



Head of People Performance

Position Description



Alpine House
24 Elginshire Street,
Washdyke, 7910

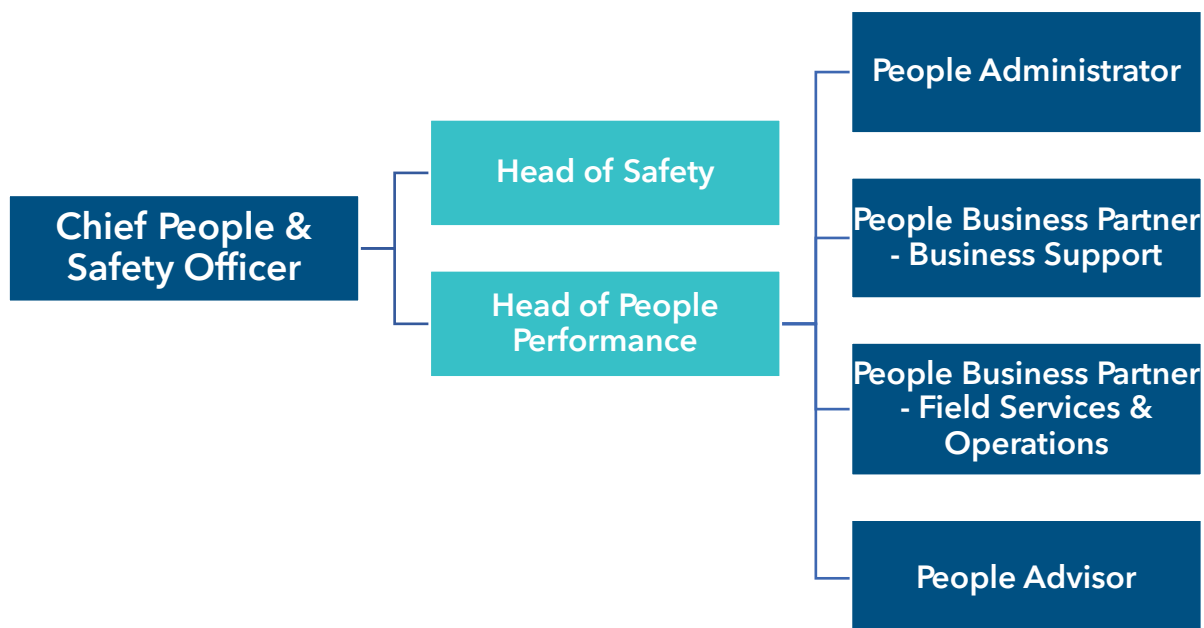
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Head of People Performance

Position Descriptions are intended to describe the main functions and responsibilities required of the role. Position Descriptions are not to be construed as an exhaustive list of all responsibilities or duties that may reasonably be required of the incumbent in this role. Employees will be expected to perform any duties reasonably requested by the employer. Position Descriptions are subject to review to reflect changing circumstances and may be amended for time to time to take account of the role requirements that evolve over time.

Reporting to:	Chief People & Safety Officer
Responsible for:	4 Direct Reports
Position purpose:	<p>This role will provide leadership to the People Operations and Business Partnering team and manage all generalist HR matters including payroll, performance, job evaluation, remuneration, recruitment and employment relations matters. As well as have overall responsibility for our HR System MyAlpine.</p> <p>In addition they will:</p> <ul style="list-style-type: none"> • Proactively develop consistent HR policies and strategies relating to remuneration, retention, performance management, succession planning, and other people matters that arise across AEL. • Provide advice to Managers regarding People matters. • Ensure the team provides a high-quality efficient service to all users and operates within the approved budget. • Develop processes that support the achievement of the organisations core values, strategic and operational objectives.
Last review date:	Sept 2024

Where you will fit



Financial Responsibilities

Authorities may change to align with organisation changes to delegations of authority.

- Controls a budget Y
- Maximum that may be spent without reference to manager: \$10,000
- Jobholder can spend unbudgeted capital N
- Jobholder is responsible for committing the organisation to long-term contracts N
- Jobholder signs correspondence for Company Y

Important Functional Relationships

It is a key responsibility that relationships must be developed and maintained in such a way as to bring about positive and respectful response from those that the team member liaises with.

External

- Shareholders
- Industry Groups
- HR Groups
- Other advisors & suppliers

Internal

- Directors
- Chief People Officer
- Executive Leadership Team (ELT)
- Internal Engagement & Communications Lead, Change Lead, Learning Lead, Wellness & Sustainability Lead
- Members of the wider People & Safety Team
- Line Managers
- AEL Staff

Excellence Through People

You are responsible for

Establishing a strategic people resource plan for review by the CP&SO and CEO detailing objectives and the initiatives required to achieve these, in accordance with the agreed business strategy for AEL

- Promote the organisation values
- Enhance and promote a positive culture aligned to our values
- Coach managers so that they are empowered to proactively manage their people effectively and confidently
- Create and nurture an engaged and high performing workforce
- Prepare and manage Board papers related to people initiatives/matters
- Lead the annual review and the execution of people focused policies, guides and procedures
- The incumbent has the authority to decide on day-to-day work-related issues within their key accountabilities and responsibilities. Any issues falling outside these areas are to be referred to the CP&SO, CFO, CEO or the appropriate ELT member.
- Management of the succession planning processes and policies.

You are successful when

- There is a clear understanding of the company vision and mission statement across the Alpine Group
- Managers hold regular coaching meetings with their people
- You are seen as a role model of the company values
- There is a general knowledge of the people strategy across Alpine Energy Limited
- Employee Engagement is above target

Guides, Policies and Procedures

You are responsible for

Developing a comprehensive tool kit of processes, systems and policies around people and performance ensuring they are regularly reviewed for simplicity and effectiveness ensuring that employment law is complied with. These processes, systems and policies include and are not limited to:

- Talent acquisition/recruitment
- Role definition and position descriptions
- Employment agreements and associated legal documentation and compliance
- Induction
- Rewards and recognition
- Performance appraisal
- Professional development plans
- Career planning and succession planning
- Performance management
- Behaviour management
- Disciplinary processes and dismissals
- Redundancy and restructuring
- Retirement
- Exit interviews
- Leave
- Policies and procedures governing operating activities including a Code of Conduct.

Implementing and providing coaching around all processes, systems and policies to the Managers ensuring consistent, high-quality application.

- Supports Managers and line managers on the implementation of policies, practices and procedures as appropriate
- Creates business cases for the development and implementation of systems for review by the CP&SO where such development and implementation exceed the cost/expense delegation of the role
- Reports to the CP&SO on areas of concern or of note

Maintaining approved systems for review of staff remuneration levels and advising the Executive Managers.

You are successful when

- Human Resources policies are up to date, implemented and fit for purpose
- High levels of trust exist at and between all levels within the company
- Employees are highly engaged
- Departments have clear objectives and people plans
- Personnel files are kept up to date and are secure.

Talent Acquisition

You are responsible for

Implementing a Talent Acquisition strategy to ensure the company has the right people employed doing the right tasks, in accordance with the strategic and operating plans
Leading the team to support line managers in the recruitment process.

- Develops an annual talent acquisition strategy and operating plan for all parts of the business in conjunction with the ELT and line managers. Ensures plans are such that line managers accept ownership and take responsibility for the acquisition of talent in their respective parts of the business
- Together with the line managers and ELT, implements the talent acquisition strategy and plan, providing proactive support to line managers
- Develops and keeps current practical and simple recruitment processes and systems that support line managers to recruit and acquire talent for their functions in the business
- Coaches Managers and team leaders on recruitment process and practices to ensure good decision making throughout the talent acquisition cycle
- Reports monthly to the CP&SO on talent acquisition including key metrics that support performance. Works closely and effectively with the CP&SO to keep him/her well informed of upcoming commitments and responsibilities, following up appropriately
- Provides leadership to build relationships crucial to the success of the organisation, and manages a variety of special projects for the CP&SO, some of which may have organisational impact.
- Proactively manages vendor relationships to ensure optimal spend and outcomes for AELs talent acquisition efforts.

You are successful when

- Induction and onboarding programmes are executed well with new employees hitting targets as agreed at 90 days
- Recruitment targets and measurables are met
- Retention targets are met
- Managers' calendars are up to date with schedules and meetings regarding recruitment
- Conflicting priorities are well balanced in order to manage workflow, and critical roles are filled in a timely manner

Performance Management

You are responsible for

Ensuring all employees are supported to achieve in their roles so that Alpine Energy Limited can meet its objectives, in accordance with the strategic and operating plans.

- Develops and regularly reviews all performance appraisal and practices ensuring simple and practical systems for measuring performance against key performance measures and working with the Learning Lead to ensure that these processes are link to career and professional development enabling access to appropriate learning and development for all employees
- Supports the ELT, and line managers in the performance appraisal process ensuring that they understand the process and the conversations that are to be undertaken during this process

- Takes leadership of the annual and quarterly cadence processes, with proactive communications and reporting to ensure the processes are well understood and executed with high adoption across the business
- Work with ELT and line managers to identify and support growth and development of employees across AEL
- Provides coaching as required
- Supports the ELT and team leaders in ensuring comprehensive training and development plans are in place for all employees
- Reports to the CP&SO monthly on key performance measures.

You are successful when

- Performance development is consistent across AEL
- Departments have clear objectives and plan

Culture & Engagement

You are responsible for

Proactively managing and leading initiatives to support the culture and a high level of engagement throughout the business by all employees.

- Creates a comprehensive and collaborative process across all employees to continuously review, consider and “live” the values of the business. Together with the CP&SO, CEO, ELT, and line managers, understand and clearly communicate and model behaviours that support the values of the business; ensuring opportunity for recognition of employees who effectively “live” and model these behaviours
- Work with the CP&SO and Internal Engagement & Communications Lead to ensure processes to measure the culture and employee engagement are well embedded. Ensuring the Business Partners together with the ELT and team leaders, debrief survey results and address issues and challenges in a positive and proactive way to enhance culture and engagement.
- Reports on activities and performance measures

You are successful when

- Engagement action plans are in place across all functions at AEL
- Departments have clear objectives and plan as required to improve and maintain employee engagement and experience
- Engagement plans are live, acted upon and refreshed where need be

Employee & Industrial Relations

You are responsible for

Providing the CP&SO, CEO and ELT with analysis and recommendations on all matters relating to employment relations and Industrial Relations

- Analysis of market factors and industry norms is provided
- Promotes positive relationships across the business
- Employment Agreements are negotiated in a timely and effective manner
- Active working relationship with Union officials and delegates

You are successful when

- Relationships with the Union are positive
- There is an inclusive working environment
- There is a high level of trust within the team

Executive Leadership Support

You are responsible for

Working with the CP&SO and the ELT on matters of strategic and operational importance to the business within the realm of people leadership

- Ensures that the CP&SO is kept informed of all pertinent developments and information within the team
- Participates fully as required in meetings with the ELT and others as appropriate, contributing ideas and reporting as required
- Support the ELT as a trusted advisor, working alongside them to deliver on AEL's strategy
- Contributes to development of the strategic plan of the business
- Undertakes any other duties reasonably requested by the CP&SO.

You are successful when

- Managers take leadership for culture and engagement
- There is a high level of trust within the team

What You Will Bring:

Education & Qualifications	Essential	Desirable
<ul style="list-style-type: none"> • Tertiary Qualification in HR or a related field • Current Driver Licence 	<ul style="list-style-type: none"> ✓ ✓ 	
Knowledge, Skills & Experience	Essential	Desirable
<ul style="list-style-type: none"> • 8 - 10 years' experience working in HR/P&C • Experience supporting C-level Executives • MS Office 365 • HRIS software experience - web and other • Strong organisational skills that reflect ability to perform and prioritise multiple tasks seamlessly with excellent attention to detail • Management of People Team • Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external parties • Expert level written and verbal communication skills • Demonstrates proactive approaches to problem-solving with strong decision-making capability • Emotional maturity and resilience • Highly resourceful team-player, with the ability to also be extremely effective independently • Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response • Demonstrates ability to achieve high performance goals and meet deadlines in a fast-paced environment • Forward looking thinker, who actively seeks opportunities and proposes solutions 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓ ✓

What We Expect

Health & Safety

- Actively participating in health and safety (H&S) responsibilities outlined in Alpine's H&S Management Programme
- Following all established work procedures with regard to the requirements for H&S, including the use of PPE
- Identifying and reporting hazards
- Adhering to all H&S practices and rules
- Actively promoting and supporting health and safety, and wellbeing initiatives

Continuous Improvement

- Taking the initiative to improve work practices and to get the best possible outcome
- Looking for opportunities to improve systems, processes and work practices – both within your own position and our company as a whole
- Participate in MBUs, both within in your own team and across AEL

Customer Excellence

- Acting as an ambassador for AEL, going above and beyond to always provide both internal and external customers with exceptional service - approachable, interested and friendly
- Treating everyone with respect - taking time to listen, learn and understand. Problems and complaints are acknowledged, solutions identified and promptly acted upon
- Taking responsibility for the achievement of the organisational levels of service, measures, and targets as they relate to the role

Teamwork

- Working together as one team
- Willingly sharing your knowledge and experience
- Open, honest, considerate, and respectful communication
- Demonstrate positivity and respect and support and care for your colleagues.
- Demonstrate initiative and commitment to team objectives
- Actively participating in group activities
- Being open and receptive to change
- Positive response to requests for assistance from within your own team and other teams; demonstrating adaptability and willingness

Performance & Development

- Taking a full and active role in Performance Development Plan discussions with your manager (prepares, participates, follows through). Identifying and following through on opportunities for personal and professional development
- Demonstrating commitment to up-skilling and further developing specialist knowledge and best practice initiatives
- Participating in training opportunities with an open mind

Civil Defence Emergency Management

- Assisting AEL in preparing for and responding to an emergency
- After establishing the safety of members of your household, you may be assigned duties to assist AEL in an emergency

Personal Accountability

Being a positive role model and promoting AEL favourably.

- Be approachable, personable, willing, and consistent
- Contribute proactively through empowering our communities
- Work within and contribute to all AEL policies and standards

Other Duties

Occasionally you may be required to undertake duties in addition to those outlined, but of which fall within your capabilities and experience.

Employees are expected to carry out such other duties and responsibilities as may be requested from time to time by their supervisor or manager which are generally consistent with the objectives of the position.



Our Vision

Empowering our Community



Our Purpose

Providing infrastructure for a secure & reliable electricity supply in South Canterbury

Our Values



Safety

We value health & safety always



Integrity

We are honest and sincere; we mean what we say and say what we mean



Accountability

We accept responsibility

All built on a foundation of RESPECT

Employees are expected to carry out such other duties and responsibilities as may be requested from time to time by their manager which are generally consistent with the objectives of the position.

Manager

Date

Position Holder

Date