# Ministry of Social Development logo

# Senior HR Advisor

# Workforce Strategy and Organisational Design, People Group

## 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 we are committed to supporting and enabling Māori, whānau, hapū, Iwi and communities to realise their own potential and aspirations.

## Our strategic direction



## Our Values



## 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.

## The outcomes we want to achieve

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| 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\***

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| --- | --- |
| 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

Te Pae Tawhiti

Te Pae Tawhiti – Our Future is about MSD’s future role and how we can make a bigger and better difference for New Zealanders. In support of Te Pae Tawhiti – Our Future*,* [Te Pae Tata](https://www.msd.govt.nz/documents/about-msd-and-our-work/about-msd/strategies/te-pae-tata/te-pae-tata-maori-strategy-and-action-plan-single.pdf) and [Pacific Prosperity](https://www.msd.govt.nz/about-msd-and-our-work/about-msd/strategies/pacific-strategy/index.html) describe how our future will be realised for Māori and Pacific peoples.

Te Pae Tawhiti Transformation Programme (the Programme) will help us achieve the shifts we want to make. The Programme will also position us to deliver the changes to the welfare system that the Government requires. Achieving our Te Pae Tawhiti vision will be a multi-year journey for MSD. To ensure we are responsive and can adapt to the wide range of changes, we are adopting an iterative, agile approach to the design and delivery of the Programme. We are currently working on detailed design, where we’ll be involving clients, staff, and a broad range of stakeholders.

This is a once in a generation change to the way MSD delivers services to New Zealanders, it’s our opportunity to set up MSD for the next 30 years. The programme will be a major undertaking, delivering significant benefits to over a million New Zealanders who access MSD support and services. This is an unrivalled opportunity to be involved in MSD’s journey.

### Overview of position

### The Senior HR Advisor provides advice and support to the People, Workforce and Workplace workstream within the Te Pae Tawhiti programme. The position will work closely with the Principal HR Advisors and other Te Pae Tawhiti workstreams identifying and providing advice on role design, capabilities, ways of working, change and workforce planning. Key to the position is understanding people centric approaches that will support and enable our people to achieve the Ministry’s strategic outcomes. The Senior HR Advisor is a strong communicator who can build relationships with stakeholders and provide pragmatic, timely advice.

### Location

National Office, Wellington (preferred)

### Reports to

Director Workforce Strategy and Organisational Design/Te Pae Tawhiti People, Workforce and Workplace workstream Lead

## Key responsibilities

**Workforce Strategy and Delivery Support**

* Work with the People, Workforce and Workplace Workstream team to develop and iterate the Te Pae Tawhiti Workforce Strategy, Our People Approach, including the facilitation of workshops, consolidation of feedback and validation of outputs.
* Work closely with the transformation workstreams to develop a deep understanding of the business operating context, the shifts for our workforce in the future andneeds/challenges for our people
* Develop strong working relationships across the Te Pae Tawhiti programme and wider people group.
* Role model the Ministry’s values, the Code of Conduct and demonstrate a collaborative and supportive approach to People Group and Te Pae Tawhiti team members.
* Undertake best practice research to support particular projects or programmes within the team
* Understanding key HR metrics relevant to transformation outcomes.

**Change Management**

* Support Principal HR Advisors with the design and development of structural change and workforce transition plans that enable and support our people through the different phases of transformation.
* Support change management processes across Te Pae Tawhiti. This includes providing advice and support to managers on change planning, consultation, job matching and implementation, including HR system and payroll activities.
* Ensure all change is completed in an effective and timely manner, with all employment and policy requirements met to required standards.

**Organisation Design and Development**

* Support the Principal HR Advisors in organisation/role design and workforce planning to meet current and future requirements of the organisation.
* Support the Principal HR Advisors with the implementation of appropriate talent and resourcing strategies to deliver the right people, in the right place, at the right time with the right skills, capabilities and behaviours.
* Gathering, analyse and presentn information to inform organisation design decisions and workforce activities.
* Participate in the development and implementation of HR policies, practices, information and tools to support the achievement of MSD’s organisational objectives.
* **Workforce Planning** Build a strong understanding of our current workforce structures, positions and capabilities and work closely with the workstreams to understand future needs.
* Support the forecasting of workforce demand and supply to ensure the right people are in the right roles at the right time in the future.
* Utilise data and analytics to inform workforce planning and change decisions.
* Support the tracking of FTE and workforce trends for the Ministry, including supporting processes such as Annual Review, Parliamentary Questions and Official Information Act requests.

**HR Project Management**

* Leading and contributing to activities in the People, Workforce and Workplace workstream
* Monitoring risks, milestones and stakeholder communications.
* Working with cross-functional teams, including technology, service delivery and transformation workstreams

**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

* Degree qualifications in a HR discipline and equivalent relevant experience.
* Strong HR and/or business experience at an intermediate level in medium to large enterprises.
* Understanding of organisation design in a change context.
* Understanding of workforce and FTE metrics.
* Experience in delivering change management activities and supporting the business in implementing change.
* Experience in the use of organisational/people metrics to drive organisational performance and planning.
* Proven skills and experience building and maintaining effective stakeholder relationships.
* Strong negotiation skills, able to influence others to see own point of view, gains agreement from multiple parties and find compromise when necessary.
* Strong problem-solving skills and the ability to exercise sound judgement in decision-making
* Experience in general ‘employee value chain’ HR skills:
* organisational development
* succession and talent management
* shaping organisational culture
* Proven experience in developing and implementing HR projects.
* Recognised as a ‘Trusted Advisor’ to managers in a medium to large organisation

## Attributes

* Highly effective organisation and planning skills, with the ability to prioritise in a busy and complex environment.
* Achievement of results in a time pressured environment with competing priorities
* Excellent communication (both oral and written) skills and ability to share information in a way that is easy to follow and gets the right messages across.
* Exercises sound judgement and political sensitivity.
* Welcomes and values diversity and contributes to an inclusive working environment where differences are acknowledged and respected.
* Navigating ambiguity and rapid change.

## Key relationships

### Internal

* Te Pae Tawhiti Programme members
* People Group
* Line managers and other Ministry staff
* HSS and Wellbeing Teams

### External

* Public Service Association (PSA)
* Government departments (incl. PSC) 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