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| Principal HR Business Partner  People | | | | | |
| Our purpose **Manaaki tangata, Manaaki whanau** We help New Zealanders to be safe, strong and independent | | | | | |
| Our commitment to Māori As a **Te Tiriti o Waitangi** partner we are committed to supporting and enabling Māori,  whānau, hapū, Iwi and communities to realise their own potential and aspirations. | | | | | |
| ****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 | |
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| ****Our Values**** | | | | | |
| **Manaaki** We care about the wellbeing of people | **Whānau** We are inclusive and build belonging | | **Mahi tahi**  We work together, making a difference for communities | | **Tika me te pono** We do the right thing, with integrity |
| ****Working in the Public Service**** Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āianei, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.  In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi.  We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work. | | | | | |
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| 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 | | |
| ****He Whakataukī\***** | | | | | |
| Unuhia te rito o te harakeke Kei 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 flaxbush Where 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 detail

Overview of position

The Principal HR Business Partner (PHRBP) will work closely with the Director, Business Partner to promote and lead the development, prioritisation and implementation of innovative world class HR strategies and practice within their designated business groups. The PHRBP will support senior managers to establish and embed a workforce strategy and preferred culture, and build and grow organisational and leadership capability.

The PHRBP is expected to:

* Provide significant thought leadership in the areas of business strategy, workforce strategy, people capability (including leadership), and organisational change
* Communicate the People group’s (the Group) strategy and position on issues with accuracy and persuasion
* Act as a key link between the HR function and the designated business groups to support the development and implementation of Ministry’s preferred operating model and Ministry and service line strategies
* Lead substantial HR related initiatives, such as developing people strategies, within the designated business groups
* Develop and provide high quality advice and analysis on specialist and complex issues without the need for guidance from others
* Provide expert advice and solutions, within the areas of responsibility, to senior managers and managers to inform strategy, policy, business and budget decisions
* Proactively build and manage the relationship with their designated business group and maintain an intimate understanding of business and workforce strategies and requirements
* Exercise vision in identifying key issues or opportunities that may have an impact on the designated business groups and the whole of Ministry, and recommend and/or implement appropriate strategies and initiatives
* Ensure the effective integration of strategic and operational policy and practice within the designated business groups
* Work collaboratively with the wider HR team to provide expertise and support to line managers
* Provide relevant and quality professional support to other HR business partners and the wider People group, and to senior and line managers

Location

National Office

Reports to

Director, Business Partner

## Key responsibilities

**HR Strategy, Advice and Delivery**

* Work with business unit management teams to drive the development and delivery of people strategies for their designated area(s)
* Translate business and workforce strategies into HR deliverables
* Offer insights into the organisation using an understanding of the business and the overall context, coupled with human resources best practices
* Ensure line ownership of HR initiatives and encourage leaders to act as role models in implementing initiatives
* Champion the development and design of a culture strategy that ignites change and embeds the desired culture
* Support the development of workforce strategies that enable the delivery of strategic goals, outcomes and business plans
* Coach managers to develop the potential of their people and in creating a succession pipeline through effective talent management, learning and development and career development actions.

**Organisation Design and Development**

* Work with managers to develop and design organisational structures and resource plans which meet current and future requirements of the organisation
* Use business and HR insight to influence change initiatives and ensure that the organisational cultures, principles and environment support organisational performance and flexibility
* Identify and implement appropriate talent and resourcing strategies to deliver the right people in the right place at the right time with the right skills, knowledge and behaviours
* Develop and recommend strategies to lift service line performance and contribute to the Ministry’s success.

**Work Programmes**

* Lead the design and prioritisation of delivery of the HR programme of work within the designated business groups
* Support managers to design and implement strategies that enhance employee engagement and organisational outcomes
* Prepare the business for the transition to new ways of working especially in terms of new HR systems and processes.

**HR Connectivity**

* Ensure effective delivery of strategic, complex and/or operational HR services and support in partnership with associated teams (i.e., Employment Relations and Remuneration, and HR Operations)
* Understand and clearly articulate the connection between Minstry-wide HR strategy and business strategies.

**Relationships**

* Provide HR leadership within the designated business groups
* Offer feedback, challenge and coaching to senior managers to support their personal development
* Mentor other staff within the People group
* Facilitate constructive relationships with appropriate union officials and support managers in leading consultation.

**Project Management**

* Lead the successful operation and delivery of complex HR projects often when the work involves resources that do not report directly through the business partner teams
* Contribute to business projects from both an HR and business perspective.

**Team Work**

* Work with the other HRBPs and wider HR group to deliver on priorities and day to day work programme, including implementing change.
* Role model the Ministry’s values, the Code of Conduct and demonstrate a collaborative and supportive approach to HR team members.
* Share information and ideas with the team and wider HR group.
* Operate within Ministry operating policies and procedures.
* Take action to continuously improve HR business processes and team performance.

**Risk Management**

* Identify any organisational risks and take action to minimise their impact
* Effectively manage risks and establish and maintain a risk management framework.

## Embedding Te Ao Māori

* Embedding Te Ao Māori (te reo Māori, tikanga, kawa, Te Tiriti o Waitangi) into the way we do things at MSD.
* Building more experience, knowledge, skills and capabilities to confidently engage with whānau, hapū and iwi.

## Health, Safety and Security

* Understand and implement your Health, Safety and Security (HSS) accountabilities as outlined in the HSS Accountability Framework
* Ensure you understand, follow and implement all Health, Safety and Security and wellbeing policies and procedures

**Emergency Management and Business Continuity**

* Remain familiar with the relevant provisions of the Emergency Management and Business Continuity Plans that impact your business group/team.
* Participate in periodic training, reviews and tests of the established Business Continuity Plans and operating procedures.

## Know-how

* Extensive HR and/or business experience at senior level in medium to large enterprises involving complex business processes and multiple business units
* Expertise in general ‘employee value chain’ HR skills:
  + change management
  + organisational development
  + succession and talent management
  + shaping organisational culture
* Proven experience in developing, implementing and articulating strategic HR and business plans
* Able to articulate the contribution of people plans to strategic business objectives and demonstrate how HR activity can add value, or contribute, to the business bottom line
* Recognised as a ‘Trusted Advisor’ to senior management in a medium to large organisation
* Experience in coaching at senior line manager level
* Project management experience and ability.

## Attributes

* Highly motivated and self-directed
* Leadership skills with the ability to articulate key organisational priorities
* Appreciation of all areas of HR and how to use HR interventions strategically to contribute to organisational performance
* Experience of leading change, particularly in large, unionised complex environments including design, development and roll-out
* Understands how cultures are created and the role of leadership in shaping them
* Knows what external human resources thought leaders and benchmark organisations are doing in a variety of areas and considers how lessons may apply
* Has a deep understanding of the organisations, strategy, performance, goals and drivers and how to translate the organisation plan into a people plan
* Speaks confidently and intelligently to different audiences on all aspects of their business areas
* Ability to engage and influence senior leaders
* Use of organisational/people metrics to drive organisational performance and planning.

## Key Relationships

Internal

* Director, Business Partner
* Group General Manager People
* Designated business groups’ senior management teams
* Line managers and other Ministry staff
* Employment Relations and Remuneration Team
* HR Operations Team.

External

* Government departments (incl. SSC) and other relevant agencies
* Union officials as necessary
* HR professionals in both the public and private sectors

## Other

Delegations

* Financial – No
* Human Resources – No

Direct reports – No

Security clearance – No

Children’s worker – No

Limited adhoc travel may be required

**Position Description Updated:** March 2020