



# Job description

## Haere mai

This job description is your go-to place for all the ins and outs of this role at Internal Affairs

## HR Advisor

### Human Resources, Organisational Capability and Services Branch

The purpose of this position is to work with the HR Services team to provide HR support and advice to Branch managers on operational human resources matters. The HR Advisor will also support the delivery of the HR work programme for DIA including a range of strategic OD and operational initiatives.

- Build capacity with Branch managers to maximise delivery capability in the business
  - **Reporting to:** Manager, HR Advisory
  - **Location:** Wellington
  - **Salary range:** Corporate G

### What we do matters – our purpose

Our purpose is to serve and connect people, communities and government to build a safe, prosperous and respected nation.

In other words, it's all about helping to make New Zealand better for New Zealanders.

### How we do things around here – our principles



#### We make it easy, we make it work

- Customer centred
- Make things even better

#### We're stronger together

- Work as a team
- Value each other

#### We take pride in what we do

- Make a positive difference
- Strive for excellence

### Working effectively with Māori

Te Aka Taiwhenua – our Māori Strategic Framework – enables us to work effectively with Māori. We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.



What you will do to contribute	As a result we will see
<p><b>Delivery of Services</b></p> <ul style="list-style-type: none"> <li>• Implements the HR work programme including initiatives (strategies, policies, processes and practices) to achieve agreed outcomes</li> <li>• Provides best practice HR advice, and policy and procedure implementation across the business</li> <li>• Facilitates business solutions based on sound problem definition and analysis</li> <li>• Works with other Organisational Capability and Services functions to analyse and provide relevant information that identifies performance improvement opportunities for the branch</li> <li>• Works with the business to apply changes that arise from issues identified in HR Information system reporting and monitor these issues with the HR Information Analysis and Systems team</li> <li>• Delivers on directions, priorities and expectations for work programmes, tasks and performance;</li> <li>• Contributes to and deliver on workforce planning initiatives, with oversight and provision of advice on recruitment activity</li> <li>• Works with the HR team to develop and deliver the development work programme</li> </ul>	<ul style="list-style-type: none"> <li>• Managers receive timely high quality HR advice that enables them to make sound HR decisions</li> <li>• Managers are well informed of DIA OD plan initiatives how these may impact them and what they need to do</li> <li>• Workplace and workforce trends and business intel are fed into HR strategy development to inform timely responses and proactive planning</li> </ul>
<p><b>Relationship Management</b></p> <ul style="list-style-type: none"> <li>• Establishes and maintain sound working relationships with managers to achieve goals of HR strategy</li> <li>• Coaches and mentor managers to be effective people managers and leaders</li> <li>• Provides information on branch needs and requirements to the HR Services team to inform the development work programme and align HR services to business needs</li> <li>• Appraises and update senior management on critical issues or areas of sensitivity</li> </ul>	<ul style="list-style-type: none"> <li>• A trusted advisor who has the confidence of the business and provides fit-for-purpose advice and services</li> <li>• Increased management capability</li> </ul>
<p><b>Change management</b></p> <ul style="list-style-type: none"> <li>• Supports managers with change management projects and culture-shaping for the Branch</li> </ul>	<ul style="list-style-type: none"> <li>• Change processes are successfully run and any risks are identified and mitigated</li> </ul>

What you will do to contribute	As a result we will see
<p><b>Continuous Improvement and Best Practice</b></p> <ul style="list-style-type: none"> <li>Maintains an excellent knowledge of HR processes and procedures</li> <li>Identifies and implement opportunities for continuous improvement for the HR team systems, processes and knowledge</li> <li>Ensures that the team are abreast of changes in appropriate legislative changes and best practice to inform delivery</li> </ul>	<ul style="list-style-type: none"> <li>Accurate advice that reflects best practice</li> <li>A high performing team that is continually improving its services</li> </ul>
<p><b>Health and safety (for self)</b></p> <ul style="list-style-type: none"> <li>Work safely and take responsibility for keeping self and colleagues free from harm</li> <li>Report all incidents and hazards promptly</li> <li>Know what to do in the event of an emergency</li> <li>Cooperate in implementing return to work plans</li> </ul>	<ul style="list-style-type: none"> <li>A safe and healthy workplace for all people using our sites as a place of work.</li> <li>Health and safety guidelines are followed</li> </ul>

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	HR Managers and team	✓	✓	✓	✓		✓
	Managers across DIA	✓	✓	✓	✓		
	Organisational Capability and Services partners	✓	✓	✓	✓		✓
External	PSA	✓	✓	✓	✓		✓
	Legal representatives		✓	✓	✓		

Your delegations	
Human Resources and financial delegations	nil
Direct reports	nil

Your success profile for this role	What you will bring specifically
<p>At DIA, we have a Capability Framework to help guide our people towards the behaviours and skills needed to be successful. The core success profile for this role is <a href="#">Valued Contributor</a>.</p> <p><b>Keys to Success:</b></p> <ul style="list-style-type: none"> <li>Customer Focus</li> <li>Continuous improvement</li> <li>Teamwork and peer relationships</li> <li>Action oriented</li> <li>Self-development and learning</li> </ul>	<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>A history of achievement in delivery of high quality HR services</li> <li>Experience in effectively managing a wide range of relationship</li> </ul> <p><b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>A working understanding of the Employment Relations Act, Privacy Act and other relevant employment legislation</li> <li>Experience and demonstrated knowledge of HR systems and processes, such as job</li> </ul>

Your success profile for this role	What you will bring specifically
<ul style="list-style-type: none"><li>• Functional and technical skills</li></ul>	<p>evaluation systems</p> <p><b>Skills:</b></p> <ul style="list-style-type: none"><li>• Well-developed communication skills including the ability to persuade and influence to obtain optimal outcomes</li><li>• Sound writing skills and the ability to write for specific audiences</li><li>• Confident presentation and/or training delivery skills</li></ul> <p><b>Other requirements:</b></p> <ul style="list-style-type: none"><li>• A tertiary level qualification – in HR related discipline or equivalent</li><li>• HR Institute of NZ membership desirable</li></ul>