

## People Experience Adviser

### Position Description

<b>Date</b>	July 2020
<b>Location/Business Unit</b>	Auckland, People Team
<b>Reporting to</b>	Head of People
<b>Functional Relationships</b>	Internal: Senior Management Group, Managers, Staff, Union Delegates, Payroll External: Unions, Leadership Development/HR Consultants, Training Providers, State Services Commission
<b>Position Type</b>	Full time, Permanent

### The Role / Position Purpose

- To provide high quality, professional HR advice and support to managers and staff, working in partnership with them to achieve desired company outcomes.
- To contribute to the development, implementation and maintenance of integrated, cohesive HR policies, processes and practices which align with RNZ's strategic direction and operational business needs.
- To foster effective and positive relationships throughout the company and with external stakeholders to enhance the achievement of organisational goals.

### Position Accountabilities – what you're responsible for

#### People Strategy & Operational Planning

- Contribute to the formulation of RNZ's People Strategy to enhances RNZ's culture and capability
- Contribute to the development, implementation and monitoring of the People Team's business plan
- Contribute to the development of the People policies which support the strategic direction and are easily accessible to and understood by staff and managers
- Contribute to the improvement of HR systems to maximise the effective operation of the HR function of RNZ (in particular the recruitment, remuneration and performance management systems)

#### Operations

- Contribute to the uplifting the People Team's brand in the organisation by providing advisory services in a partnership and customer focused way, and delivering tools and services as per the People Team's business plan. Business support covers all HR functional areas: recruitment, performance management, remuneration, employment relation issues,

the bargaining process and other union matters, reporting and analysis and other HR processes

- Provide coaching to managers, to support their effective management and leadership of their teams
- Implement agreed improvements to HR systems, as required
- Prepare and/or approve employment related contractual documentation, as required
- Participate in People Team and wide organisation projects, as required

#### **General**

- Maintain knowledge of current issues in HR in New Zealand and internationally as appropriate, and disseminate as required
- Ensure the Head of People is well informed about all significant People related risks, on a no surprises basis
- Manage the relationships between RNZ and external agencies as appropriate and when required
- Contribute constructively to the effectiveness of the People Team

#### **Health & Safety**

- Take responsibility for own health and safety and that of others
- Participate in any safety meetings etc. as required by RNZ
- Comply with the Health & Safety policies and guidelines and complete responsibilities relating to the Health & Safety business plan

#### **Organisational**

- Be aware of and adhere, but also champion, to RNZ's Editorial Policy standards, social media guidelines, Dignity at Work Policy, Code of Conduct and other relevant policies
- Contribute to the overall effectiveness of RNZ
- Display a high-level of initiative, effort and commitment to RNZ s it seeks to achieve the aims of the Charter
- Actively participate in and contribute to the development and achievement of own performance targets and the review of work priorities to achieve the organisation's goals and objectives
- Act in a manner consistent with Equal Employment Opportunities principles and practices
- Promote understanding of cultural diversity and seek appropriate ways to increase this within area of responsibility and RNZ as a whole
- Collaborate and maintain effective liaison with other parts of RNZ
- Other tasks and assignments as may be required from time to time
- Adopt and champion the RNZ Attitudes

#### **Emergency Management / Lifeline Utility Role**

- To maintain broadcast continuity in an emergency, you may be required to carry out other duties suited to your skills and experience. This may involve you being temporarily relocated to another RNZ site if required, usually in a major city

## Candidate Profile / Person Specification

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Tertiary qualification in HR or related field (or equivalent gained through experience)</li> </ul>
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Sound knowledge and broad experience in HR operations including familiarity with recognised best practices in some of the following: recruitment and selection, learning and development, training, performance management, remuneration, job evaluation, succession planning, HR systems employment legislation, change management</li> <li>• Sound knowledge of management and in particular, successful management of people</li> <li>• Demonstrated experience of successfully influencing behaviours and/or culture change within teams, business units or organisations</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent interpersonal, communication and management skills</li> <li>• Excellent influencing, negotiation and conflict resolution skills</li> <li>• An ability to see the big picture, identify and plan for future needs</li> <li>• Able to efficiently draw out and use ideas from different people, while generation a sense of shared direction and cooperation</li> <li>• Sound and mature judgement</li> <li>• Demonstrated success in establishing and maintaining highly valued and constructive relationships across all levels of an organisation</li> <li>• Demonstrated ability to identify innovative and pragmatic business solutions and initiatives that meet both individual and business needs</li> <li>• Analyses problems</li> <li>• Excellent organisational and planning skills</li> <li>• Proven ability to work independently, while also a team player</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• A proven track record for commitment to excellence</li> <li>• A reputation as a person of high integrity</li> <li>• Thrives on innovation and new challenges</li> <li>• Quickly adapts to need for change and is flexible in approach</li> <li>• Displays high energy, commitment and passion</li> <li>• Resilient</li> <li>• Strong outcome orientation</li> <li>• Sense of fun and humour</li> <li>• Collaborative team player</li> <li>• Recognises the value of cultural and community diversity</li> </ul>