

APPENDIX ONE:
Job Description



POSITION TITLE:	People and Performance Advisor
LOCATION:	Head Office
REPORTS TO:	Head of People and Performance

POSITION SUMMARY

The People and Performance Advisor 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. This will involve, providing proactive and responsive advice and expertise to management and staff in all aspects of human resource management. The position will also assist with the delivery of HR projects as required.

KEY RESPONSIBILITIES

- Implement the company People Plan to meet the organisation's objectives and strategies in assigned business units or departments.
- 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 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.
- 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.

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 4 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 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.