

Role Description



HR Advisor

Last review date: June 2019

GirlGuiding New Zealand – *Nga Kohine Whakamahiri O Aotearoa*

GirlGuiding New Zealand has been the leading girls' organisation in New Zealand since its establishment in 1908, when it led the world in being the first national organisation established specifically for girls and young women.

From these visionary beginnings, GirlGuiding New Zealand remains a values based organisation which prepares girls for making the most of life ahead. Our aim is to help them develop skills, knowledge, values and a sense of adventure through an informal learning programme that's designed to be relevant to the interests of today's girls.

We provide a fun, safe environment where girls are encouraged to be themselves, where they can discover their potential and where their ambition is nurtured.

Guiding continues to focus on giving girls and young women the opportunity to enjoy a wide variety of social, recreational and community action experience that encourage them to help themselves and help others.

As a member of the World Association of Girl Guides and Girl Scouts, GirlGuiding New Zealand is part of an influential global community.

Our vision:

All girls and young women are valued, inspired and empowered to take action to change their world.

Our mission:

We enable girls and young women to develop into confident, adventurous and empowered leaders in their local, national and global communities.

Our goals:

Be considered the leading organisation for girls and young women in New Zealand
Increasing our sphere of influence through growth and reach

Purpose of the job:

To provide best practice human resources advice and support to GirlGuiding NZ staff and volunteers to enable the organisation to meet its key objectives. This position will also lead HR initiatives to drive and facilitate the requirements needed to enable these objectives to be met.

In addition, the role is responsible for establishing and maintaining a number of systems, processes and relationship networks within the wider organisation to ensure HR administrative support runs smoothly and future requirements are identified and managed.

Reporting structure:**Important functional relationships:**

GirlGuiding New Zealand is a nationwide membership-based organisation which offers a range of programmes and opportunities that rely on the successful integration of the staff and volunteer functions.

This position has key functional relationships with:

Internal:

- Chief Executive
- Executive Assistant to the Chief Executive
- Guiding Leadership and Management Teams
- All staff

External:

- Chapman ER
- ER/HR consultants
- Workplace support
- Union and staff representatives

Accountabilities:

Leadership

- Continually demonstrate enthusiasm for the organisation's vision, mission and values; inspire others to achieve goals and assist colleagues towards high performance
- Be part of a successful team by maintaining a shared vision, sound decision making, open and honest communication, professional integrity, personal responsibility, a coordinated approach, continual improvement and robust processes

Strategy

- Proactively maintain and support the development of business processes.
- Prioritise and monitor workload.
- Provide advice to their manager in relation to work prioritisation and policy development and implementation

External relationship development and communication

- Develop and maintain effective relationships
- Communicate GirlGuiding New Zealand's decisions and achievements

Team support

- Support the Staff Leadership and Management teams and any functional and project teams that you are involved in to help them be successful
- Maintain effective relationships with staff and volunteer members
- Understand the wider environment in which GirlGuiding New Zealand operates

Health and safety

- Take responsibility for personal wellbeing in the workplace
- Compliance with health and safety policies and procedures to maintain a safe workplace

Job specific responsibilities:

Your duties will include (but are not limited to):

- Providing support to relevant functions, locations and individuals by empowering and upskilling managers in people management practices.
- Assisting in people management processes where necessary e.g. disciplinary, grievances, sickness absence, performance management.
- Providing advice in the application of Employment Agreements
- Ensuring that recruitment is completed in a professional and timely manner which meets the organisation's needs and ensures 'best fit' of people within GirlGuiding NZ who share our vision and values

- assist in the preparation of advertisements and supporting material e.g. position descriptions, person specifications and information for candidates including but not limited to:
 - Lead the review of vacant roles and update position descriptions as required
 - Review market rates and recommend salary band to CE for consideration
 - Develop adverts and seek sign-off
 - Input advert and relating material into Seek or elsewhere.
 - Manage the short listing process and undertake phone interviews as required
 - Arrange interviews on request; including travel and accommodation if applicable
 - Develop interview questions in conjunction with appropriate managers
 - Depending on role, participate in interview and undertake referee checks
 - Prepare appropriate agreements for sign-off by Chief Executive
 - Notify unsuccessful applicants
 - Prepare Individual Employment Agreements (IEAs) for sign-off by Manager.
 - Ensure that all equipment and support required is arranged
 - Ensure Induction programme is implemented, arrange individual sessions and follow-up sessions as may be required for all new staff across all locations.

- Process relevant information for new employees through Smart Payroll/Smart HR e.g. enter new pay rates and other employee data including but not limited to:
 - File and maintain personal files and information.
 - Email relevant reports
 - Prepare statistical data as required.
 - Prepare monthly reports for the managers e.g. Outstanding annual leave
 - Respond to basic staff queries
 - Process leave applications including parental and long service leave.
 - Respond to leave queries from staff.

- Resignations: assist in the exit of employees including but not limited to:
 - Processing resignation letters from employees
 - Liaising with relevant managers
 - Complete all administration associated with resignations

- Administer exit interview process

Health and Safety

- Facilitate Health and Safety meetings
- Develop and execute health and safety plans in the workplace according to legal guidelines
- Prepare and enforce policies to establish a culture of health and safety
- Evaluate practices, procedures and facilities to assess risk and adherence to the law
- Conduct training and presentations for health and safety matters and accident prevention
- Monitor compliance to policies and laws

- Inspect equipment and machinery to observe possible unsafe conditions
- Investigate accidents or incidents to discover causes and handle worker's compensation claims
- Recommend solutions to issues, improvement opportunities or new prevention measures
- Report on health and safety awareness, issues and statistics

General

- Assist, support and respond, as required, to the development, review, management and any activation of a business continuity plan
- Respond to the changing needs of GirlGuiding NZ, performing other tasks as reasonably required

Job specific competencies

- Strong administrative skills, including process/policy writing
- Acts with integrity and keeps confidences
- Strong personal prioritisation and time management skills
- Excellent attention to detail and accuracy
- Strong computer skills, including Microsoft Office Suite, in particular MS Word, Excel and Outlook, and experience with databases
- Commitment to customer service excellence
- Commitment to continuous improvement

General Competencies

- Leadership qualities – acts professionally; self-starter; risk assessor; good listener
- Judgment – considers long-term impacts of decisions
- Collaboration – staff and volunteers work together in achieving common goals for the benefit of GirlGuiding New Zealand. Demonstrates a strong customer service ethic
- Continuous improvement – supports positive change; actively promotes personal improvement; strives for excellence in all aspects of work
- Environmental awareness and appreciation of potential impacts of trends and legislation pertaining to the area of responsibility
- Relationships - establishes and maintains solid relationships with colleagues

Qualifications and experience

- A tertiary qualification in human resources or related discipline.
- Experience of providing advice on a range of HR and ER services.
- Experience of working with Unions.
- Excellent communication skills (verbal and written)
- Strong interpersonal, relationship, influencing and negotiation skills

- Organisational skills including the ability to work on several different projects/tasks at the same time
- Experience in the provision of efficient and effective administrative support
- Experience of working as part of a team
- Experience in working with confidential and sensitive information and material
- Demonstrated customer service and relationship management skills
- Preferred experience in communicating technical concepts in plain English terms
- Experience in working with volunteers or in an NGO would be an advantage

Note: Job purpose, responsibilities and competencies may change over time. Job holders will be notified of any changes. Consultation will take place in the event of any material changes that affect the overall scope, function or possibly size of the job.

Jobholder Name & Signature

Date

Chief Executive Name & Signature

Date