

POSITION DESCRIPTION



POSITION TITLE	National Human Resources Advisor
LOCATION:	SPCA Auckland
REPORTS TO	Human Resources Manager
DIRECT REPORTS	N/A

PURPOSE:

Provides guidance and advice to ensure a fair and consistent approach to SPCA's policies and procedures, promoting a positive culture, whilst minimising organisational risks. Responsible for delivery of a full range of employee services, with a particular focus on employee relations, performance improvement, change management and health and safety.

KEY ACCOUNTABILITIES:	KEY RESPONSIBILITIES:
<ul style="list-style-type: none">Provides confidential Human Resources advice and assistance to SPCA management and staff nationally	<ul style="list-style-type: none">Assist in the monitoring of HR compliance issues and undertake general HR functionsProvide information and advice to line management and staff on change management initiatives, policies and proceduresProvide a consultancy and advisory service to line management and employees on HR management issuesAssist People Leaders with disciplinary and performance management processes up to and including attendance at mediation as required.Attend Human Resources conference updates as necessary to keep current with New Zealand legislation.Assist with the provision of report requirements for the organisation including turnover, staff information, training, exit data, staff surveys, recruitment response ratesCarry out data gathering and analysis as required, to monitor and improve performance
<ul style="list-style-type: none">Contribute to the implementation and roll out of the SPCA People, Culture and Safety strategy to support the broader SPCA strategy	<ul style="list-style-type: none">Assist with the roll out of a People, Culture & Safety strategyAssist with the development and implementation of all people and H&S related policies, processes, practices, standardsSupport employees to implement consistent People & Safety processes and systems – initially to support and embed a One SPCA culture and on an on-going basisEngage with Health & Safety initiatives and promote participationReinforce and support a culture of collaboration and teamwork to embed a One SPCA culture

KEY ACCOUNTABILITIES:	KEY RESPONSIBILITIES:
<ul style="list-style-type: none"> Recruitment and Induction 	<ul style="list-style-type: none"> Work with the National Recruitment Advisor to analyse the local job market and support managers as required with the recruitment process Develop, coordinate, monitor and evaluate local employee induction, orientation and exit interview processes and make recommendations as appropriate
<ul style="list-style-type: none"> Develops, implements and maintains baseline HR support systems. 	<ul style="list-style-type: none"> Manage the personal files of all employees ensuring that all employment information and terms and conditions of employment are up to date and accurate Update and maintain the HR Information System data Work with the National Training Manager to identify and plan regional learning and development programmes
<ul style="list-style-type: none"> Development and implementation of Human Resources Policies and Procedures 	<ul style="list-style-type: none"> Contribute to the continuous improvement of HR systems and practices Contribute to the development, implementation and monitoring of internal policies, guidelines, procedures and processes Assist in monitoring and ensuring organisational legislative compliance in relation to workplace practices
<ul style="list-style-type: none"> Supports process improvement groups and projects across the organisation to improve organisational performance. 	<ul style="list-style-type: none"> Actively participate in these groups and works collaboratively with all members to achieve goals. Carry out project work as requested.
<ul style="list-style-type: none"> Actively ensures all Health & Safety requirements are met. 	<ul style="list-style-type: none"> Contribute towards the development & implementation of policies & procedures that ensure compliance with the Health & Safety at Work Act (2015). Participate in developing and maintaining a culture of health and safety in which our employees and volunteers are encouraged to identify risks and respond to them quickly and effectively. Ensure that all accident or Risk/Hazard forms are investigated and coordinated in a timely manner Ensure relevant Health and Safety training is completed in the Region Ensure all new staff are inducted in compliance with Health and Safety requirements Assist with external Health and Safety audits as required Actively participate as a member of the Health and Safety Committee and ensures meeting minutes and actions are completed Address complaints or reported failure to comply in areas of Health and Safety

KEY ACCOUNTABILITIES:	KEY RESPONSIBILITIES:
<ul style="list-style-type: none"> Actively contributes to the management of organisational risk 	<ul style="list-style-type: none"> Participate in developing and maintaining a 'risk-aware' culture in which our employees and volunteers are encouraged to identify risks and respond to them quickly and effectively. Ensures our key stakeholders recognise that we manage risks and hazards responsibly. Reporting as required
<ul style="list-style-type: none"> Carries out other duties as required from time to time. 	<ul style="list-style-type: none"> This Job Description is intended to provide an indication of what is required in the role, but is not exhaustive. You may also be asked to carry out additional tasks not listed as reasonably requested by the General Manager – People, Culture and Safety, HR Manager and other Senior People Leaders.

INTERNAL/EXTERNAL RELATIONSHIPS:

- All SPCA Employees and Management
- External HR and H&S service providers

PERSON SPECIFICATION:

Knowledge and Experience

- 2-3 years of NZ employment relations experience and advisory services, ideally with an HR qualification such as a Diploma
- Employment legislation experience and knowledge, particularly of the Employment Relations Act
- Knowledge of and experience of applying the H&S at Work Act 2015 is preferred.

Skills & Abilities

- Strong communication skills – verbal and written
- Exceptional time management, organisational and planning ability
- Very good inter-personal skills - ability to build rapport with customers, staff and suppliers
- Commitment to the values of the SPCA
- Ability to motivate and encourage others
- Ability to work cohesively and effectively with all SPCA people

Equipment used and/or technology skills.

- Sound computer skills including the use of e-mail, internet and Microsoft Office applications
- Full, current New Zealand driver's licence

Personal attributes

- Positive, kind and professional in all dealings
- Motivated and enthusiastic to make a difference
- High levels of personal and professional integrity