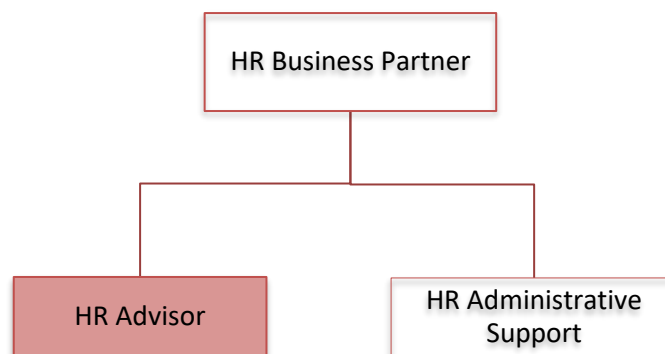


# RAUKAWA CHARITABLE TRUST (RCT)

## Position Description

POSITION TITLE	Human Resource (HR) Advisor
LOCATION	Tokoroa, South Waikato
REPORTS TO	HR Business Partner
PURPOSE OF POSITION	<p>Support our people leaders by championing best practice and living our vision, mission and values as your work across the organisation supporting the delivery of strategic and operational HR functions.</p> <p>The HR Advisor will provide professional and practical HR support and advice to our Business Partner, Executive Leadership Team (ELT) wider organisational people leaders and staff as we strive to deliver a successful employee experience, in turn supporting organisational strategic and operational achievement.</p> <p>Working closely across the organisation the HR Advisor's responsibilities will incorporate the end to end employee experience from on-boarding to offboarding, comprising;</p> <ul style="list-style-type: none"> <li>- recruitment and selection</li> <li>- risk management</li> <li>- employment relations</li> <li>- reward and recognition</li> <li>- organisational development</li> <li>- performance management</li> <li>- organisational policy and procedure.</li> </ul> <p>The HR Advisor role is expected to support the wider HR team by maintaining employment records and completing HR administrative processes, ensuring compliance to organisational requirements and contractual obligations. There is also an expectation the HR Advisor will support the Wellness &amp;/or Health and Safety committees as required to in development, implementation and maintenance of 'best practice' strategies and systems that support our staff, ensure legal compliance, and drive continuous improvement.</p>
VISION	Raukawa kia mau, kia ora - A thriving Raukawa iwi.
RCT MISSION	To deliver outstanding cultural, social and environmental outcomes to ngā uri o Te Poari Matua o Raukawa.
VALUES	<p><b>Tika</b> – working with integrity</p> <p><b>Pono</b> – working toward the vision/genuine intent</p> <p><b>Aroha</b> – compassion and regard for others</p>

### REPORTING STRUCTURE



#### DIRECT REPORTS

- None

#### RELATIONSHIPS

##### Internal

- Tāhuhu Rangapū
- HR Business Partner
- Group Manager - Kōuru Whakahaere
- Executive Leadership Team
- All People Leaders
- RCT Staff

##### External

- External HR Support
- Community Organisations
- Liaison with Remuneration Consultants, training providers, etc.
- Relevant Government agencies (ACC, MBIE, WorkSafe etc.)
- Tertiary Institutions

#### AUTHORITIES

Nil

KEY ACCOUNTABILITY	DUTIES AND RESPONSIBILITIES
<b>Human Resources</b> <ul style="list-style-type: none"> <li>• To provide a range of HR advice and support that assists the organisation to achieve organisational objectives.</li> <li>• Work with Leaders to identify cost effective and relevant training and development needs for the organisation.</li> <li>• Liaison with Remuneration consultants, HR Consultants, training providers etc in line with best practice.</li> <li>• Salary banding methodology, or similar remuneration evaluation systems.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide advice and support to Leaders and staff across generalist HR matters including staff relations, recruitment, selection and induction, training and development, remuneration, performance management, exit process</li> <li>• Our Leaders are provided with quality and professional advice to enable them to effectively fulfil their leadership responsibilities.</li> <li>• In conjunction with the wider HR team, undertake and deliver HR/OD/Compliance related projects as required to support the achievement of the organisational vision and mission</li> <li>• Staff are provided with accurate information regarding their conditions of employment or other employment-related queries.</li> <li>• The organisation is recognised as a 'good employer' both within the industry and its environment.</li> <li>• Employee disputes are minimised.</li> </ul>

KEY ACCOUNTABILITY	DUTIES AND RESPONSIBILITIES
<b>Policy Development</b> Prepare, review and update organisational policies and procedures within scope, as required in conjunction with our Leaders to ensure alignment to organisational requirements.	<ul style="list-style-type: none"> <li>• In conjunction with the HR Business Partner, develop and review organisational policies and procedures ensuring legislative compliance and alignment to organizational goals and best practice.</li> <li>• Support and/or deliver training to ensure employee understanding of updated policies &amp; procedures.</li> <li>• HR policies are applied consistently across the organisation.</li> <li>• In conjunction with the HR Business Partner undertake regular analysis ensuring organisational policies and procedures are in line with legislative changes.</li> </ul>
<b>Change Management and Raukawa Culture</b> <ul style="list-style-type: none"> <li>• Assist our Leaders with cultural and organisational change initiatives, supporting the implementation as required.</li> <li>• Assist our Leaders with organisational development initiatives</li> <li>• Promote Raukawa culture and values through the organisation.</li> </ul>	<ul style="list-style-type: none"> <li>• Work closely with our Leaders to implement and support new initiatives as required.</li> <li>• Work closely with ELT to promote the Raukawa Charitable Trust culture and values.</li> </ul>
<b>Compliance</b> <ul style="list-style-type: none"> <li>• Provides support to internal auditing to make sure that Raukawa systems and procedures are aligned with HR strategies and meet contractual obligations.</li> <li>• HR Reporting and metrics for Leaders.</li> </ul>	<ul style="list-style-type: none"> <li>• Support and assist Leaders where appropriate for auditing and compliance matters in alignment with our contractual obligations</li> <li>• As required, reporting is produced in a timely manner with accuracy.</li> <li>• Processes and procedures align with audit processes and contractual obligations, whilst still meeting the needs of the organisation.</li> <li>• Reports metrics as required to ELT team on the service area.</li> </ul>
<b>Health &amp; Safety/Wellness</b> <ul style="list-style-type: none"> <li>• Participates on the Health and Safety and/or Wellness Committees.</li> <li>• Working in collaboration with the HR team &amp; committees assisting in the development and where appropriate, implementation of the Wellness &amp; Health &amp; Safety annual plans.</li> <li>• Assist with implementation and review of necessary management systems to ensure legal compliance; and all documents support the business plan.</li> <li>• Train and educate all Raukawa staff in the use and purpose of health and safety policies, procedures and processes.</li> <li>• Organise or facilitate health and safety training courses as needs are identified.</li> <li>• Provide specialist advice to management and staff on all health and safety matters.</li> </ul>	<ul style="list-style-type: none"> <li>• Safe and healthy work practices are followed in compliance with company policies, procedures, relevant work standards and statutory obligations.</li> <li>• Promote safe behaviours through discussing hazards with staff.</li> <li>• Support Leaders to ensure all accidents and incidents are accurately reported in a timely fashion.</li> <li>• Encourage maximum reporting of incidents, including near miss reporting.</li> <li>• Supporting the Committee and organisation with processes and procedures.</li> <li>• Follow-up and escalate any health and safety matters to Leadership as timely as practicable.</li> <li>• Comply with Raukawa Charitable Trust Health &amp; Safety policies, procedures and systems.</li> <li>• Work safely at all times and encourage others to do the same.</li> <li>• Report hazards and accidents.</li> <li>• Take initiative to fix hazards.</li> <li>• Promote a positive Health &amp; Safety culture in the workplace.</li> </ul>

KEY ACCOUNTABILITY	DUTIES AND RESPONSIBILITIES
<b>Professionalism</b> <ul style="list-style-type: none"> <li>Team Development</li> <li>Spoken and written communication</li> <li>Teamwork</li> <li>Managing own work</li> <li>Commitment to excellence</li> <li>Professional Development</li> </ul>	<ul style="list-style-type: none"> <li>Attend and positively contribute to monthly Staff and team hui.</li> <li>All written and verbal communication and documentation is eligible, concise and clearly understood. Ability to communicate confidently across sectors.</li> <li>Demonstrates integrity and honesty, ensuring commitments to others are met.</li> <li>Sensitive information is kept confidential, avoiding gossip and unfair criticism and supporting a positive team environment.</li> <li>Daily workload is appropriately managed with priorities identified and adjusted when appropriate.</li> <li>Confidentiality is maintained as per organizational requirements and policy.</li> <li>Identifies own professional development requirements relevant to your position.</li> <li>Annual goals and objectives are mutually agreed with your Leader ensuring your training objectives are met by period end.</li> <li>Practices in a manner consistent with the Treaty of Waitangi principles incorporating respect, values and partnership.</li> <li>Confidentiality adhered to according to the Raukawa Charitable Trust's Code of Conduct.</li> </ul>
<b>Team Support</b>	<ul style="list-style-type: none"> <li>Attend monthly board staff hui and team hui.</li> <li>Actively contribute to the development of the Kōuru Whakahaere &amp; HR teams.</li> <li>Provide coverage for team members as and when required.</li> <li>Support and empower team members and celebrate team success to create and foster a harmonious team culture.</li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>Participate in training including that related to Health &amp; Safety.</li> <li>Take initiative to identify training and development opportunities for self.</li> </ul>
<b>Additional Tasks</b>	<ul style="list-style-type: none"> <li>Carry out any other duties that can reasonably be requested from time to time within the framework of this position and the skills, training and experience of the incumbent.</li> <li>In the event of pandemic responses being initiated throughout the organization, carry out other duties requested that relate to the pandemic response but which may not be related to this position.</li> </ul>

## POSITION REQUIREMENTS

### RELATIONSHIP MANAGEMENT

- Is able to establish and maintain positive working relationships with all people and at all levels of the organisation.
- Can effectively influence and lead others thinking.
- Has a strong customer service and collaboration orientation.

#### INTERPERSONAL STYLE

- Demonstrates a strong personal commitment to organisational excellence, honesty, integrity and business ethics.
- Leads by example, in particular, accountability for actions and the delivery of consistent quality results.
- Is thoughtful, resilient, calm and stable in challenging situations.
- Shows initiative, decisiveness and openness.
- Has excellent oral communication skills, including the ability to negotiation, persuade and influence.
- Highly self-motivated – an achiever.

#### OTHER ATTRIBUTES AND SKILLS

- Future orientated, anticipating trends and using this to formulate plans and alternatives for the future.
- Insight into organisational function and processes.
- Has an understanding of te reo me ona tikanga o Raukawa or willingness to learn
- Within capacity level, understands and applies the principles of te reo me ona tikanga o Raukawa in the organisations strategic, management and operational activities.

#### QUALIFICATIONS AND EXPERIENCE

- Relevant qualification with human resources, business management, organisational psychology or related fields with
- Relevant Health and Safety qualification or experience, with sound knowledge of the HSWA 2015 and previous relevant Acts.
- Sound HR knowledge and experience, covering the whole employee experience with particular skills in recruitment and performance management
- Relevant generalist experience as an HR Practitioner (2 – 5 years)
- Sound knowledge of HRM practices and policies; demonstrated understanding of New Zealand employment legislation and compliance. Proven delivery of planned strategic HR and/or H&S outcomes.
- Trained in SP5 or SP10 Job Evaluation, or relevant remuneration evaluation methods
- Experience in the development and management of safety management plans, frameworks, reporting and systems.
- Respects, values and works in partnership with stakeholders in a manner consistent with the Treaty of Waitangi.
- Familiar with and ability to adhere to organisational policies and procedures.
- Valid and Full Class 1 drivers' license.
- Experience working with Iwi/Maori organisations is desirable, however not essential

#### JOB DESCRIPTION UPDATED

Date: February 2024

#### SIGNATURES

On behalf of Raukawa Charitable Trust:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

Employee:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)