

POSITION DESCRIPTION



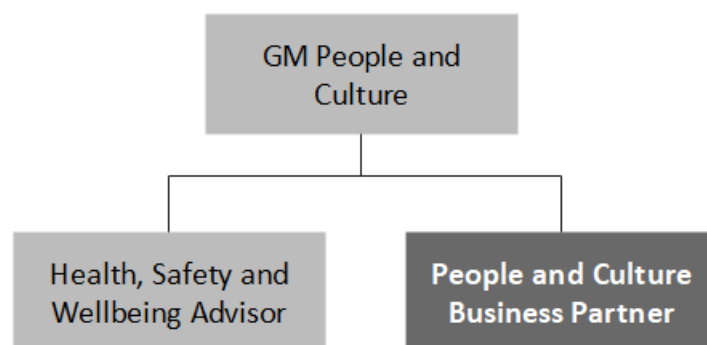
Job Title:	People and Culture Business Partner
Department:	People and Culture
Responsible to:	GM People and Culture
Responsible for:	No staff report under this role
Date:	July 2024
Position Holder:	
Hours:	Full-time, 37.5 hours per week, Monday to Friday.

Purpose

To support and assist the GM People & Culture in providing quality HR and H&S support to managers and the wider Gore District Council. This role responds promptly and professionally to requests while decision-making follows consistent practices in conjunction with New Zealand Employment Law.

Confidentiality, flexibility, initiative, self-motivation, and versatility are critical components to success in the role.

Organisation Context



Functional Relationships

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/Lead	Deliver to
Internal	GM People and Culture	✓	✓		✓		✓
	Health, Safety and Wellbeing Advisor	✓	✓		✓		✓
	Other general managers	✓	✓	✓	✓		✓
	Other council managers and staff	✓	✓	✓	✓	✓	✓
External	Members of the public	✓		✓	✓		✓
	Training providers, consultants and contractors	✓	✓	✓	✓		✓
	HR and HS colleagues at other councils	✓	✓		✓		✓

Key Results Area

The position objectives of the People and Culture Business Partner encompass the following areas:

- People and Culture Support
- Strategy and Policy
- Health, safety, and wellbeing

The requirements in the above Key Results Area are broadly elaborated below.

What you will do to Contribute	As a result, we will see
<p>People and Culture Support</p> <ul style="list-style-type: none"> • Demonstrate a commitment to upskilling and further developing specialist knowledge and applying best practices in the Employment Relations Act 2000. • Provide high-quality, responsive and professional generalist human resource advice and assistance to managers in line with Council policies, procedures, and industry best practice. • Responsibility for the onboarding and offboarding process and subsequent adjustment of employee details on internal tracking platforms. 	<ul style="list-style-type: none"> • Taking responsibility for recruitment including the preparation of advertising, responding to job applicants, position description development, arranging interviews, and ensuring all relevant information is provided to the interview panel. Be an active member of the interview panels. Ensure end-to-end delivery of the process. • Aiding and support to department managers. Planning the recruitment process and providing advice on decision-making.

<ul style="list-style-type: none"> • Develop and maintain in-depth understanding of your allocated departments and their business objectives, challenges, risks, and People and Culture needs. • Provide advice, guidance, and support to management and employees on issues of concern relating to individuals or advice of a general one-off nature. • Ensure employment agreements and variations for new and existing employees are completed promptly and accurately, in accordance with legislation and Council policy. • Assist with reviewing and processing annual appraisal reports together with any follow-up actions identified Project work as required. • Work with the wider People and Culture team to design and deliver relevant and practical solutions that develop and equip managers for success. • Administration of HR systems. Other tasks may be assigned from time to time. 	<ul style="list-style-type: none"> • Assisting your allocated departments and having regular catchups or visits. Working with the staff to support them with concerns relating to their objectives. • Seeking guidance from GM People and Culture when required to mitigate risk to the organisation. • Preparing employment packs for the recruits, assisting with onboarding and induction process. Assisting them in the next steps. • Sending performance conversation templates and assisting the managers. • Preparing reports on but not limited to budgeting, advertising, department staff organisation, and an overview of the People and Culture tasks to the GM People and Culture. • Preparing and sending leave reports to the managers. Managing and updating individual employee folders digitally.
<p>Strategy and Policies</p> <ul style="list-style-type: none"> • Contribute to the ongoing review and update of existing policies to deliver best practice. • Proactively identify opportunities for service enhancement and critically evaluate existing processes. • Ensure new policies adhere to the agreed format, are well thought out, and legally compliant. • Ensure up-to-date policies/procedures are easily accessible to managers and staff. 	<ul style="list-style-type: none"> • Ensuring the management policies booklet is reviewed annually and updated to the latest procedures. • Work with GM People and Culture to identify and implement new processes and assist with any new or ongoing projects.
<p>Health, Safety and Wellbeing Support</p> <ul style="list-style-type: none"> • Support the Health, Safety and Wellbeing Advisor proactively across the organisation to 	<ul style="list-style-type: none"> • Supporting and assisting the Health, Safety and Wellbeing Advisor with all the health, safety, and wellbeing duties.

<p>establish and maintain a programme of continuous improvement. Provide administrative support and assistance in the development and implementation of systems, policies, and processes that will enable the Council to provide a safe and healthy workplace.</p> <ul style="list-style-type: none"> • Responsible for the planning, coordination, and review of training, and annual health checks for Council employees. • Assist the Health, Safety and Wellbeing Advisor with organising specific health and safety training identified for staff. Manage training certificates and update training schedule. • Assist the Health, Safety and Wellbeing Advisor with the administration requirements of Safe 365, Site Wise, and other H&S systems. • Be an active member of the Council's Health and Safety Committee, including all meeting administration e.g. agendas and minutes. • Assist with review of documentation, e.g. hazard register and SOPs. • Assist the Health, Safety and Wellbeing Advisor with other professional meetings or presentations as required. Identify wellness day themes and assist with the planning. • Demonstrate a commitment to upskilling and further developing specialist knowledge and applying best practices in health and safety. • Actively seek and promote ideas and initiatives that improve the awareness and service levels for health, safety, and wellbeing across the organisation. 	<ul style="list-style-type: none"> • The training schedule is being updated and followed up for any upcoming staff training. Scheduling training for the new and current staff members. Digitally filing and providing the staff with their training certificates. • Updating existing and adding new data on the health safety SharePoint. • The agenda and the minutes for the health and safety committee meeting are prepared in advance. Ensuring the health and safety representatives are provided with agendas and minutes before the meeting date. • SOPs and hazard registers are up to date with the assistance of the Health, Safety and Wellbeing Advisor and departmental managers. • Assisting the Health, Safety and Wellbeing Advisor with the preparation of Wellness Day, Contractor Link, and all staff health and safety meetings.
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Financial Responsibility

	YES	NO
Controls a budget		✓

Person Specification

Experience and knowledge

Essential:	Desirable:
Tertiary qualification in People and Culture or related discipline or significant relevant experience.	A tertiary qualification in Human Resource Management and/or health and safety.
Sound understanding and working knowledge of employee relations, NZ employment law, and HR best practice.	
Confident working knowledge of computer programmes, including Microsoft Word, Excel, Outlook, and the Internet.	
Excellent English and telephone skills.	
Excellence in word processing skills with a high level of spelling, grammar, and pride in letter and report writing.	

Specific Skills

- A positive “can do” attitude together with an open and inquisitive mind.
- Desire to learn and develop a career in H&S or HR
- Ability to communicate with people at all levels of the organisation along with a keen desire to learn about all areas of the Council.
- Ability to work with minimum supervision, manage workflows in a logical and timely manner and prioritise tasks.
- Liaise and build professional relationships with Managers and other staff.
- Ability and willingness to take ownership of delegated responsibilities.
- Ability to think through issues and help others to resolve their problems professionally.
- Maintain a high level of organisational confidentiality and customer service.
- Ability to work under pressure and to deadlines.

Personal Attributes

- Maintain a very high level of confidentiality and personal and professional integrity.
- A passion for people and T.E.A.M (Together Everyone Achieves More)
- Sound judgment and a calm disposition.
- Be confident, enthusiastic, and self-motivated.
- Able to use initiative and express ideas clearly.
- Must be flexible, adaptable, and able to effectively plan.
- Have a keen eye for quality and ensure that all work is produced to the highest professional standard.
- Maintain a well-groomed and professional appearance.

Civil defence

To take part in civil defence training programmes and exercises in order that the officer is able to assist effectively in a civil defence emergency. Training will be provided.