

## Position Description

Employment Agreement:	Individual Employment Agreement
Position Title:	<b>HR Consultant</b>
Service & Directorate:	Human Resources, People, Culture and Technology Directorate
Location:	Dunedin/Invercargill
Reports to:	HR Business Partner
Number of direct reports:	Nil
Date:	December 2018

### Our Vision

Better Health, Better Lives, Whānau Ora

We work in partnership with people and communities to achieve their optimum health and wellbeing  
We seek excellence through a culture of learning, enquiry, service and caring

### Our Shared Values and Behaviours

Kind <i>Manaakitanga</i>	Open <i>Pono</i>	Positive <i>Whaiwhakaaro</i>	Community <i>Whanaungatanga</i>
<b>Looking after our people:</b> We respect and support each other. Our hospitality and kindness foster better care.	<b>Being sincere:</b> We listen, hear and communicate openly and honestly. We treat people how they would like to be treated.	<b>Best action:</b> We are thoughtful, bring a positive attitude and are always looking to do things better.	<b>As family:</b> We are genuine, nurture and maintain relationships to promote and build on all the strengths in our community.

### Our statutory purpose

To improve, promote and protect the health of our population

- Promote the integration of health services across primary and secondary care services
- Seek the optimum arrangement for the most effective and efficient delivery of health services
- Promote effective care or support for those in need of personal health or disability support services
- Promote the inclusion and participation in society and the independence of people with disabilities
- Reduce health disparities by improving health outcomes for Māori and other population groups
- Foster community participation in health improvement and in planning for the provision of and changes to the provision of services
- Uphold the ethical and quality standards expected of use and to exhibit a sense of social and environmental responsibility

PURPOSE OF ROLE
<p>The purpose of the HR Consultant is to provide support in maintaining the provision of HR minimum standards and procedures.</p> <p>Learning to understand people demands and realities.</p> <p>Learning the people priorities for directorate and area of responsibility.</p> <p>Support the identification of people priorities and challenges and proposes views on appropriate actions and measures.</p> <p>This role is responsible for:</p> <ul style="list-style-type: none"> <li>Assisting with the execution of people processes by providing support to stakeholders.</li> <li>Concerned with the effectiveness and efficiency of HR processes and practices.</li> <li>Accountable for acquiring the necessary skills required of a HR Consultant/Business Partner</li> <li>Suggests improvements to HR processes, practices and systems to achieve enhanced effectiveness and efficiency</li> <li>Able to provide first line support on operational/transactional people related issues and advises appropriate mechanisms/pathways to follow for more complex matters.</li> <li>Building partnerships with all relevant stakeholders (internal and external);</li> <li>Developing relationships with respective HR services e.g. recruitment, payroll, learning and development to deliver appropriate People solutions within the area of responsibility.</li> </ul>

## Competencies

The following competencies apply to this position. The employee will be assessed against these as part of their annual performance and development review.

Organisational Competencies	
<b>Customer Focus</b>	Is dedicated to meeting the expectations and requirements of internal and external customers; gets first hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect
<b>Integrity and Trust</b>	Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.
<b>Drive For Results</b>	Can be counted on to exceed goals successfully; Is constantly and consistently one of the top performers; very bottom line oriented; steadfastly pushes self and others for results.
Role Specific Competencies	
<b>Problem Solving</b>	Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn't stop at the first answers.
<b>Organisational Agility</b>	Knowledgeable about how organisations work; knows how to get things done both through formal channels and the informal network; understands the origin and reasoning behind key policies, practices, and procedures; understands the cultures of organisations.
<b>Decision Quality</b>	Makes good decisions (without considering how much time it takes) based upon a mixture of analysis, wisdom, experience, and judgment; most of his/her solutions and suggestions turn out to be correct and accurate when judged over time; sought out by others for advice and solutions.
<b>Informing</b>	Provides the information people need to know to do their jobs and to feel good about being a member of the team, unit, and/or the organisation; provides individuals information so that they can make accurate decisions; is timely with information.
<b>Listening</b>	Practices attentive and active listening; has the patience to hear people out; can accurately restate the opinions of others even when he/she disagrees.

KEY RELATIONSHIPS	
Within Southern DHB	External to Southern DHB
<ul style="list-style-type: none"> <li>Managers &amp; Leaders</li> </ul>	<ul style="list-style-type: none"> <li>DHB's</li> </ul>

• Southern DHB Staff	• TAS
• HR Colleagues (including OD and Recruitment)	• Legal Advisors
• GMHR, HR Managers	• Union Representatives
• Payroll Team	• Auditors

**PERSON SPECIFICATION**

The expertise required for a person to be fully competent in the role. Position specific competencies:

	ESSENTIAL	DESIRABLE
<b>Education and Qualifications (or equivalent level of learning)</b>	<ul style="list-style-type: none"> <li>• Bachelor Degree in HR Related field</li> <li>• Or studying towards a Bachelor Degree in HR with 2 years of related experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Tertiary qualification in HR or relevant behavioural science</li> <li>• Studying towards a Hons Degree in HR or Business Management.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• 0-3 years full time HR experience</li> <li>• General understanding of the interpretation and provision of specialist advice on employment conditions, including a good understanding and working knowledge of employee relations, employment law and practices</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in ER matters</li> <li>• Experience in a related field e.g. recruitment, HR Administration, Payroll or Organisational Development.</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Highly developed communication skills (verbal and written)</li> <li>• Understanding of best practice organisational development</li> <li>• Ability to build relationships and work collaboratively with others</li> <li>• Ability to think and solve complex problems</li> <li>• Ability to manage competing priorities</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Fast and eager learner.</li> <li>• Enquiring mind, pursues continuous improvement.</li> <li>• Balanced outlook that lends to fast, pragmatic decisions and actions based on sound judgement</li> <li>• Holds self and others accountable</li> <li>• Appreciates and values diversity</li> <li>• Open to different views and opinions.</li> <li>• Detail orientated</li> <li>• Flexible team player</li> <li>• Ability to foster and maintain excellent relationships</li> </ul>	

**KEY RESULT AREAS:**

Key Accountabilities:	Example of successful delivery of duties and responsibilities
<b>Human Capital Curator:</b> Able to manage the flow of talent by developing people and leaders, driving individual performance, and building technical talent.	
Supports the implementation of talent management strategies, programmes, and practices to align with, and	<ul style="list-style-type: none"> <li>• Understands the policies and processes regarding the attraction and recruitment of employees</li> </ul>

<p>proactively address the SDHB’s changing talent needs in collaboration with the HRBP/Senior HR Manager.</p>	<ul style="list-style-type: none"> <li>• Able to convey essential learning and development processes to employees.</li> <li>• Assists in the implementation of talent management processes by communicating processes and deadlines to line managers and employees.</li> <li>• Collates talent management data and provides analysis for directorate as required.</li> <li>• Monitors the performance management process by providing information to employees as needed</li> <li>• Demonstrates and ability to apply relevant performance improvement techniques and tools.</li> <li>• Attends interviews as an observer where appropriate.</li> <li>• Supports the implementation of effective on-boarding and orientation programs for new employees.</li> </ul>
<p><b>Total Rewards Steward:</b> Able to manage employee wellbeing through financial and non-financial rewards.</p>	
<p>Has foundational understanding of various compensation systems and benefits used to attract and retain employees. Implementing, understanding and consistently applying Southern’s compensation and benefits philosophy as well as the respective MECA, SECA and IEA parameters and principles to relevant employee categories.</p>	<ul style="list-style-type: none"> <li>• Understands remuneration principles, policies and procedures and can explain them clearly to employees and managers.</li> <li>• Supports the management of employee movement processes and procedures (MECA applications for steps etc.).</li> <li>• Can articulate the relevant regulatory and compliance issues related to employment contracts</li> <li>• Is familiar with and can interpret all relevant legislation</li> <li>• Can identify potential areas of non-compliance</li> <li>• Acts promptly on any labour relations problems and reports such problems to appropriate parties</li> </ul>
<p><b>Strategic Positioner:</b> analyse and understand external business factors–social, economic, political, technological, etc. and interpret them internally.</p>	
<p>Supports and inputs into evaluating external and internal contexts and translate those trends into practical insights that help position the SDHB to be successful.</p>	<ul style="list-style-type: none"> <li>• Demonstrates a good working knowledge of core HR policies, processes and activities and their expected value add</li> <li>• Is able to monitor the implementation of HR policies, programmes and processes in accordance with directorate/services requirements under supervision of HR Lead</li> </ul>
<p><b>Paradox Navigator:</b> Able to manage tensions inherent in businesses (e.g., be both long and short term, be both top down and bottom up)</p>	
<p>The ability to balance and manage conflicting demands through maximizing ideas and outcomes that may inherently be in opposition to each other.</p>	<ul style="list-style-type: none"> <li>• Ability to recognize two sides to a story and respect another view point or opinion</li> <li>• Able to listen to others seeking to understand their views.</li> <li>• Able to observe and learn from others outside their own zone of influence.</li> <li>• Is personally aware of own predispositions and style</li> <li>• Seeks others’ opinions to broaden own perspectives</li> <li>• Able to accurately represent the facts and opinions of both parties in an opposing argument.</li> </ul>
<p><b>Credible Activist:</b> Able to build relationships of trust by having a proactive point of view</p>	
<p>The ability to build trust through business acumen, through the consistent delivering against objectives as promised. Achieving the trust and respect as HR Professional within SDHB to be valued as business partners. The ability to influence others in a positive way through consistent and high impact communications.</p>	<ul style="list-style-type: none"> <li>• Communicates effectively with all stakeholders.</li> <li>• Demonstrates an ability to engage at relevant levels to support constructive outcomes.</li> <li>• Is receptive to feedback</li> <li>• Shows a genuine interest in others</li> <li>• Acts with appropriate balance of confidence and humility</li> <li>• Demonstrates personal integrity and ethics</li> </ul>

	<ul style="list-style-type: none"> <li>• Tests theories and principles with HR leader</li> <li>• Does not take adverse actions based on personal biases.</li> <li>• Maintains privacy, in compliance with laws and regulations mandating a duty to report unethical behaviour.</li> <li>• Seeks ways to upskill knowledge of HR practices, ethics, laws, standards, legislation and emerging trends.</li> <li>• Establishes oneself as credible and trustworthy.</li> </ul>
<b>Organisational Management</b>	
The support of safe staffing levels within the relevant directorates aligned with overall operational and functional needs.	<ul style="list-style-type: none"> <li>• Demonstrates knowledge and understanding of organisational design theory, systems and processes</li> <li>• Supports OD projects, supports the effective implementation of people initiatives where appropriate.</li> </ul>
<b>Compliance and Governance</b>	
The ability to manage the processes related to compliance by following regulatory guidelines. Ensures that HR practices comply with government laws. Stands up for employee rights. Able to educate employees and managers on how to stay within legal guidelines regarding on-the-job behaviour.	<ul style="list-style-type: none"> <li>• With input from HR leadership is able to source legal advice to assist with decision making relating to organisational risks and conflicts of interest.</li> <li>• Monitors and reports on adherence to HR programs, practices and policies.</li> <li>• Supports a culture that encourages all employees to report unethical practices and behaviors</li> <li>• Evaluates potential regulatory and compliance issues and elevates to HR leadership.</li> <li>• Able to advise employees, managers on Code of Conduct, Effective Working Relationships and similar policies/procedures to ensure correct application and interpretation.</li> <li>• Supports providing information to respond to OIA requests and timeous responses to such requests.</li> </ul>
<b>Employee Relations</b>	
Role player in maintaining positive working relationships between various stakeholders.	<ul style="list-style-type: none"> <li>• Attends investigations, hearings, grievances and other employee relations meetings as directed.</li> <li>• Clearly understands employee relations policies and procedures.</li> <li>• Sets up relevant meetings where required.</li> <li>• Assists in drafting relevant documentation.</li> <li>• Understands labour legislation, related policies and procedures and its relevance/applicability to line managers and employees.</li> <li>• Guides line managers and employees on documented processes, legislation and policy application.</li> <li>• Ensures the collation and finalisation of relevant documentation on completion.</li> <li>• Reports on instances and outcomes.</li> <li>• Escalates matters as appropriate.</li> </ul>
<b>Culture and Change Champion:</b> Able to make change happen and manage organisational culture.	
Encourages others to seek opportunities for better and innovative approaches to addressing problems. Supports the planning, implementation and embedding of change initiatives in support of the SDHBs organizational culture.	<ul style="list-style-type: none"> <li>• Has some knowledge and understanding of the change process and the effects of change</li> <li>• Researches best practices and makes proposals to best support employees and management with change processes.</li> <li>• Supports an organizational culture that values diversity and promotes inclusion.</li> <li>• Monitors HR programs, practices and policies.</li> </ul>

	<ul style="list-style-type: none"> <li>Proposes improvements to improve HR programs, practices and policies.</li> </ul>
<b>Other Duties</b>	
<p>Undertaking duties from time to time that may be in addition to those outlined above but which fall within your capabilities and experience.</p> <p>Act as a role model for the Southern DHB Organisational Values.</p>	<ul style="list-style-type: none"> <li>You respond positively to requests for assistance in own and other areas, demonstrating adaptability and willingness.</li> <li>You produce work that complies with SDHB processes and reflects best practice.</li> <li>Research undertaken is robust and well considered.</li> <li>Live and support the DHB values in everything you do.</li> </ul>
<b>Living Southern DHB Values</b>	
Proactively demonstrating Southern DHB values in all aspects of the role.	<ul style="list-style-type: none"> <li>Demonstrates behaviours that we want to see from each other, at our best.</li> <li>Contributes positively to a culture of appreciation, a learning culture, where people feel safe to speak up.</li> <li>Contributes positively to team and other initiatives that seek to improve patient and whanau experiences and/or staffs experience of working.</li> </ul>
<b>Professional Development – self</b>	
Identifying areas for personal and professional development.	<ul style="list-style-type: none"> <li>Is mindful of own performance levels and self corrects on substandard performance or asks for support where necessary proactively.</li> <li>Plans for, and pursues own development objectives.</li> <li>Makes work easy for others inside and outside their unit.</li> <li>Training and development goals are identified/agreed with your manager.</li> <li>Performance objectives reviewed annually with your manager.</li> <li>You actively seek feedback and accept constructive criticism.</li> </ul>
<b>Health, Safety and Wellbeing</b>	
Taking all practicable steps to ensure personal safety and the safety of others while at work, in accordance with the Southern DHB's Health, Safety and Wellbeing policies, procedures and systems.	<ul style="list-style-type: none"> <li>You understand and consistently meet your obligations under Southern DHB's Health and Safety policy/procedures.</li> <li>You actively encourage and challenge your peers to work in a safe manner.</li> <li>Effort is made to strive for best practice in Health and Safety at all times.</li> </ul>
<b>Treaty of Waitangi</b>	
Giving effect to the principles of the Treaty of Waitangi – Partnership, Participation and Protection through your interaction with others on a day to day basis.	<ul style="list-style-type: none"> <li>Partnership – You interact in good faith and in the nature of a partnership. There is a sense of shared enterprise and mutual benefit where each partner takes account of the needs and interests of the other.</li> <li>Participation – You work in partnership with our treaty partners to enable our organisation to prosper. You are mindful of the varying socio-economic conditions that face our people and work hard to remove barriers of access to health and education.</li> <li>Protection – You work proactively to protect the rights and interests of Māori, including the need to proactively build the capacity and capability of Māori.</li> </ul>

Note: the above example measures are provided as a guide only. The precise performance measures for this position will require further discussion between the job holder and manager.

## CHANGES TO POSITION DESCRIPTION

From time to time it may be necessary to consider changes to the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. This Position Description may be reviewed as part of the preparation for your annual performance and development review.

Acknowledged / Accepted:

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Employee

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Date

.....  
Manager

.....  
Date