

# Job Description

INTERNAL AFFAIRS



Te Tari Taiwhenua

<b>Job Title</b>	Senior Human Resources Advisor
<b>Branch</b>	Shared Services Branch
<b>Business Group</b>	Human Resources
<b>Reporting to</b>	Manager HR Engagement
<b>Location</b>	Wellington
<b>Grade</b>	\$85,266 to \$115,359
<b>Date Graded</b>	16 November 2011

---

## Purpose

---

The purpose of this position is to:

- Work with Managers HR Engagement to provide support and advice to Branch managers on operational human resources matters
- Deliver HR programmes and services to achieve agreed outcomes
- Build capacity in the HR Service Delivery team and with Branch Managers to maximise delivery capability in the business

---

## Key Tasks

---

### Leadership

- Establish and maintain sound working relationships with managers to achieve goals of HR strategy
- Coach and mentor Managers to be effective people managers and leaders
- Provide information on branch needs and requirements to the Manager HR Engagement to inform the development work programme and align HR services to business needs
- Appraise and update senior management on critical issues or areas of sensitivity
- Work with a Manager HR Engagement on an HR portfolio, providing HR solutions and expertise across the organisation
- Develop skills of HR Service Delivery team by coaching and mentoring team members where there are gaps in knowledge

### Delivery of Services

- Implement the HR work programme including initiatives (strategies, policies, processes and practices) to achieve agreed outcomes
- Provide best practice HR advice, and policy and procedure implementation across the business
- Facilitate business solutions based on sound problem definition and analysis
- Work with other Shared Services functions to analyse and provide relevant information that identifies performance improvement opportunities for the branch
- Contribute to and participate in the delivery of the HR professional Learning and Development Programme
- Function in role of Project Manager for specified HR projects

- Work 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
- Deliver on directions, priorities and expectations for work programmes, tasks and performance;
- Contribute to and deliver on workforce planning initiatives, with oversight and provision of advice on recruitment activity
- Work with the HR Development team to develop and deliver the development work programme

### **Financial Management**

- Proactively look at opportunities for cost savings, ensuring value for money in all activities

### **Change Management**

- Support managers with change management projects and culture-shaping for the Branch

### **Continuous Improvement and Best Practice**

- Maintain an excellent knowledge of HR processes and procedures
- Identify and implement opportunities for continuous improvement for the HR team systems, processes and knowledge
- Ensure that the team are abreast of changes in appropriate legislative changes and best practice to inform delivery

### **Health & Safety (for self)**

- Takes personal responsibility for keeping self free from harm
- Follows safe working procedures
- Reports incidents promptly
- Reports hazards promptly and suggests appropriate remedies
- Knows what to do in the event of an emergency
- Co-operates in implementing rehabilitation plans

### **Health & Safety (for the team)**

- Ensure staff are informed of Health and Safety requirements in the workplace, and are adequately trained to carry out their work safely.
- Ensure the prompt and accurate reporting, recording and investigation of all workplace incidents and injuries.
- Ensure all hazards are promptly assessed for their significance, and managed

---

## **Key Relationships**

---

### **Internal**

- Branch managers
- Shared Services business groups
- HR Development team

### **External**

- PSA
- SSC

<b>Person Specification</b>		
	Essential	Desirable
<b>Experience</b>		
Demonstrated experience as a Manager		Yes
A history of achievement in delivery of high quality HR services	Yes	
Experience in effectively managing a wide range of relationships	Yes	
<b>Knowledge</b>		
A working understanding of the Employment Relations Act, Privacy Act and other relevant employment legislation	Yes	
Knowledge of and experience in financial and business management processes including strategy development, business planning and delivering on outcomes	Yes	
Experience and demonstrated knowledge of job evaluation systems		Yes
<b>Skills</b>		
Sound planning and project management skills	Yes	
High level of skill in facilitating and leading groups	Yes	
Well developed communication skills including the ability to persuade and influence to obtain optimal outcomes	Yes	
<b>Education and Professional Memberships</b>		
A tertiary level qualification – in HR related discipline	Yes	
HR Institute of NZ member or equivalent		Yes
<b>Other</b>		
Nil		

## DIA Competencies

Competencies are behaviours that drive job success. They are observable and measurable characteristics that can be seen when a job is being done well.

The competencies required for this job are listed below. Each competency falls within a competency cluster, which are broad themes of skills, behaviours and abilities.

Competency Cluster	Competency
Integrity	Integrity and Trust Ethics and Values
Intelligence	Learning on the Fly
Emotional Maturity	Self Knowledge Composure
Talent to Execute	Customer focus Process management Planning Priority setting
Positive Energy	Perseverance
Edge	
Managing Diverse Relationships	Interpersonal Savvy Comfort around higher management
Managing Complexity	Business Acumen Problem solving
Managing and Developing People	Developing direct reports and others
Achieves Effectiveness for Maori	Effectiveness for Maori

With the exception of Achieves Effectiveness for Maori, the competencies DIA uses are derived from the Competency Sort Cards developed and copyrighted by Lominger Limited, Inc. No part of the Lominger competencies may be used, reproduced or transmitted in any form or by any means, by or to any party outside of The Department of Internal Affairs.

## Competency Clusters

- Integrity**  
 This is the ability to accept personal accountability for actions and decisions; to be reliable, trustworthy, and honest in all aspects of our work; and to uphold the values and principles of the Department.
- Intelligence**  
 This is the ability to learn, understand and think things out quickly. It is demonstrated in our ability to reason, solve problems, think creatively, understand ideas that can be complex, and learn quickly from experience. It is the ability to make sense of a changing environment and figuring out what to do.

- **Emotional Maturity**  
 This is the ability to control one's emotions, to recognise their impact and to adapt to changing circumstances, particularly during stressful times. It includes the ability to sense, understand, and react to others' emotions. It is about knowing one's strengths and weaknesses and continuously looking to improve oneself. It also requires individuals to demonstrate resilience and sound judgment in dealing with challenges.
- **Talent to Execute**  
 This is about getting the job done. It is the ability to achieve results for the Department and provide an outstanding service, with and through others. It also describes continuously searching for innovation and ways to add value in order to position the Department for future success.
- **Positive Energy**  
 This is the demonstration of an upbeat attitude through good times and bad, and the desire to strive for the best outcomes for the Department. Individuals who demonstrate this trait are able to positively affect the behaviour of others, motivating them with a sense of purpose and spirit of cooperation. It encompasses the capacity to care deeply for the work that we do and for the principles and values of the Department.
- **Edge**  
 This is the ability to make tough calls and to demonstrate courage and confidence in challenging situations. It encompasses expertise in risk management and decision-making. Those with edge provide stability and clarity when crisis and confusion arise.
- **Managing Diverse Relationships**  
 This is the ability to work with a diverse range of people and to build mutually beneficial relationships and networks, sometimes in complex environments. It is the ability to value the contribution of others, respecting each other's views, beliefs and customs, united in a common purpose.
- **Managing Complexity**  
 This is the ability to operate effectively in an ever-changing environment, scanning the horizon for looming issues and providing solutions. This requires individuals to take an organisation perspective when resolving problems, ensuring the Department maintains a strong culture of innovation and togetherness.
- **Managing and Developing People**  
 This is the ability to select, manage, develop and retain an excellent workforce within an environment that values diversity and individuality. It includes the promotion of continuous learning and the development of others to ensure the Department is an employer of choice.
- **Achieves Effectiveness for Maori**  
 Achieves Effectiveness for Maori describes working effectively with and for Maori colleagues, clients and stakeholders, to ensure their specific needs are identified and met, and to create a positive work environment for Maori. It relates to our Effectiveness for Maori (EfM) strategies, policies and guidelines and supports our vision to be recognised as an EfM leader in public service.