

Position Profile | Te Whakatūrangā ō Mahi Te Whatu Ora | Health New Zealand

Te Whatu Ora
Health New Zealand

Title	Senior HR Advisor		
Role ID			
Reports To	People Partnering Lead (Delivery Support Team - DST)		
Location	Capital Coast, Hutt Valley and Wairarapa District, will need to be at a hospital site or equivalent 3 days per week. Hybrid working available.		
Business Group	People & Communications – H&SS		
People	Direct Reports: 0	Indirect Reports: 0	
Budget	Opex: 0	Capex: 0	
Delegated Authority	HR: N/a	Finance: N/a	
		Tier	6
About the Role	<p>The role of Senior HR Advisor supports the Director of HR Operations and People Partnering Lead, through the provision of end to end operational and transactional HR advice and services to the service, including the delivery and implementation of HR strategies, policies and processes. The role is expected to take autonomous accountability to partner to the Business Unit, contributing to the overall success of the District/Region by working closely with senior leaders to deliver effective strategic HR initiatives, practices and systems that align to business requirements and goals; work collaboratively with People & Culture. Specialists to integrate service delivery; provide input into design of strategic initiatives and lead projects as & when required.</p> <p>The Senior HR Advisor works as part of the Delivery Support Team, partnering with managers and employees in the assigned service to understand and deliver to their HR needs, and to support the service in the achievement of its goals and operational requirements.</p> <p>The role works in close collaboration with other Senior HR Advisors and the wider People & Culture functional teams to ensure the provision of a flexible, comprehensive, and value-add HR service.</p> <p>The Senior HR Advisor assists with the implementation of strategic HR projects as well as transformational change across the organisation.</p>		
Organisational Impact	Giving effect to the strategic health outcomes of Health New Zealand Te Whatu Ora by providing leadership to build sustainability, resilience and meaningful culturally safe connections, capabilities, assets, and services with the good of the New Zealand Public Health System in mind, now and for the future.		

Key Result Areas	Expected Outcomes (Role specific)
Business Partnering	Contributes and assists to: <ul style="list-style-type: none"> Partner with managers in assigned service to ensure timely and effective delivery of HR operational and transactional services, advice and support. Will have own portfolio of smaller or less complex Services. Ensure HR initiatives are appropriately planned, communicated and implemented and that delivery meets the needs of the service.

	<ul style="list-style-type: none"> Establish strong relationships and credibility as an effective provider of HR services to the service, anticipating and proactively addressing business workforce opportunities and challenges in line with People & Culture strategies and plans
Operational Delivery	<p>Contributes and assists to:</p> <ul style="list-style-type: none"> Provide advice, coaching and support to managers on the full range of human resource services in accordance with employment agreements, strategies, frameworks, policies and relevant legislation. Assists with employment relations and change management activities supporting fair, consistent and prompt processes and successful outcomes, for more complex processes this may include investigations, attending mediations etc. Proactively work with managers to identify opportunities for performance, productivity and engagement improvements and initiatives. Promote an environment that encourages constructive and collaborative engagement and a shared problem-solving approach with unions and employees. Collaborate with the wider HR functional teams, assist with the implementation of initiatives to actively promote and support the Health New Zealand Te Whatu Ora culture, values, and employee engagement. Maintain current knowledge of employee/employment legislative and industry activities. Will have a personal development plan to ensure continuing professional development.
Data, Insights & Metrics	<ul style="list-style-type: none"> Keeps service employee records, workbooks, databases and files in an accurate and responsive manner. Assist with the development and interpretation of accurate and timely HR reporting to the business, including monitoring, insights and reporting of trends.
Continuity of HR Service to Service	<ul style="list-style-type: none"> May provide cover for the HR Business Partner during times of leave.
Key Initiatives	<ul style="list-style-type: none"> N/a

Key Result Areas	Expected Outcomes (<i>Standard expectation for Senior Advisors</i>)
Strategic Health Outcomes	<ul style="list-style-type: none"> Works collaboratively with other business units and across sectors, to collectively contribute to achievement of the Health Targets and the strategic health outcomes outlined in the Pae Ora (Healthy Futures) Act 2022¹, and the Te Pae Tata the NZ Health Plan. Demonstrates an understanding of the significance of and obligations under Te Tiriti o Waitangi, including how to apply Te Tiriti principles in a meaningful way in your role.
Technical Advice	<ul style="list-style-type: none"> Provides senior technical advice, in a range of formats for a range of audiences, to inform decision-making. Take a system's view of the work responsible for, to understand the broad connections and impact of the work undertaken, and draws on data, insights, and critical thinking to make sound decisions and recommendations. This may involve navigating complexity and ambiguity to deliver technical outcomes. Contributes to the development and continuous improvement of processes, tools, and frameworks within the team. This may include active monitoring of an area to identify barriers and opportunities for improvement.

¹ The explicit purpose of Act is to: protect, promote, and improve the health of all New Zealanders; achieve equity in health outcomes among New Zealand's population functions, including by striving to eliminate health disparities, in particularly for Māori; and build towards pae ora (healthy futures) for all New Zealanders.

	<ul style="list-style-type: none"> Continuously develops and improves own technical expertise in line with relevant industry/sector trends.
Project Support	<ul style="list-style-type: none"> Contributes to the delivery of the function's work plan, influencing outcomes and helping to manage risks and pressures. Supports others to ensure work is well-planned and high quality. This may include responsibility for coordinating and maintaining reporting requirements. Supports Health New Zealand Te Whatu Ora-wide / sector-wide and business unit approaches to ensure alignment of key work programmes (e.g. annual remuneration review).
Quality Assurance and Mentorship	<ul style="list-style-type: none"> Contributes to peer review process of documents, programmes, and material prepared by colleagues to help ensure quality, validity, accuracy, and consistency. Contributes to the capability of the team through provision of quality improvement advice as they carry out their work. In doing so, helps to champion an inclusive, diverse, and safe workplace where people thrive. Champions an inclusive, diverse, and safe workplace where people thrive.
Collaborative relationships and networks	<ul style="list-style-type: none"> Builds collaborative and highly effective networks of influence with staff across Health New Zealand Te Whatu Ora and with stakeholders, building trust and confidence. Maintains awareness of work happening across Health New Zealand Te Whatu Ora and support joined-up organisational positions on operational and policy issues, particularly with contentious and complex issues, to drive sustainable performance outcomes.
Health & Safety, Compliance and Reporting	<ul style="list-style-type: none"> Takes all reasonably practicable steps to eliminate and mitigate risks and hazards in the workplace that could cause harm, placing employee, contractor and others' health, safety, and wellbeing centrally, alongside high-quality patient outcomes. Ensures active management and compliance with all relevant statutory, safety and regulatory requirements applicable to the team. Takes responsibility to ensure appropriate risk reporting, management and mitigation activities are in place. Understands, and operates within the financial and operational delegations of their role, ensuring peers and team members are also similarly aware.

Key Relationships

External stakeholders

- Manatū Hauora | Ministry of Health
- Te Kawa Mataaho | Public Service Commission
- Whaikaha | Ministry of Disabled People
- Mana whenua
- Iwi groups
- Professional sector groups and bodies
- Other government agency colleagues
- Suppliers
- General public
- Community groups

Internal stakeholders

- People & Culture function
- Service leadership
- All Te Whatu Ora business units and staff

Essential Requirements

<p>Experience</p>	<ul style="list-style-type: none"> • Experience working in a generalist HR advisory/partnering role (in the range of 5+ years) with engaging and influencing diverse groups. Can demonstrate knowledge and experience of HR operations, systems, and processes. • Demonstrates relationship building, interpersonal, collaborative, and customer-focused skills and experience.
<p>Knowledge, Skills, and Attributes</p>	<ul style="list-style-type: none"> • Has a sound knowledge of NZ employment and H&S legislation. • Has interpersonal and relationship management skills, including the ability to influence at different levels. • Has problem-solving skills, sound judgment, and confidence with decision-making. Is organised, able to balance workload and meet deadlines. Able to adapt to a changing environment and apply initiative. • Has a natural curiosity and willingness to learn about the organisation, users of the New Zealand health services and communities we serve. • Proficient in the use of MS office suite such as Excel, Word, PowerPoint. • Team player and ability to work autonomously. • Pae Ora & Te Tiriti o Waitangi - demonstrates an understanding of Pae Ora (Healthy Futures) Act 2022, the significance, and obligations of Te Tiriti o Waitangi, including how to give effect to these expectations in a meaningful way, and the commitments to equity and priorities of Wai2575. Have an appreciation of cross-cultural matters, including knowledge of tikanga Māori (or a willingness to learn). • Leadership and management – ability to think, plan and act strategically (at the level of the role) and to connect with and inspire people to build a highly motivated and engaged workforce. Demonstrates inclusive leadership and management skills able to maximise the quality and contributions of individuals and teams to drive outcomes. • Communication and relationship effectiveness – demonstrates mature communication and interpersonal skills, including the ability to write and present in a clear, persuasive, and impactful way, to influence others to embrace change, and to develop, unify and maintain strong internal and external relationships essential for achieving sustainable outcomes. • Planning and direction – can maintain oversight of work responsibilities, to identify business / project requirements, to develop / contribute to strategies, to plan, prioritise, delegate, and organise work to deliver on short and long-term objectives across the breadth of the role. • Operational management – can monitor and analyse performance to ensure the quality of work, identify areas of improvement, problem solve, and make sound decisions to achieve goals. • Continuous improvement – demonstrates an openness to the views of others, and an ability to model an agile² approach that creates a culture where individuals at all levels bring their ideas and issues for constructive debate and finding improved ways forward. Has networks to support current knowledge of leading practices. • Dealing with ambiguity – demonstrates is comfortable with change and uncertainty. • Compliance and risk management - demonstrates an understanding of organisational risk and compliance, legal and regulatory requirements regarding relevant regulations and standards in New Zealand, to ensure compliance with these requirements.
<p>Education</p>	<ul style="list-style-type: none"> • A relevant tertiary qualification is preferred, or appropriate level of relevant experience.

² Agile approach – tries new approaches, learns quickly, adapts fast

Roles, tasks and responsibilities this role may be responsible for	<ul style="list-style-type: none"> Operational advice and assistance to managers and other stakeholders (e.g. Union partners) on operation and application of our employment frameworks and terms and conditions (e.g. SECA coverage, policy application, preparing documentation), exit interviews etc Employment relations (Investigations, disputes, mediation) at a low to medium level of risk and complexity. Performance improvement process support with managers. May support a HRBP with interviews of witnesses, research etc. Union engagement and communication (enquiry responses etc). Coaching and developing managers in workforce management and leadership, including the integrated application of our P&C frameworks. Support for workforce culture and performance development in Service areas (using facilitation, workshops, surveys, psychometrics etc) Use of our remuneration frameworks (including SECA career frameworks, IEA rem review, job evaluation). May be responsible for SMO Rem Schedules (preparation or checking). May carry out gratuity and redundancy estimates prior to payroll processing. Support for OIAs, audit reporting, service reporting, SECA implementation (e.g. bargaining ballots, derived IEAs) etc as needed and in conjunction with other district or regional colleagues (e.g. District HR Helpdesk team) and national teams. Support the implementation of national frameworks and tools (e.g. Pulse Survey, Leadership Institute, policies, guidelines, services – e.g. kaimahi hauora)
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Selection Criteria	
<i>Critical knowledge, skills, and attributes, including specific cultural and/or language requirements</i>	<ul style="list-style-type: none"> Experience working in a generalist HR advisory/partnering role (in the range of 5+ years) with engaging and influencing diverse groups. Can demonstrate knowledge and experience of HR operations, systems, and processes. Has interpersonal and relationship management skills, comfortable and able to influence at different levels. This is underpinned by having problem-solving skills, sound judgment, and confidence with decision-making. Is organised, able to balance workload and meet deadlines. Can adapt to a changing environment quickly and easily using analytics, critical thinking, and established networks of contacts to tap expertise. Is proficient in the use of MS office suite such as Excel, Word, PowerPoint. Has a natural curiosity and willingness to learn about the organisation, users of the New Zealand health services and communities we serve. Able to demonstrate an understanding of Pae Ora (Healthy Futures) Act 2022. Proven ability to embed in practice and lived experience, the significance and obligations of Te Tiriti o Waitangi, your commitment to equity and the 5 Principles of WAI2575.
<i>Essential qualifications, certifications and/or professional registrations required</i>	<ul style="list-style-type: none"> A relevant tertiary qualification or appropriate level of relevant experience.

Position Title	EOI Panel Chair / Members
Senior HR Advisor	TBC