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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. |

| 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. |
| **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. |
| **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. |
| **General** | * Willingly undertake other projects and tasks in order to be a positive contributor to the overall success of the Kernohan team. |

| 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 |

| 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. |