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| Ministry of Social Development logo |
| Position: | Senior Human Resources Advisor |
| Children’s Worker: | No  |
| Location: | National Office  |
| Business Unit | People  |
| Group: | People and Capability |
| Reporting to: | Team Leader – HR Advisory |
| Issue date: | October 2019 |
| Delegated authority: | Nil  |
| Staff responsibility: | Nil  |
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| Our Purpose |
| **Manaaki tangata, Manaaki whānau**We help New Zealanders to be safe, strong and independent |
| Our Commitment to Māori |
| As a **Te Tiriti o Waitangi partner** to we are committed to supporting and enabling Māori, whānau, hapū, Iwi and communities to realise their own potential and aspirations. |
| The outcomes we want to achieve |
| New Zealanders get the support they require | New Zealanders are resilient and live in inclusive and supportive communities | New Zealanders participate positively in society and reach their potential |
| We carry out a broad range of responsibilities and functions including |
| * Employment, income support and superannuation
* Community partnerships, programmes and campaigns
* Advocacy for seniors, disabled people and youth
 | * Public housing assistance and emergency housing
* Resolving claims of abuse and neglect in state care
* Student allowances and loans
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| Our strategic direction |
| **Mana manaaki**A positive experience every time | **Kotahitanga**Partnering for greater impact | **Kia takatū tātou**Supporting long-term social and economic development |
| Figure 1 Te Pae Tawhiti |
| He Whakataukī\* |
| Unuhia te rito o te harakekeKei hea te kōmako e kō?Whakatairangitia, rere ki uta, rere ki tai;Ui mai ki ahau,He aha te mea nui o te ao?Māku e kī atu,He tangata, he tangata, he tangata\* | If you remove the central shoot of the flaxbushWhere will the bellbird find rest?Will it fly inland, fly out to sea, or fly aimlessly;If you were to ask me,What is the most important thing in the world?I will tell you,It is people, it is people, it is people |
| \*We would like to acknowledge Te Rūnanga Nui o Te Aupōuri Trust for their permission to use this whakataukī |

#### Position description approved by:

Deputy Chief Executive, People and Capability

Date: ……/……/……

## Group Purpose

The People and Capability group is responsible for providing corporate services that provide capability to MSD, shared services for Oranga Tamariki, hosted sector services and support for implementation of the MSD strategic change programme - Te Pae Tawhiti.

## Group Functions

The People business unit ensures that the Ministry has the organisation, people and capabilities required to deliver on the Government’s outcomes and priorities. The business unit provides advice and support to the Chief Executive and the Leadership Team to ensure that there is a people strategy that meets MSD’s future needs and it is implemented and properly integrated into all business strategies and plans.

The People business unit is responsible for the design and delivery of people related policies, operational processes and associated systems and services aimed at ensuring that managers have access to the best possible information, advice, support and systems to recruit, lead, retain, develop, manage and pay their people.

The People business unit includes the following functional areas:

* People Strategy Development
* People, Culture and Inclusion
* Learning and Capability
* Operations (including Payroll)
* Business Partnership
* Employee Relations.

## Position Purpose

The Senior HR Advisor is an experienced HR professional within the HR Business Advisory team providing informed and value-added HR and employment relations advice and guidance to the wider HR group and the Ministry’s managers covering the organisation’s HR systems, processes and people practices. The role will generally have an advisory focus and through providing coaching and a strong client focus will enable managers to increase their capability in managing their people issues and in accessing and utilising the Ministry’s HR systems and self-service channels.

The Senior HR Advisor will:

* Develop and provide high quality advice and informed analysis on the more complex and challenging HR and employment relations issues without the need for guidance from others
* Work collaboratively with all HR groups to provide HR expertise and support to HR Business Advisory team members and to line managers
* Develop an understanding of the Ministry’s human resources and workforce issues and how these are impacted and influenced by the Ministry’s People Strategy within the context of the wider role of Government, other Social sector agencies and the wider State sector
* Support programmes of HR initiatives including the implementation and delivery of new and revised HR systems, policies and frameworks across the Ministry.

## Working Relationships

**Internal:**

* Director HR Operations
* Managers and team members across HR
* Human Resources Leadership Team
* Human Resources Business Partner teams
* People, Culture and Inclusion group
* DCE Offices
* Managers and staff in the business groups
* Internal specialist service providers (e.g. Legal Services, Finance, Communications).

**External:**

* Central agencies – e.g. State Services Commission, CASS
* HR leaders and specialists in other government and State sector agencies
* External HR and management consultants
* Public Service Association and other unions’ officials

## Key Accountabilities

**Human Resource Strategy and Policy Support**

* Support the development and on-going review of the Ministry’s HR policies and processes in response to the changing environment and contribute ideas for improving HR processes and systems
* Contribute to the development and lead the rollout within the HR Business Advisory team of operational HR policies and processes to facilitate delivery of strategies and initiatives
* Actively promote, support and seek feedback on HR strategies, initiatives and programmes to help inform the formulation processes
* Contribute to discussion and debate on strategic HR and workplace issues for the Ministry

**HR Advice and Support**

* Provide informed advice to HR and line management on the interpretation and application of the Ministry’s HR and ER policies and practices
* Support the HRBP teams by assisting with change management activities and the delivery and implementation of HR initiatives and work programmes into the business
* Advise and support the HR Business Advisory team’s role in the Ministry’s key cyclical HR processes including performance management and remuneration reviews
* Provide HR training, coaching and guidance to line managers, especially to new managers
* Maintain oversight of the position management functions and support the Ministry’s job evaluation processes
* Provide coaching and mentoring to up-skill and develop other HR Business Advisory team members.

**Research and Analysis**

* Analyse, interpret and present information collected through various data-gathering exercises related to areas of the on-going work programme
* Prepare informed advice and reports on HR operational / project initiatives based on sound analysis and insights.

**Project and Change Management**

* Define, plan and take responsibility for specific projects within designated work area
* Undertake and support other project, continuous improvement and change management activities as required.

**Relationship Management and Communication**

* Establish and manage collaborative relationships at all levels of the Ministry
* Ensure that key stakeholders are proactively involved and kept up to date with key initiatives
* Establish and maintain strong working relationships and open communication lines within other HR teams to ensure effective sharing and flow of information
* Develop internal and external networks to ensure that proper consultation takes place and that initiatives are relevant, practical and well understood by those responsible for implementation
* Ensure that communications are timely, easily understood and meet the needs of the audience.

**Māori and Pacific responsiveness**

* Integrate Te Pae Tawhiti, Te Pae Tata and the Pacific Prosperity strategies into work programmes
* Champion a Te Ao Māori perspective by ensuring its inclusion in all design work

## Technical/Professional Knowledge and Experience

* A relevant tertiary qualification or equivalent
* Broad Human Resources management experience including knowledge of current best practice
* Demonstrated ability to see the “big picture” and understand the strategic context of projects / policy issues and how these operate in the real world
* Experience with implementing effective HR and ER policies, initiatives and programmes
* Proven ability to write to a high standard (clear, accurate, concise, appropriate to audience)
* Experience in and a strong understanding of the collection, interpretation and uses of HR information and the ability to convey this to a variety of audiences
* Advanced computer skills including standard spread sheeting, word processing, database and statistical packages
* Proven project/change management skills and experience, ideally with some in the public service arena.

## Attributes/Success Factors

* Strong analytical and problem solving skills – clarity of thinking, defines problems well, gathers all necessary information and produces thorough, objective and sound advice
* Excellent communication skills – particularly oral and written - able to clearly express views in a variety of fora, convey complex information, persuasively present ideas and business cases to gain support for proposals, plans or decisions
* Strong ability to develop/articulate logical arguments – based on fact, information is sourced from a variety of sources, and argument is backed by sound evidence
* Excellent relationship management skills – able to establish, build and maintain effective working relationships, including the capacity to work with and coordinate team effort to achieve outcomes
* Demonstrated ability to work effectively both independently and as a member of a small team
* Excellent organisational and time management skills - can work on a number of different tasks – often under pressure; able to plan and organise work to meet competing deadlines, and solve problems in an environment of change
* Consistently demonstrates sound judgement and is pragmatic, adaptable, open-minded, reflective and forward thinking, and continuously seeks opportunities for different and innovative approaches to work
* Client focused – gives high priority to anticipating need and ensuring client satisfaction
* Welcomes and values diversity and contributes to an inclusive working environment where differences are acknowledged and respected.
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## Other Requirements

* Willing to travel to fulfil job requirements