**People and Culture Advisor**

 **Kaitohu Tāngata me te Ahurea**

***Position Description***

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| **Reports to** | People and Culture Manager |
| **Team/Unit** | People and Culture Team  |
| **Location** | Wellington  |
| **Salary Band** | Band 3B $70,900 – $95,900 |
| **Direct Reports** | None |

**About the Human Rights Commission**

The Human Rights Commission was created to provide better protection of human rights in Aotearoa. The Commission was formed in 1977 and works under the [Human Rights Act 1993](http://www.legislation.govt.nz/act/public/1993/0082/latest/DLM304212.html).

We are funded through the Ministry of Justice but operate independently of the New Zealand Government as an independent Crown Entity.

**Our values:**

Our values guide how we behave as an organisation and as individuals to achieve our mission:

* Mana tangata – human dignity
* Māia, tika pono – courage and integrity
* Whanaungatanga – relationships

**About this Position**

The role will have an operational focus on all aspects of the employee life cycle – from recruiting and onboarding through to departure. Working closely with the People and Culture Manager the position will provide high quality advice and assistance to managers and staff across all aspects of human resources (HR), including recruitment, remuneration, performance management, training and development, employment relations and industrial relations. This includes:

• Provision of HR advice and support to people leaders and staff

• HR administration across all aspects of HR activities

• HR project work as required.

**Purpose of the People and Culture Team**

Ensure a high-performing and diverse workforce through the continuous development of the Commission’s people and organisation, and promotion of an organisational culture that supports achievement of the Commission’s goals. Provide a human resources service, including processes and systems to support the operation of the Commission and enable it to meet its obligations as a good employer. These include talent development, culture development, employee relations, remuneration, performance management and diversity systems; employee health & safety programme

**Working Relationships**

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| **Reports to:** | People and Culture Manager |
| **Internal relationships:** | Leadership team CommissionersDirector of Office of Human Rights ProceedingsHRC ColleaguesPSA DelegatesKaiwhakarite |
| **External relationships:** | Public Service Association, External ER/IR Consultants or lawyersRecruitment & contractor agencies, HR service providers.  |
| **Direct reports/financial delegations:** | N/a |

**Key Accountabilities**

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| **HR Support** | * first point of contact for staff and managers in relation to employment matters – including payroll, agreements, terms and conditions, HR policies and entitlements and other HR operational issues
* ensure HR operational functions operate in an effective and efficient manner
* assist the People and Culture Manager to build a culture that is consistent with Commission values and increases engagement
* provide advice based on best practice solutions
* manages the exit processes for departing staff
* supports the Commission’s partnership with PSA as the recognised union
* escalate significant issues and risks to People and Culture Manager
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| **General HR Administration**  | * oversee the onboarding process for all incoming staff, including pre-employment communication, ensuring employment documentation is complete, and the onboarding plan is in place
* liaise with managers to and administrators to set up robust induction plans for new staff
* take new staff through their pre-employment paperwork - e.g. confidentiality form
* provide content for the human resources and vacancy sections of Commission’s website and intranet in conjunction with Communications team, and I.T.
* Run ad hoc reports from HR/payroll/H&S system, provide of analysis of HR information/trends for managers
* maintain accurate personnel / HR records
* contribute to the development of effective HR procedures
* ensure confidentiality is maintained
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| **Compliance**  | * ensure compliance with all legislative and organisational requirements including the good employer responsibilities under the Crown Entities Act 2004, the Holidays Act, and responsibility for workplace health and safety under the Health and Safety in Employment Act.
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| **Recruitment** | * work on end-to-end recruitment and selection processes to attract high quality candidates, including drafting and posting advertisements
* arrange interviews and track candidates
* conduct pre-employment suitability checks including references and MOJ checks
* employment agreement preparation and management
* provision of appropriate and effective recruitment advice to managers
* ensure recruitment and selection procedures, offers and agreements comply with legal requirements, policies, procedures and Commission values
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| **Organisational Development** | * works with the People and Culture Manager to understand current and future organisational needs
* assists and supports managers to ensure performance management plans (KPI) and individual development plans (IDP) are in place for all staff
* assists managers and staff with the analysis of their training needs and developing and sourcing of appropriate, measurable interventions to meet these needs.
* training administration including preparation of materials, participant registrations, room bookings, etc.
* actively promotes cultural competence in the work that Commission staff undertake, and strongly commits to actions required to build the Commission as a ‘treaty based organisation’.
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| **Health and Safety** | * coordinate Health and Safety Committee, scheduling meetings, providing accurate agendas and minutes and communications
* advocates, supports and ensures compliance with the requirements of the Health and Safety at Work Act 2015, and ensures that the Commission’s Health and Safety policy and procedures align with these requirements
* support and advise managers and staff on health and safety matters, ensuring advice is relevant, timely and meets legislative standards
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| **Self-management** | * develops own knowledge and practice
* demonstrate continuous improvement in performance /personal development, reflects on and evaluates priorities, interests and effectiveness
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| **Other duties** | * undertakes any additional duties as reasonably required by the People and Culture Manager
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**Person Specification**

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| **Qualifications & Training:** | * A relevant tertiary qualification(s) in Human Resources is highly desirable and / or equivalent experience
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| **Demonstrated Experience:** | **Knowledge of, and significant successful experience in:** 1. experience in human resources management, including ability to provide support and advice to managers on a range of human resources issues, in a small to medium public sector organisation
2. ability to carry out generalist HR support in a professional and confidential manner
3. demonstrated understanding and experience in the application of diversity and inclusion to workplace practices, including recruitment
4. experience in recruiting staff using cost effective methods including usage of social media to reach the talent pool
5. knowledge of employment legislation and relevant policies
6. experience in managing internal relationships with a variety of stakeholders in a challenging environment, and demonstrated success in building relationships and gaining the support and participation of key individuals and groups
7. competence in Microsoft Office suite
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| **Personal Attributes:** | **Building and Sustaining Relationships**1. establishes and maintains positive relationships with audiences, internally and externally
2. provides an audience-orientated service for diverse groups of people
3. demonstrates understanding of the Treaty of Waitangi and its relevance and application to the work of the Commission and willingness to embrace the requirements to fulfil the responsibilities of a treaty-based organisation.
4. demonstrates personal commitment to human rights and harmonious relations

**Effective Communication**1. employs clear and effective two-way communication, spoken and written, with a wide range of people and in all situations, to listen, and to influence others

**Flexibility and Innovation**1. demonstrates a flexible and innovative approach to problem solving and decision making with a capacity to develop and deliver effective solutions

**Analysis**1. thinks analytically, conceptually and laterally
2. attention to detail
3. makes links between diverse pieces of information

**Conduct**1. understands the role and nature of a national human rights institution and the conduct required of its members
2. displays the highest standards of personal and professional behaviour
3. model behaviours consistent with the Commission’s values and holds others accountable for those behaviours
4. displays a high degree of consistency in personal behaviour with a reputation for absolute trustworthiness
5. shows good judgement and discretion
6. demonstrates commitment to continual professional development
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