



Ngākau aroha Have heart

Kotahitanga Better together

Kia māia Be brave

Mahia Nail it

Position Description

Title:	Senior HR Advisor
Group:	Pūmanawa Tāngata – People and Safety
Reports to:	HR Business Partner
Band:	17
Date:	November 2022

Context

Our purpose	<i>NZTA Waka Kotahi. Moving. Together</i> A land transport system connecting people, products and places for the thriving Aotearoa.
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Group and team purpose	Pūmanawa Tāngata, the People and Safety Group, is responsible for developing and managing people related systems, processes and practices so we have the workplace and capabilities we need to succeed now and in the future. Pūmanawa Tāngata develops the people strategy with emphasis on talent, diversity, culture and leadership capabilities, and develops, lifts and manages people related systems, processes and practices.
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Position purpose	This role supports the HR Business Partner to deliver the Group(s) workforce strategy and execute it within the Group. Strategic partnering, working with business leaders of sub-Groups to manage people as an integral part of business strategy. Build leadership and people leader capability in all aspects of people and organisational capability. Execute HR processes to a high standard.
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Key relationships	<p>Internal:</p> <ul style="list-style-type: none">• People Leaders• Group Leadership teams• All other business groups <p>External:</p> <ul style="list-style-type: none">• Other Government agencies• Providers of HR products, services and systems
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Dimensions	Location: National office
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What the position involves

Accountabilities

As well as being accountable for the NZTA | Waka Kotahi values and behaviours, your role has the following specific key accountabilities:

Business Partnering:

- Execution of a workforce plan for the Group, aligned with the Agency Workforce Strategy.
- Engage and leverage the Employee Experience service delivery model and specialist resources in support of the Workforce plan.

Talent Acquisition and Talent Management:

- Execution of the Group-specific elements of the Agency resourcing and retention strategy to attract and retain the right people talent and resources to deliver the Group agenda.
- Support sub-Group leadership in selected strategic hiring and non-strategic hiring processes.
- Execute the talent management and succession planning agenda within specific sub-Groups.
- Deliver against Group and sub-Group diversity and inclusion priorities.

Reward and Performance Management:

- Facilitate and support the sub-Group pay and performance review process ensuring consistency across peer populations and performance differentiation aligned to the business goals.
- Provide advice and guidance to sub-Group leadership on remuneration packages for new and existing hires and work with remuneration specialists and Talent Acquisition/ Employee Experience to action decisions.

Employee Experience (HR Operations):

- Coach people leaders to utilise the Agency service delivery model (i.e. Employee Experience being the first port of call for all HR-related queries), embedding ownership of people with leaders.
- Coach leadership teams to utilise the service delivery model and coach people leaders to ensure simple running of operational HR activity across the business.

Employment Relations:

- Support consultation with employees representatives/unions as appropriate
- Manage ER cases – in particular performance and low level disciplinary issues – liaise with ER specialists as required.
- Coach people leaders and embed core people management capability within the sub-Group.

Organisational Design and Development:

- Execution of organisation restructuring, including coordination of consultation processes, preparing supporting documentation (e.g. consultation documentation, project timelines, position descriptions, decision documentation, letters, and scripts), facilitating selection processes, support of people transition plans to enable the business change, coaching leaders in the conversations and ensuring legal compliance.

There is an expectation that the role accountabilities may evolve over time. You may also be involved in other activities as part of a career and development plan. These will be reflected in your performance and development goals that are set in discussion with your People Leader.

Working effectively with Māori

Te Ara Kotahi – our Māori Strategy – supports NZTA | Waka Kotahi to work effectively with Māori and is underpinned by uara (values) and our mātāpono (principles) of – Rangatiratanga, Manaakitanga, Kaitiakitanga, Whanaungatanga, Te Tiriti o Waitangi, Mana o te Reo, Huna Kore (no surprises approach), Auahatanga (creativity and innovation), Whakaponono (integrity and honesty) and in recognition of Cultural Values.

As NZTA | Waka Kotahi is an agent of the Crown, Te Tiriti o Waitangi/The Treaty of Waitangi is important to everything we say or do. We recognise it as an enduring document central to New Zealand's past, present and future. Building and maintaining meaningful relationships is important to work effectively with Māori, stakeholders and other agencies.

We accept our privileged role and responsibility to the partnership of the Treaty of Waitangi / Te Tiriti o Waitangi.

Values and Behaviours

Our values and behaviours underpin everything we do and form the core behavioural expectations for your role.

NGĀKAU AROHA *Have heart* means we have the wellbeing of our people, community and planet at the heart of everything we do. As NZTA | Waka Kotahi we:

- Contribute to a safe and sustainable work environment.
- Show respect for all people.
- Treat others how we would like to be treated.
- Are inclusive and connected
- Look out for each other

KOTAHITANGA *Better together* means we achieve great things when we work together to build trusted relationships inside and outside of NZTA | Waka Kotahi. As NZTA | Waka Kotahi we:

- Build better relationships
- Join up our thinking and our doing
- Remove barriers to collaboration
- Seek and listen to others to learn and grow
- Invite conversation and feedback and always improve

KIA MĀĪA *Be brave* means our outcomes are better when we bring courage and self-belief to our passion and purpose. As NZTA | Waka Kotahi we:

- Speak up when it matters
- Challenge to achieve the right outcome
- Make and own the tough decisions
- Find different perspectives to challenge thinking
- Face up to the difficult issues

MAHIA *Nail it* means we create enduring legacy, delivering our best work every day. As NZTA | Waka Kotahi we:

- Are clear on what's important
- Deliver on the right outcomes
- Hold ourselves to account
- Help others succeed
- Celebrate success

As a member of the state sector we also hold ourselves to the highest standards of integrity and conduct.

SPIRIT OF SERVICE

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āianeī, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

More information on all the behaviours and standards are included in the NZTA | Waka Kotahi Te Tikanga Whanonga – Our Code of Conduct.

The value you will bring

Knowledge and experience:

- Good understanding of the Group or ability to get quickly up to speed on requirements
- Proven foundation and knowledge of principles and practice of HR including employment law and compliance requirements
- Experience of aligning HR strategies to business needs
- Experience of championing change, winning buy-in from people leaders and working through resistance
- Deep experience in at least one HR specialty area
- Able to contribute and challenge the status quo
- Proven client management and business literacy skills
- Strong interpersonal and negotiation skills
- Proven ability to effectively coach employees and leaders to build their capability and through complex and difficult issues
- Ability to make recommendations to effectively resolve issues
- Can juggle conflicting tension and manage communication of “bad news” role modelling inclusive behaviours, raising standards, and improving the profile of HR and the People Group

Qualifications:

- A qualification in Human Resources or other related field or equivalent work experience

You will demonstrate knowledge of, or a willingness to gain an understanding of Te Ao Māori and promote tikanga and Te Reo Māori. You will also have knowledge of, or a willingness to gain an appreciation of te Tiriti o Waitangi (the Treaty of Waitangi) as it applies in the public sector.

To learn more about what we do visit www.nzta.govt.nz