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| **POSITION TITLE** | HR & HS Advisor |
| **POSITION TYPE** | Permanent/ Part time (estimated to be up to 24 hours per week) |
| **REPORTS TO** | Chief Executive Officer |
| **LOCATION** | Vickerman Street, Nelson (and elsewhere as required) |
| **DATE** | May 2025 |

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| PURPOSE OF THE POSITION |
| * To support Managers and Team Leaders to deliver on Kernohan’s HR and H&S strategies by providing targeted advice, support and guidance on people-related issues in accordance with company policy, best practice and relevant NZ legislation.
* To coach and support Managers and Team Leaders to develop high quality people management capabilities.
* To be a proactive champion for the highest H&S standards in the workplace; hold self and team members accountable for same.
* To be a positive influence, support and mentor to team members.
* To adopt a big picture view, with services geared towards supporting the continuing success and growth of a dynamic business.
* To consistently have the best interests of the organisation, its staff and customers at heart.
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| KEY RESPONSIBILITES |
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| Responsibility | Expected Outcome |
| **People** | * Provide timely, consistent coaching, advice and support on all aspects of HR to Kernohan’s people leaders. This includes:
	+ performance management,
	+ recruitment, induction,
	+ employment relations,
	+ remuneration,
	+ recognition and reward,
	+ leadership development.
* Ensure compliance with HR policy and procedures, and legal requirements by helping management understand their HR risks and how to effectively manage them.
* Interpret policy and procedures consistently and objectively.
* Maintain regular proactive contact with the managers to ensure awareness of any issues at an early stage.
* Coach and advise managers through formal performance improvement processes and management of all disciplinary processes, driving all matters through to conclusion including ensuring investigations are thorough and documentation is complete.
* Work in partnership with management team to ensure both they and Team Leaders are supported through ER issues
* Contribute to the development of initiatives and improvements to current HR practices, employment practices, policies and procedures.
* Support the wider Kernohan team to build a culture that is aligned with its values.
* Work with the SLT to develop and implement annual action plans from exit interviews, engagement survey results and other information sources.
* Maintain awareness of current, pending and new legislative developments related to employment
* Engage with E tu union delegate and assist CEO with implementing outcomes of collective bargaining processes.
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| **Health, Safety & Environmant** | * Overall responsibility for ensuring Kernohan Engineering Ltd complies with the Health & Safety at Work legislation, and any other relevant HSE legislative requirements.
* In conjunction with other leaders develop, implement and review organisation policies and procedures as required.
* Monitor compliance with our Health & Safety Management Plan and goals.
* Conduct internal audit of employee and Team Leader compliance with H&S processes and controls.
* Incidents, Hazards and Improvements – investigations as needed (do or check).
* Undertake customer site visits to assess H&S performance and compliance.
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| **Information & Reporting** | * Draft and issue staff communications using a variety of mediums including Mango notifications, Toolbox Meetings, email and social media.
* Ensure all people documentation is up to date and user friendly in line with legislation, policy and procedure requirements.
* Record and produce statistics as required in order to monitor trends. Communicate findings to assist in the development of continuous improvement plans.
* Complete required reports for submission to the Chief Executive Officer and Board. Ensure appropriate escalation of information regarding risk and opportunity.
* Attend Board Meetings on request.
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| **General** | * Willingly undertake other projects and tasks in order to be a positive contributor to the overall success of the Kernohan team.
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| KEY RELATIONSHIPS |
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| **Internal:*** Chief Executive Officer
* Senior leadership team
* Team leaders
* Team members

**External:*** HR and/or general business organisations e.g. HRINZ, Chamber of Commerce
* Suppliers e.g. Trainers, Employment Agencies, Technical Specialists
* Customers
* Contractors
* Similar counterparts in other organisations
* Prospective employees
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| QUALIFICATIONS, SKILLS & EXPERIENCE |
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| * Practical experience successfully delivering HR and H&S functions in business – a genuine enthusiasm for what can be achieved and the positive difference it can make.
* Understanding of the legislation and requirements of delivering HR and H&S functions.
* A proven strategic thinker able to see and work with the big picture and deliver on the detail.
* Highly results oriented – committed to seizing opportunity to improve targeted areas, engaging support from necessary stakeholders, and executing successfully.
* A strong commitment to the customer whoever they may be. Able to build trusted relationships at all levels; respected by direct reports and managers for being a reliable, high performing team member intent on delivering the best job every time. A strong team player.
* A positive communicator and presenter with genuine mana – inspiring respect and a willingness to listen in others, verbally and in writing. Genuine enjoyment coaching / mentoring others to become great leaders and high performing team members
* Holds self accountable to the highest of standards, and will expect the same of others. Able to juggle diverse demands and deliver within agreed parameters e.g. timeframes, resources. A flexible attitude to getting the job done whatever it may take.
* Excellent planning and organisation skills – able to manage self successfully and motivate / organise others to do the same.
* High attention to detail and analytical capability.
* Able to undertake disciplinary investigations when required and reach outcomes that balance employee welfare with business risk.
* High computer literacy including Excel, Word and PowerPoint.
* Practical experience operating in a changing business environment – preferred.
* High integrity and trust – has Kernohan’s best interests at heart.
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