- Experience in the design and delivery of a range of organisational development projects
- Experience aligning HR strategies to business needs
- Knowledge and experience in change management.

Skills & Attributes

- An understanding of and appreciation for the needs and aspirations of disabled people and the challenges and barriers they face.
- Highly developed interpersonal skills and proven success in building relationships
- Demonstrated ability to work alongside others in a collaborative way and to vary style to fit the circumstances and achieve the desired outcome.
- Is pragmatic, focused and innovative.
- Takes an organisation-wide view and works across teams as appropriate to maximise organisational synergy.
- Ability to interpret and translate complex information into simple language that can be easily understood.
- Ability to produce results in a tight timeframe.
- Is adaptive, flexible and takes a positive attitude to change.

Physical Attributes:

Under the Human Rights Act 1993 discrimination based on disability is unlawful. Enable New Zealand Limited will make all reasonable efforts to provide a safe and healthy workplace for all, including persons with disability.

Every effort has been made to outline requirements clearly. If a potential applicant has uncertainties about their ability to fulfil these physical requirements, enquiry should be made whether it would be possible to accommodate a particular issue by obtaining advice from the People and Culture Team.