

 HAWKE'S BAY District Health Board Whakawāteatia	POSITION TITLE	Senior Human Resources Business Partner		
	DIRECTORATE	People and Quality Directorate	DEPARTMENT	HR Advisory
	REPORTING TO (operationally)	HR Operations Manager	REPORTING TO (professionally)	HR Operations Manager
PURPOSE OF THE POSITION	<ul style="list-style-type: none"> ▪ To ensure that all managers are supported with sound human resource management principles and practices ▪ Providing day to day operational support to allocated service areas, relevant managers, responding and resolving HR queries and working to develop the skills of those managers in HR matters ▪ Supporting the development and updating of HR resources, policies, processes and systems with a focus on streamlining these to enable all managers to effectively do their job. ▪ Partnering with service areas to understand their business and deliver high quality, relevant HR solutions ▪ To take a lead role in Industrial relations matters ▪ To provide guidance within the wider team on Employment Relations matters 			
KEY DELIVERABLES	<p>Operational HR:</p> <ul style="list-style-type: none"> ▪ Respond to and resolve HR queries ▪ Support managers and ensure fair process and consistent interpretation/implementation of policies, process and employment agreements occurs at all times ▪ Provide professional HR support to ensure all practices are fair and reasonable and treat all involved with respect and care ▪ Work in partnership with managers and staff to continue to develop an inclusive positive culture ▪ Build and maintain relationships with Managers, leaders and supervisors ▪ Develop an understanding and awareness of the DHB's business, your business units and their operating environment, roles / responsibilities and HR requirements ▪ Work collaboratively to meet the goals of the service in a team-based environment ▪ Interpret and implement of employment agreements ▪ Keep up to date with employment legislation changes and update policies and processes accordingly. ▪ Support change management processes including drafting letters and communicating documents to the unions and the whole organisation ▪ Facilitate development interventions (e.g. BUILD) as required to ensure managers and staff are provided tools to effectively do their roles <p>HR systems and processes:</p> <ul style="list-style-type: none"> ▪ Develop, improve and implement new and existing HR systems and processes ▪ Develop and publish required forms, templates and processes on HBDHB's Intranet ▪ Enhance HR's image and presence on HBDHB's Intranet ▪ Use continuous improvement techniques to improve the service, our processes and any aspect of HR that needs refreshed or updated ▪ Implement robust processes in relation to remuneration, job evaluation to ensure fair and reasonable remuneration is maintained ▪ Provide expert advice in relation to complaints, investigations, disciplinary action, restorative processes and mediation ▪ Identify HR gaps across the organisation and provide advice to fill these gaps ▪ All policies and processes are implemented in a timely manner – including leave management, collective agreement implementation and talent management processes 			
HEALTH & SAFETY RESPONSIBILITIES	<p>HBDHB is committed to maintaining and promoting the health & safety of all its staff, contractors, volunteers and patients. In this role, your duties are:</p> <ul style="list-style-type: none"> ▪ Not to do anything that puts your own H&S at risk ▪ Not to do anything that puts others H&S at risk ▪ To follow all health and safety policies and procedures ▪ To follow all reasonable health and safety instructions <p>(You have the right to cease work if you believe that you, or others, are at risk of serious harm)</p>			

WORKING RELATIONSHIPS	INTERNAL <ul style="list-style-type: none"> ▪ The wider People and Quality team ▪ Staff within assigned Directorate ▪ DHB staff 	EXTERNAL <ul style="list-style-type: none"> ▪ Unions ▪ External providers of HR related services ▪ Professional Registration bodies ▪ Advisory Bodies and Government Agencies/Departments ▪ Other HR staff across the sector
DELEGATION AND DECISION	Freedom to work within policy and HR practice within the services allocated	
HOURS OF WORK	80 hours per fortnight (1.0 FTE)	
EMPLOYMENT AGREEMENT & SALARY	As per the Individual Employment Agreement (IEA) negotiated with the appointee.	
EXPENDITURE & BUDGET ACCOUNTABILITY	<ul style="list-style-type: none"> ▪ General advice on expenditure particularly in relation to HR related matters such as higher duties allowances, discretionary leave etc ▪ Does not have own budget and must get permission to spend out of HR or other budgets 	
DATE	October 2021	
SCOPE & COMPLEXITY	<ul style="list-style-type: none"> ▪ End results are defined however there is a need for independent thought to take into account the service requirements ▪ High degree of influence across the organisation needed to achieve outcomes 	

ESSENTIAL CRITERIA

Qualifications

- A tertiary qualification, preferably in Human Resources, Industrial/Organisational Psychology or Business Studies, and/or equivalent practical experience OR significant experience in HR practice

Experience

- Proven ability to communicate effectively; verbal and written
- Proven customer relationship skills
- 10+ years HR Generalist
- 2+ years Senior HR position

Business / Technical Skills

- Knowledge of HR disciplines and processes including latest development in performance management, job evaluation methodology, coaching and positive psychology.
- Knowledge of relevant employment legislation
- An awareness of current labour market issues

Personal Competencies

- Ability to build and develop credibility and strong working relationships
- Proven ability to think broadly and inclusively.
- Ability to mediate and negotiate within a complex environment
- Ability to maintain confidentiality

Key Attributes

- Effective communication skills
- Understands of the needs of a wide range of cultures and a diverse workforce
- Tenacity
- Driven to achieve

Effectively Engaging with Māori

- A commitment to Te Tiriti O Waitangi
- The ability to contribute to, and support, effective strategies in achieving Responsiveness to Maori.
- Demonstrates ability to apply the Treaty of Waitangi within the Service
- Shows commitment to, and demonstrates the behaviours of the health sector

Vaccination status required for role:

HBDHB encourages all staff to be vaccinated for:

- Annual Influenza
- COVID-19

DESIRABLE CRITERIA

Qualifications

- A tertiary qualification, preferably in Human Resources, Industrial/Organisational Psychology or Business Studies, and/or equivalent practical experience

Experience

- Trained in job evaluation – preferably Strategic Pay SP 10 and understanding of remuneration best practice
- 8 – 10 years' experience in HR advisory role
- Collective Agreement negotiations
- Experience in mediation with MBIE
- Able to facilitate small group training sessions

Personal attributes

- An enthusiastic nature and practical thinker
- Advanced problem-solving skills



Our Vision and Values

Te hauora o te Matau-ā-Māui: Healthy Hawke's Bay

Excellent health services working in partnership to improve the health and wellbeing of our people and to reduce health inequities within our community.



HE KAUANUANU RESPECT
Showing *respect* for each other, our staff, patients and consumers. This means I actively seek to understand what matters to you.

ĀKINA IMPROVEMENT
Continuous *improvement* in everything we do. This means that I actively seek to improve my service.

RARANGA TE TIRA PARTNERSHIP
Working together in *partnership* across the community. This means I will work with you and your whānau on what matters to you.

TAUWHIRO CARE
Delivering high quality *care* to patients and consumers. This means I show empathy and treat you with care, compassion and dignity.

