



Role Description

Title	People and Capability Advisor	Incumbent	Vacant
Manager's Title	People and Capability Manager	Date of Last Review	October 2021
Team	Communications and People	Geographical Location	Christchurch
Direct Reports	None	Work Environment	Office based

Organisational Context

Antarctica New Zealand is a Crown Entity established on 1 July 1996 under the New Zealand Antarctic Institute Act to develop, manage and execute New Zealand's activities in respect of Antarctica and the Southern Ocean.

Our overarching organisational goal is to continue to play an influential role in the kaitiakitanga (guardianship) of Antarctica and the Southern Ocean as a natural resource devoted to peace and science. We do this by facilitating high-quality scientific research in Antarctica and supporting initiatives to protect the environment. Other key activities include the operation of Scott Base; managing logistics to, from and within Antarctica; and raising public awareness of the global significance of the continent and surrounding Southern Ocean.

Antarctica New Zealand employs a highly capable and engaged workforce to lead and deliver our organisational objectives. This requires excellent HR services to attract, retain, support and develop our people.

Business unit purpose

The People Team develops and implements human resources strategies, policies and practices that foster a high performing culture and enable achievement of organisational objectives.

Role purpose

The People and Capability Advisor is responsible for providing people related support and advice, implementing and seeking improvements to all HR processes and employment activities, including Wellbeing. The role supports the breadth of Antarctica New Zealand people processes, and helps ensure a positive experience for our people.



Work of role

HR Support

- Support the delivery of HR partnering services, such as identifying learning and development requirements, employee engagement and Employee Relations advice in line with New Zealand employment legislation.
- Implement HR processes across the organisation and monitor effectiveness.
- Assist the development and review of HR policies, systems and procedures (including remuneration and rewards).
- Coordinate the provision, monitoring and completion of employment lifecycle document processes and procedures.
- Work effectively with the organisation's Payroll, helping to ensure both functions' interests are met.
- Support team leaders with HR administration.
- Ensure HR documents are correctly stored and compliant with the Public Records and Privacy Acts.
- Assist with HR statutory compliance and reporting.

Recruitment

- Work closely with job applicants, external recruiters and other HR professionals in support of Antarctica New Zealand's staffing requirements.
- Support and advise team leaders to develop recruitment strategy and timelines.
- Work closely with the Communications team, evolving our recruitment brand, developing and delivering campaigns that attract quality staff.
- Advise and coordinate screening, interviewing and testing of potential employees.
- Support team leaders to coordinate the induction and onboarding processes, including pre-deployment learning activities.
- Identify and recommend further recruitment process improvements to enhance efficiency, results and employee experience.

Culture, Engagement, Diversity and Wellbeing

- Contribute to the implementation of the Wellbeing Framework and initiatives that reflect the legislative and social responsibilities of Antarctica New Zealand and ensure a safe, healthy and sustainable work environment.
- Oversee the monthly wellbeing committee meetings, ensuring discussions, outputs and actions are aligned with the wellbeing framework and are communicated with the HSE Committee and staff – including Scott Base.
- Assist in engagement survey processes and action planning to enhance our organisational culture.
- Champion an inclusive and diverse workforce and introduce thinking and practices that promote diversity.
- Assist in the measurement of diversity, inclusion and unconscious bias practices and implement policies and processes to address knowledge and behavioural gaps.

Record Management and Metrics

- Maintain HR metrics to measure the effectiveness of people initiatives.
- Review data stores and sources to ensure integrity and accuracy of analysis.
- Draft monthly people reports to the Senior Leadership Team, and other stakeholders as required, including Board.

Other Tasks:

- Fulfill accountabilities as documented in the Health, Safety and Environmental Management Systems.
- Ensure that relevant documents and records for business activities are created and maintained, and that all legislative requirements for record keeping are met.
- Any other tasks as assigned by the People and Capability Manager or GM Communications and People.



Key challenges

- Engaging with internal stakeholders to understand their needs and add value to people and initiatives.
- Providing a value add and strategic service to internal stakeholders while meeting a high volume of administrative requirements to a high standard.
- Support HR processes in onboarding the new Scott Base team.

Key functional relationships

Internal	<ul style="list-style-type: none"> • Senior Leadership Team • Scott Base Leadership Team • Team Leaders • Health and Safety Manager • Assistant Accountant – Payroll • GM Communications & People
External	<ul style="list-style-type: none"> • HR Service providers • Consultants

Minimum capability necessary to work to role

Capability area	Description
Qualifications, Certificates and Memberships	<ul style="list-style-type: none"> • Degree or Diploma Human Resources
Knowledge, Skills and Experience	<ul style="list-style-type: none"> • At least three years experience with HR processes, process improvement and data management • Knowledge of New Zealand employment legislation • Experience with document management and managing confidential information • Excellent communication and coaching skills • Understanding of, and commitment to, tikanga and Treaty of Waitangi principles • Strong analytical and problem solving skills
Judgement, temperament and influence	<ul style="list-style-type: none"> • Demonstrates a strong customer service ethic and solution-focused approach. • Demonstrates ability to learn, even from difficult situations. • Systematic and organised, with an ability to be flexible and adaptive to changing requirements • Able to build strong relationships with business partners and stakeholders. • Confronts issues and persists to resolve them. • Effective interpersonal skills, including the use of enquiry that supports understanding and support for plans and changes.



Antarctica New Zealand values

To honour our obligation to Antarctica:

- **Ka ngākau whiwhita tātou ki ā tātou mahi katoa**
We are passionate about what we do
- **Ka tiaki tātou i a tātou anō, ka tiaki hoki i te taiao**
We care for each other and the environment
- **Ka mahi tahi tātou**
We work together
- **He ngākau pono ō tātou**
We act with integrity
- **Ka whai tātou i ngā taumata tiketike**
We aspire to the highest standards

Roles authorisations

I confirm that this Role Description accurately describes the work of the People and Capability Advisor:

GM Communications and People

Date

I accept this Role Description accurately describes the work of the role for which I am accountable:

People and Capability Advisor

Date