


POSITION DESCRIPTION



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

POSITION:	HR Advisor
REPORTS TO:	Senior Manager - People and Safety
LOCATION:	Port Nelson

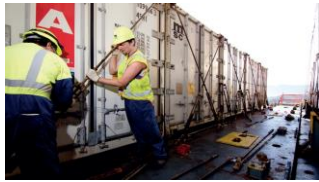
SECTION A

POSITION OBJECTIVES:	<ul style="list-style-type: none"> • Be a trusted partner for our leaders to deliver successful people and business outcomes that achieve strategic priorities • Drive change and continuous improvement • Implement ER strategy, building constructive union relationships • Be a proactive member of the People and Safety team, contributing to HR, Training, and Safety initiatives and projects • Improve systems, processes and policies to deliver consistently and simplify the customer experience 	
KEY RELATIONSHIPS: 	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
DELEGATED AUTHORITY:	As per delegated authority guidelines.	
DIRECT REPORTS:	None.	


SECTION B

KEY TASKS AND ACCOUNTABILITIES

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

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

PERSON SPECIFICATION

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

BEHAVIOURS - ASPIRE

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