

APPENDIX ONE:
Job Description



POSITION TITLE:	Business Partner – People and Performance
LOCATION:	Head Office
REPORTS TO:	Head of People and Performance

POSITION SUMMARY

The HR Business Partner – People and Performance is required to partner with management teams in assigned business units and departments in order to deliver on the company People Plan and contribute to achievement of business goals and performance to provide the best possible outcomes for clients. This will involve, delivering HR projects and providing proactive and responsive advice and expertise to management and staff in all aspects of human resource management.

KEY RESPONSIBILITIES

- Implement the company People Plan to meet the organisation’s objectives and strategies in assigned business units or departments.
- Develop, implement and monitor human resources policies, procedures and systems.
- Provide advice and support to management and staff on all facets of HR management including:
 - Organisation design and change
 - Resourcing and talent management
 - Learning and development
 - Culture and engagement
 - Performance and rewards
 - Employee relations and health and safety
 - HR service delivery and information
- Coach and guide managers on matters related to human resources, at all times focused on building leadership capability.
- Facilitate and co-ordinate HR processes and systems, including performance management, remuneration, health and safety, and learning systems.
- Prepare and administer employment agreements and variations at all times using best practice.
- Develop, implement and monitor appropriate new employee induction processes.
- Implement and maintain a safe and healthy work environment and assist with health and safety in employment issues.
- Investigate and advise on issues relating to staff welfare, benefits, equal opportunities and complaints.
- Oversee and advise on recruitment activity in assigned business units and departments.
- Develop and deliver effective training programmes to managers and staff, and contribute to organisational development through the identification of individual and company wide development needs.
- Monitor the adherence by staff of all company policy, legislation or regulation relating to human resources.
- Contribute to, and facilitate, processes to ensure there is effective staff communication within the organisation.
- Support the Head of People and Performance in the delivery of HR and integrated projects.
- Any additional tasks as requested by your Manager.

GENERAL DUTIES AND RESPONSIBILITIES

- Operate within the parameters of the NZX rules and regulations, relevant legislation and CIP procedures and policies.
- Maintain a high level of competence with Craigs Investment Partners' systems.
- Follow company policy and process to ensure client information is protected against loss, unauthorised access, use, modification of disclosure.
- Maintain the core competencies as set down by the Company from time to time.
- Complete all Company educational requirements as required for the role as set by the Company.
- At all times follow Company prescribed administrative processes and policies, including use of supporting systems.
- Act professionally, ethically and work co-operatively and constructively within the framework of the Company structure.
- At all times act with integrity and treat clients fairly and respectfully.

PERSON SPECIFICATION

Qualifications	<ul style="list-style-type: none"> • A graduate degree in a relevant discipline (business/commerce, HR management, psychology) is required, or equivalent extensive business HR advisory experience • Membership of HRINZ or CIPD is beneficial but not a requirement
Knowledge/Experience	<ul style="list-style-type: none"> • Minimum 5 years experience in a generalist human resource management advisory position is preferred. • Proven experience working in a corporate environment.
Key Skills and Attributes	<ul style="list-style-type: none"> • Specialist knowledge of human resource management practices and principles. Including: <ul style="list-style-type: none"> ○ Organisation design and change management ○ Learning and development ○ Employment relations ○ Health and safety ○ Rewards and recognition ○ Culture and engagement ○ Performance management ○ Best practice in HR systems, processes and reporting • An effective change agent, with a background in supporting and advising on organisational change at a team or department level. • Business acumen, with the ability to align people initiatives with business goals. • Strong influencing and relationship management skills • Effective coaching and internal consulting skills. • Excellent communication skills, with the ability to communicate effectively at all levels in the business • A proven ability to plan and prioritise a program of work, to deliver results.