

# POSITION DESCRIPTION

<b>Position</b>	Senior People & Capability Advisor
<b>Report to</b>	People & Capability Manager
<b>Delegated Authorities</b>	Makes decisions within the authority delegated by the People & Capability Manager and in accordance with this job description.
<b>Business Unit</b>	Shared Services
<b>Location</b>	Christchurch

## PURPOSE

To provide timely, high quality, practical operational HR advice and support to all people leaders in accordance with company policy, best practice, and relevant NZ legislation. Supporting and coaching people leaders with best practice HR solutions so they can effectively manage their people and teams to achieve the required business outcomes.

<b>KEY RESPONSIBILITIES</b>	<b>KEY RESULTS</b>
<p><b>Health &amp; Safety</b> Health &amp; Safety requirements are addressed in all operations and project planning.</p>	<ul style="list-style-type: none"> <li>• Contribute to the implementation of HSE policies and procedures.</li> <li>• Comply with HSE policies, procedures and guidelines.</li> <li>• Report H&amp;S and Environmental risks and incidents.</li> <li>• Complete HSE Risk Identification and Assessments.</li> <li>• Participate and engage with the organisation's Management System.</li> <li>• Collaborate and implement Improvement suggestions in your area of responsibility.</li> <li>• Participate in emergency response training and practice drills.</li> <li>• Participate in HSE Meeting where required.</li> </ul>

	<ul style="list-style-type: none"> <li>Participate in Staff Meetings if requested.</li> </ul> <p><b>Authorities</b></p> <ul style="list-style-type: none"> <li>Authority to stop any unsafe act.</li> </ul>
<p>Liaise with the Health and Safety Manager and assist where required.</p>	<ul style="list-style-type: none"> <li>H&amp;S best practice is promoted throughout the company.</li> <li>Effective assistance is provided to the Health and Safety team.</li> <li>Return to work plans are supported, cases of medical incapacity are proactively managed.</li> </ul>
<p><b>Performance Management</b></p> <p>Coach and support people leaders on HR related issues, ensuring they are conversant and compliant with Calder Stewart's HR policies and procedures and legal requirements.</p>	<ul style="list-style-type: none"> <li>People leaders are conversant and compliant with CSSSL's HR policies and procedures and understand and follow legal requirements when managing employee performance.</li> </ul>
<p>Provide people leaders with training on performance management best practice ensuring all legal requirements are fulfilled.</p>	<ul style="list-style-type: none"> <li>Managers comply with all legal requirements and CSSSL policies and procedures.</li> <li>Legal assistance and advice is provided.</li> <li>Regular coaching and training is provided. Managers have the skills to manage disciplinary processes to successful outcomes. Serious issues are managed and raised with the senior management if applicable.</li> </ul>
<p><b>Leadership</b></p> <p>In conjunction with the P&amp;C Manager, assist with effectively managing HR operations across the business to ensure a high level of service is provided to internal stakeholders</p>	<ul style="list-style-type: none"> <li>Provide ER advice and support to the P&amp;C Advisors to ensure best practice</li> <li>Through the support of this role, the people team can provide all people leaders with ER advice in accordance with our policies and adhering to relevant NZ legislation.</li> <li>All documentation relating to performance management is of a high standard and adheres to Calder Stewart's policies, procedures and legislation.</li> </ul>
<p><b>Onboarding</b></p> <p>Support the on-boarding of all new employees by assisting people leaders with the induction and an onboarding plan ensuring a review meeting is carried out within three months of starting employment.</p>	<ul style="list-style-type: none"> <li>New employees receive an employment pack within 48 hours of finalisation of a verbal agreement.</li> <li>All employee documents have been actioned within 24 hours of being finalised (signed) and prior to a new employees commencement.</li> <li>Managers are supported in carrying out induction process for new employees.</li> <li>Managers are supported to effectively onboard their new team members.</li> </ul>

	<ul style="list-style-type: none"> <li>Managers carry out three-month reviews for all new employees.</li> </ul>
<p><b>Recruitment</b></p> <p>Ensure an efficient recruitment process is carried out, working closely with the hiring manager.</p>	<ul style="list-style-type: none"> <li>Managers are supported to source and recruit high quality candidates in a timely manner.</li> <li>The complete recruitment process is adhered to, and all recruitment related documentation is administered in a timely manner.</li> <li>All new employees complete Calder Stewart's pre-employment drug testing prior to commencing employment.</li> <li>In the event of a positive drug test, the procedures as defined through the company Drug and Alcohol policy are implemented.</li> </ul>
<p><b>Training and Development</b></p> <p>Work with managers to coordinate professional development plans and action training requirements as and when required according to the approved plans.</p>	<ul style="list-style-type: none"> <li>Personal development plans are created including objectives, training and development requirements.</li> <li>Plans are monitored and progress is measured.</li> <li>Training is coordinated as and when required.</li> </ul>
<p>Provide managers with training options that match position, performance, and talent management outcomes. Help grow and develop managers and leaders in the organisation.</p>	<ul style="list-style-type: none"> <li>Training benefits and outcomes are measured and used to develop future plans and budgets.</li> </ul>
<p><b>HR Administration</b></p> <p>Process all staff related documentation including offers of employment and updated contracts. Enter into databases, create files and filing.</p>	<ul style="list-style-type: none"> <li>Prospective employees receive employment offer packs within 24 hours of the reporting manager's request being received.</li> <li>Existing employees received updated contracts within 24 hours of the reporting manager's request being received.</li> <li>Documentation is entered to correct files, and record systems are up to date at all times.</li> </ul>
<p>Assist manager as required with quarterly OKR reviews</p>	<ul style="list-style-type: none"> <li>All OKR reviews are conducted in a timely manner and templates are up to date.</li> </ul>
<p>Carry out general administrative tasks as requested by the People &amp; Capability Manager to support the wider HR team.</p>	<ul style="list-style-type: none"> <li>Administrative tasks are carried out accurately within the required timelines.</li> </ul>
<p><b>Culture</b></p> <p>Contribute to the overall cultural development of Calder Stewart with all employees and managers.</p>	<ul style="list-style-type: none"> <li>A positive culture is enhanced and maintained through consistency of modelling the Calder Stewart values</li> </ul>

<p><b>General</b></p> <p>Build and maintain effective working relationships with managers throughout the organisation.</p>	<ul style="list-style-type: none"> <li>• Effective working relationships are formed and feedback on service delivery is positive.</li> <li>• There is effective communication between the company operations and the wider Calder Stewart group.</li> </ul>
<p>Participate in and manage any change process as directed by management.</p>	<ul style="list-style-type: none"> <li>• Any change management is effectively managed with positive outcomes for all concerned.</li> </ul>

Undertake any other duties as may be reasonably requested by Calder Stewart management from time to time.

## KEY RELATIONSHIPS

### Internal

- People & Capability Manager
- People & Capability Team
- Health & Safety Team
- Business Unit Managers
- Regional and Area Managers
- All people leaders and employees

### External

- Training Providers
- Industry related groups
- Government agencies
- Recruitment agencies

## PERSON SPECIFICATIONS

### Essential

- A relevant tertiary qualification in HR.
- More than 5 years generalist HR experience in a mid to large size organisation
- Excellent ER experience and knowledge
- interpersonal and communication skills and ability to build rapport with diverse groups and individuals.
- Ability to hold composure under pressure
- Analytical problem-solving skills with the ability to generate a range of options and develop practical solutions.
- A bias for action, doing things proactively, and an ability to anticipate situations, create opportunities or avoid problems.
- Demonstrated ability to work co-operatively as part of a team.
- Demonstrated commitment to continual improvement.
- Demonstrated ability to establish, develop and maintain a strong customer focus.

### Desirable

- Ability to plan, schedule, organise and make effective use of time to achieve objectives and consistently meet deadlines.
- Practices and upholds the importance of confidentiality and to differentiate public from confidential information.
- Manages conflict and effectively negotiates outcomes.
- Demonstrated evidence of ability to commit to the following principles:
  - Working with stakeholders and colleagues in a culturally sensitive and appropriate manner.
  - Equal employment opportunities.
  - Acting as a professional at all times.
- Able to work autonomously.



Our Vision

**New Zealand's  
property and build  
partner of choice.**

Our Purpose

**Build a strong  
future – for our  
people, our  
customers and  
the communities  
that we live and  
work in.**

**Our Values**

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**FIND A  
WAY.**

We are open minded and continually work together to solve day to day challenges, identifying new opportunities for the future

**PLAY  
FAIR.**

We are committed to respecting and supporting each other, being upfront and honest in the way we work and communicate

**BE  
LOYAL.**

We are building on the legacy, keeping our word, creating trust and support for our teams and our customers

**OWN  
IT.**

We take ownership of our wellbeing, our work and the work of our team.