


**POSITION DESCRIPTION**



Port Nelson Limited is owned by the Nelson City Council and Tasman District Council. Our purpose is to facilitate regional prosperity.

<b>POSITION:</b>	HR Advisor
<b>REPORTS TO:</b>	Senior Manager - People and Safety
<b>LOCATION:</b>	Port Nelson

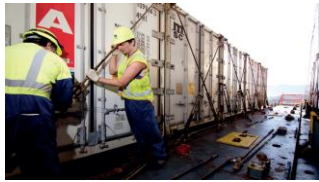
**SECTION A**

<b>POSITION OBJECTIVES:</b>	<ul style="list-style-type: none"> <li>• Be a trusted partner for our leaders to deliver successful people and business outcomes that achieve strategic priorities</li> <li>• Drive change and continuous improvement</li> <li>• Implement ER strategy, building constructive union relationships</li> <li>• Be a proactive member of the People and Safety team, contributing to HR, Training, and Safety initiatives and projects</li> <li>• Improve systems, processes and policies to deliver consistently and simplify the customer experience</li> </ul>	
<b>KEY RELATIONSHIPS:</b> 	Internal	General Manager - People and Safety PNL Leaders HR, Health and Safety, Training and Payroll teams Operational teams
	External	Recruitment agencies and other HR providers Legal counsel Health & Wellbeing providers Union and other employee representatives
<b>DELEGATED AUTHORITY:</b>	As per delegated authority guidelines.	
<b>DIRECT REPORTS:</b>	None.	


**SECTION B**

**KEY TASKS AND ACCOUNTABILITIES**

Key Accountabilities	Task
<b>Leadership</b>	<ul style="list-style-type: none"> <li>• Be a credible &amp; trusted business partner for our people leaders in order to provide timely and sound HR advice</li> <li>• Demonstrate PNL values and lead by example</li> <li>• Lead HR related projects</li> <li>• Understand PNL business objectives and operation to ensure HR advice is aligned</li> <li>• Coach managers and employees in resolving operational HR &amp; ER related issues</li> <li>• Educate people leaders, helping them to become self-sufficient with People matters</li> </ul>

	<ul style="list-style-type: none"> <li>• Assist with the develop of and implement strategies to build leadership bench strengths and provide succession planning options</li> <li>• Assist with the develop of and implement strategies to achieve a high performing culture</li> </ul>
<b>Recruitment</b>	<ul style="list-style-type: none"> <li>• Drive best practice recruitment practices for our managers, including role design, advertising strategies, candidate management, interviews and offers.</li> <li>• Be the subject matter expert on the content and interpretation of our employment agreements including the CEAs.</li> <li>• Prepare accurate and timely employment agreements and variations in accordance with legal requirements</li> </ul>
<b>Business Performance</b>	<ul style="list-style-type: none"> <li>• Support, implement and improve PNL’s performance management framework</li> <li>• Assist managers to identify and deliver on labour productivity opportunities</li> <li>• Identify and deliver other people performance opportunities including process improvements, improved HR metrics for managers</li> <li>• Ensure compliance with all people related legislation requirements including sponsoring workplace safety initiatives</li> </ul>
<b>Remuneration</b>	<ul style="list-style-type: none"> <li>• Have an understanding of the relevant market rates and how PNL compares in key job groups.</li> <li>• Ensure remuneration increases occur in a timely and accurate manner in accordance with employment agreements and annual reviews.</li> <li>• Be the subject matter expert on the application of the CEA for payroll purposes and respond to queries from the payroll team and managers.</li> <li>• Understand the payroll system and be able to produce reports as required.</li> </ul>
<b>Employee Relations</b>	<ul style="list-style-type: none"> <li>• Provide practical advice to Managers faced with general ER issues including change management and disciplinary matters.</li> <li>• Manage Union related activities under the guidance of the General Manager – People and Safety and ensure the PNL team is well organised and ready for negotiations and consultative meetings. Participate in the PNL negotiations team.</li> <li>• Ensure all industrial relations are well managed and continue to be a strength for PNL.</li> <li>• Keep abreast of changes due to legislation, court cases and how this effects PNL. Based on these make recommendations for changes/improvements.</li> </ul>
<b>Health &amp; Safety</b> 	<ul style="list-style-type: none"> <li>• Be a champion of workplace health and safety by actively promoting Just Culture and commitment to our Health and Safety management plan</li> <li>• Support PNL’s Wellbeing Programme and other safety programmes and initiatives</li> <li>• Manage the PNL Drug &amp; Alcohol program and committee reporting regularly on the results. Manage any employees on rehabilitation programs</li> </ul>
<b>Continuous Improvement</b>	<ul style="list-style-type: none"> <li>• Proactively identify and drive opportunities to improve HR and related outcomes at PNL</li> </ul>

## PERSON SPECIFICATION

<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>• Bachelor or Masters Degree in Human Resource Management, or similar qualification desirable.</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• At least four years' experience in generalist HR role, including recruitment, performance management, remuneration processes and employee relations in a unionised environment.</li> <li>• Provision of advice to Managers on employee relations issues including bargaining., change management and disciplinary investigations</li> </ul>
<b>Skills and Knowledge:</b> 	<ul style="list-style-type: none"> <li>• Strong general knowledge of Human Resource management best practice and employment law</li> <li>• Project management skills and the ability to lead cross functional teams to meet planned results</li> <li>• Superior communication, negotiation and relationship management skills</li> <li>• Ability to formulate and achieve sound HR solutions in a commercial environment</li> <li>• Analysis and problem solving skills</li> </ul>
<b>Personal Attributes:</b>	<ul style="list-style-type: none"> <li>• Highly organised</li> <li>• Customer focussed</li> <li>• Flexibility and Adaptability</li> <li>• Resilient</li> <li>• Initiative</li> <li>• Attention to Detail</li> </ul>

## BEHAVIOURS - ASPIRE

<b>Accountability</b>	To be accountable for our actions, our performance and the outcomes of these.
<b>Safety</b>	To act in a manner that prevents the risk of injury or danger.
<b>Passion</b>	To maintain a powerful and compelling enthusiasm about what we do at Port Nelson.
<b>Integrity/Honesty</b>	To be truthful, upright and act according to what is right.
<b>Respect</b>	To hold people around us in high esteem and show consideration.
<b>Excellence</b>	To continually strive to be the best at what we do.