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| POSITION TITLE: | People & Capability Advisor – Generalist | | |
| GROUP: | Corporate Services | SECTION: | People & Capability |
| REPORTS TO: | People & Capability Manager | | |
| RESPONSIBLE FOR: | NA | | |
| FAMILY: | TS3 | GRADE: | 16 |
| DATE REVIEWED: | May 2024 | | |

HBRC STRATEGY

Our Vision:

We want a healthy environment and a resilient and prosperous community.

Our Purpose:

We work with our community to protect and manage the region’s precious taonga of rivers, lakes, soils, air, coast and biodiversity for health, wellbeing and connectivity.

Our Values:

- **Partnership and Collaboration:** We work with our community in everything we do
- **Accountability:** We hold ourselves to account to deliver results, be responsive to community expectations, and the best use of ratepayers’ funds and assets
- **Transparency:** We report on what we do and the value this delivers for our community
- **Excellence:** We set our sights and expectations high, and never stop striving to do better

Our Focus:

- **Water quality, safety and climate-resilient security** ~ *Te kounga o te wai, te haumarutanga me te mārohirohi ā-āhuarangi o te whakamarutanga.*
- **Climate-smart and sustainable land use** ~ *Kia koi, kia toitū hoki te whakamahinga o te whenua.*
- **Healthy, functioning and climate-smart biodiversity** ~ *kio ora, kia āhe, kia mārohirohi ā-āhuarangi hoki te rerenga rauropi.*
- **Sustainable and climate-resilient services and infrastructure** ~ *kia toitū, kia mārohirohi ā-āhuarangi hoki ngā ratonga me ngā hanganga ā-whare.*

POSITION SUMMARY

The role of People and Capability Advisor – Generalist actively partners with the organisation to develop, advise, and support managers across the full spectrum of human resources, including recruitment, performance management, employee relations, training and development, employee engagement, remuneration, and organisational policies and procedures. The role will be responsible for providing people and employment relations support and advice; ensuring legal compliance and best practice is always achieved. There is a requirement to support the Talent Acquisition Consultant with talent processes for attracting, sourcing, and selecting to build our people capability. The role is responsible for supporting the ongoing development of

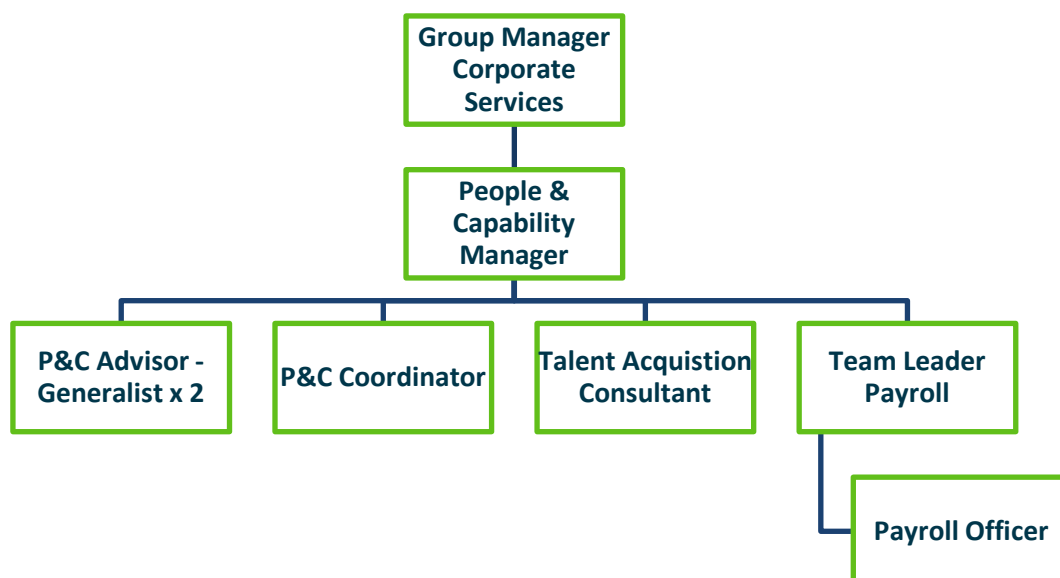
Council's employees and deliver internal training. Additionally, you will collaborate with managers to address employee concerns, resolve conflicts, and facilitate effective communication within the organisation that aligns to our vision and values. This is a crucial role in optimizing workforce performance, enhancing employee engagement, and supporting the overall success of Council.

GROUP AND TEAM GOALS:

The People and Capability Team are responsible for establishing and embedding the People and Capability Strategy, ensuring the organisation is supported and People & Capability best practice is followed. The People and Capability Team provide following roles and functions as part of the Executive Advisory Group:

- Providing insight and expertise that allow our people and HBRC to be successful
- Understand the organisation and apply business acumen so you understand where we are going and can actively contribute
- Ensure managers and staff have confidence in our capability to match valued solutions to needs
- Oversee implementation of a people & capability integrated competency framework that leads recruitment, induction, training development and performance in respect of applied: Treaty of Waitangi Principles, iwi consultation and engagement, applied use of Te Reo Māori and incorporated practice of Māori values and mātauranga. Build culture including a safe and trusted environment where our people can thrive
- Be proactive about our talent needs today, while focusing on the long-term strategic need
- Mitigate risk to HBRC to ensure the wellbeing of our teams and stakeholders
- Ensure appropriate staff policies and best practices are in place related to HR and H&S matters.
- Align staff policies with organisational needs and values.
- Ensure a sound recruitment process is in place and utilised appropriately.
- Manage and facilitate appropriate staff, and organisational development initiatives and opportunities
- Champion the development of leadership incentives and People & Capability HR 'best practice'
- Develop and maintain an effective and appropriate remuneration process and associated policies.
- Monitor and make recommendations to promote and maintain a positive culture throughout the organisation.
- Maintain and promote a health and safety and wellbeing culture that is effective and of a high standard.
- Ensure advice, processes and procedures are available to meet the requirements of the Health and Safety at Work Act
- Deal with industrial issues requiring People and Capability intervention.

ORGANISATIONAL CONTEXT



JOB SPECIFIC ACCOUNTABILITIES

- Proactively develop and maintain effective relationships across the business.
- Recruitment and Onboarding: support the Talent Acquisition Consultant to effectively manage the recruitment process, including sourcing candidates, conducting interviews, and facilitating the onboarding process for new hires.
- Performance Management: Support the HBRC performance management systems and provide guidance to managers on performance improvement strategies. Provide coaching, training, advice and support to managers on performance management and review processes, and ensure the completion of the Performance Development Plan (PDP)
- Employee Relations: Address employee grievances, conflicts, and disciplinary issues in a fair and timely manner, while ensuring compliance with company policies and employment laws.
- Training and Development: Identify training needs, coordinate and facilitate training programs, and support employee development initiatives to enhance skills and competencies.
- Policy Development and Compliance: Develop, update, and communicate HR policies and procedures to ensure compliance with legal requirements and alignment with organisational objectives.
- HR Analytics and Reporting: Analyze HR data to identify trends, patterns, and areas for improvement, and prepare reports for management on key HR metrics with the P&C Manager.
- Organisational Development: Collaborate across Council to assess organisational needs, develop strategies for culture enhancement, and support change management initiatives.
- Employee Engagement: Implement initiatives to foster a positive work environment, improve employee morale, and increase employee engagement and retention.
- Undertake regular engagement surveys.
- Ensure effective onboarding and offboarding processes are in place, maximizing the employee experience at every touch point with Council.
- HR Administration: support payroll by undertaking HR administrative tasks such as maintaining employee records, supporting the annual remuneration review, and administering benefits programs.
- Maintain record keeping and information management systems in relation to HR information and ensure secure.
- storage of employees' personal files and information
- Legal Compliance: remain up to date with best practice HR, employment laws and regulations, ensuring HR practices adhere to legal requirements, and mitigating potential legal risks for the organisation.
- Provide advice, guidance, coaching and support to managers on all employment relations matters across the business.
- Support union relationships and the negotiation of HBRC Collective Agreements
- Assist the P&C Manager to develop the People and Capability Strategy
- Work closely with managers and employees to improve work relationships, build morale and increase productivity and retention. Mediate conflict resolution sessions where required.
- Provide internal upskilling, coaching and mentoring to staff as required.
- Ensure change management initiatives and processes are implemented and managers are supported through the process.
- Manage requests for access to employee information by managers and employees.
- Ensure Individual Employment Agreements and HR documentation is reviewed and updated regularly.
- Provide guidance and input on restructures, particularly with reference to internal selection.
- Provide coaching, training, advice and support to managers on sourcing, selecting and assessing candidates.
- Undertake the role definition and job evaluation process ensuring job descriptions are up-to-date and maintained in the HRIS.

- Develop documentation for new hires, promotions and transfers in conjunction with the Talent Acquisition Consultant.
- Liaise with external providers in the use of assessment tools and testing and recommend their use with hiring managers as is appropriate.
- Establish and manage productive relationships with third party providers e.g., HR Consultants, recruiters, assessment providers.
- Deliver HBRC's induction programme to new employees.
- Collaborate with People and Capability Manager on learning and development solutions.
- Provide recommendations, in conjunction with the People and Capability Manager as to remuneration, rewards and benefits.
- Analyze talent acquisition trends and metrics within People and Capability function and provide relevant reports as and when required.

FUNCTIONAL RELATIONSHIPS

Internal

- P&C Team
- P&C Manager
- EA to the Chief Executive
- Executive Team
- Team members
- Managers and Team Leaders
- General Staff
- Staff Support Group
- Staff Union

External

- Consultants and contractors
- Government agencies and departments
- Training institutions
- Career Counsellors
- Local authorities
- Technical and legal professionals
- Unions
- Employment lawyers
- Employment consultants and investigators

COMMUNITY RELATIONSHIPS

Fostering good working relationships is fundamental to the successful achievement of strategic goals for HBRC. We know we can't achieve change without the people (our community) outside our business. As expressed under our purpose statement, "working with our community" is at the heart of everything we do. This is particularly relevant to our relations with Tāngata Whenua in terms of co-governance and co-management. Successful relationships involve building trust. Which in turn enables us to support each other to respond to new challenges as they arise.

This means:

- Professional attitude is projected at all times in dealing with external contacts.
- Information is accurate and is provided in a timely manner.
- Outcomes that are fair and clearly understood by both parties are achieved.
- Customers are satisfied with responses to written or verbal requests for information.

CONTINUOUS IMPROVEMENT

All Hawke's Bay Regional Council (HBRC) staff are expected to actively and enthusiastically promote the concept of continuous improvement in their work for HBRC. This means:

- Maintaining a positive overall attitude in the workplace, including promoting HBRC in a positive manner, as assessed by your peers and Manager.
- Taking part in training opportunities provided by HBRC with an open mind, as assessed by pre and post training meetings with your manager.
- Practicing the skills provided in training offered by HBRC, as assessed by regular feedback meetings with your manager.
- Showing a strong team commitment, as indicated by peer feedback and your manager's assessment.

- Practicing the concept of continuous improvement by showing initiative with new ideas and positively acknowledging other ideas.
- Giving honest and open feedback as and when required, aiming to constructively deal with all issues, as assessed by regular feedback meetings with your manager.
- Deliver on project outcomes: on time and on budget.
- Displaying sound judgment and making responsible decisions.
- Working to high quality standards and where applicable contributes to maintenance of ISO 9001:2015 accreditation of the Quality Management System.

HEALTH AND SAFETY

All staff are expected to follow established health and safety procedures while working for HBRC, and in accordance with policies developed by HBRC. This means:

- Complying with and adhering to HBRC's accepted standards and procedures.
- Where appropriate, taking responsibility for workplace hazards/risks you identify and communicated to management.
- Undertaking regular reviews of workplace risks/hazards that are present in your work.
- When, and if, necessary, participate in the investigation of accidents/incidents according to HBRC procedures.
- Undertaking appropriate and effective staff training when required or necessary.
- Promoting a healthy and safe workplace.
- Actively supporting health and safety initiatives.
- Comply with any rehabilitation plan designed with you for a return to work after an accident.

EMERGENCY MANAGEMENT

When a Civil Defence event happens, you may be required to assist with carrying out the Council's Civil Defence responsibilities after providing required support for your family and dependents. All HBRC staff are expected to undertake such Emergency Management functions as are determined appropriate to meet HBRC's role and function in this area. This means:

- Undertaking such a role as is allocated for emergency management requirements.
- Participating in such exercises as are required to maintain a state of preparedness in HBRC.
- Responding to such requests to assume an emergency management role as are required by events.
- Understanding the contents of the relevant section of the Business Continuity Plan (BCP) and its implications for your role.
- Where the requirements of the role require it, review the relevance of the BCP for your team, section or Group on a regular basis.

PERSON SPECIFICATION

Minimum Qualifications and Experience required.

- An HR tertiary/Bachelor qualification is essential – post graduate desirable.
- Experience as a HR Business Partner or HR Advisor, preferably in a comparable role
- Knowledge of HR compliance requirements and a knowledge of relevant legislation (ERA)
- Working knowledge of multiple human resource disciplines, including employee and union relations, diversity and performance management
- Proven recruitment and selection experience
- Valid driver's licence required

Knowledge

The following indicates what would typically be expected for this role at a competent level:

- Knowledge of social media platforms such as Facebook and LinkedIn
- Knowledge of ethical and professional recruitment standards
- Familiarity with a variety of different selection methods (interviews, assessments, checks etc.)
- Experience with HRIS preferable

- Experience using SP5 job evaluation methodology.
- Proficiency in MS Word, Excel, Visio, Project, PowerPoint and other database and information management systems Analytical skills.
- Communicating effectively to convey and interpret data/information.
- Collaborative work practices to build strong working relationships.
- Problem solving working knowledge

Personal Attributes

- Exceptional customer service and a passion for solution focused outcomes.
- Excellent interpersonal skills with the ability to positively influence others and to initiate and engage effectively at all levels, internally and externally.
- Ability to effectively plan, organise and co-ordinate work to ensure that goals are achieved with the highest quality of work possible within agreed timeframes.
- Ability to anticipate change, remain flexible and be innovative.
- High level of resiliency to manage challenging and varied work environment.
- Ability to work collaboratively as a team to achieve both team and organisational objectives.
- Ability to effectively gather multiple sources of information and apply technical and analytical skills to make effective decisions.
- Ability to clarify objectives, identify key issues, consider all perspectives and evaluate.
- Ability to cope with a variety of work and on occasion difficult situations.

Awareness

- Demonstrated awareness of Te Tiriti o Waitangi and including Te Reo Māori in relevant and practical ways in interaction and engagement to demonstrate respect and value of Tikanga Māori in appropriate settings.

CHANGES TO JOB DESCRIPTION

From time to time, it may be necessary to consider changes in the job description in response to the changing nature of our work environment. Such changes, including technological requirements or statutory changes, may be initiated by the manager of this job with due consultation with the position holder. This job description should be reviewed as part of the preparation for performance planning for the annual performance cycle.

ACKNOWLEDGEMENT

I have read this job description and fully understand the requirements set forth therein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand that this job description does not constitute an employment contract with Hawke's Bay Regional Council.

Employee Signature

Date

Printed Name