

UNIVERSITY OF OTAGO
ŌTĀKOU WHAKAIHU WAKA

JOB DESCRIPTION

ROLE TITLE:	Senior Human Resources Adviser – Health Sciences Christchurch based
DEPARTMENT:	HR Divisional Advice & Support - Health Sciences
SCHOOL / DIVISION:	Human Resources Division
REPORTS TO:	Divisional HR Manager
DIRECT REPORTS (FTE):	Nil
INDIRECT REPORTS (FTE):	Nil

1. PRIMARY PURPOSE OF THE ROLE:

To provide senior generalist HR advice and support to the Faculty of Medicine - Christchurch, and to other University of Otago staff located in Christchurch. This will involve the provision of senior HR technical guidance and support on a range of issues including, disputes resolution, personal grievances, management of conduct and capability, change management, recruitment & selection, training and development, health and safety support and effective implementation of HR policies, procedures and best practice.

The Senior HR Adviser is the primary contact for clients located in Christchurch. This position will also undertake projects and/or policy development relevant to the Health Sciences Division and Faculty of Medicine. This may include HR support for non-School client groups.

2. ACCOUNTABILITIES:

Main objectives:

- Proactively provide HR advice and support to all department staff within the School.
- Coach and advise the Dean and Heads of Departments.
- Support complex employment relations matters.
- Support organisational change initiatives and workforce consultation.
- Assist with the implementation of HR policies and procedures.
- Provide support to the Divisional HR Manager as required.
- Provide semi-autonomous HR support for the School, ensuring a senior level of generalist HR support, providing a “one stop shop” concept to HR related issues.
- Assist the Divisional HR Manager in providing mentorship and advice to the HR Advisers in HR Health Sciences.
- Proactively provide HR advice and support regarding University appointed clinical academic staff, and other clinical based teaching staff, ensuring that Health New Zealand Waitaha Canterbury and University contractual provisions are managed in partnership with Health New Zealand colleagues.

- Have an understanding of the principles and the articles of Te Tiriti o Waitangi (the Treaty of Waitangi), and a commitment to their application as expressed in the University's Māori Strategic Framework.

Key Tasks

Provision of Advice and Support:

- Responds promptly and effectively to all enquiries made by clients.
- Supports management of complex employment matters.
- Work closely with senior leaders, unions, and external advisers.
- Support the creation of an employment environment that is fair, equitable, legally compliant, and aligned to organisational values.
- Research and analyse relevant information and prepare written proposals, options papers and reports for senior management.
- Maintains and appropriately stores adequate documentation of enquiries received and the responses provided.
- Ensures consistency of advice and support to clients.
- Assists the Division with the implementation of policies and procedures.
- Assists other staff within the HR Division with information and advice.
- Maintains accurate information and records, and provides information, as required for statistical reporting purposes.

Change Management:

- Responsible for implementing change management policies and processes.
- Contributes to the development and implementation of change management strategies in response to organisational requirements.
- Advises senior stakeholders on change management implications of organisational decisions/options.
- Leads or assists Divisional HR Manager on mediation or employment relations issues affecting the School, including representing University management in formal dispute resolution, as required.
- Acts as a key internal change agent within HR Division and the School.

Recruitment and Selection:

- Liaises with the Recruitment Team to ensure that recruitment and selection processes within the client areas are managed effectively, ensuring best practice approaches such as competency based frameworks.
- Implement recruitment and selection training programmes to support Heads of Departments and managers based at the School.
- Assists with interviews, as and when required by each respective client group.
- Provides advice and support to HR Administrators and Recruitment Administrators on complex issues.
- Support the implementation of exit questionnaires and exit interviews.

Induction:

- Ensure that the School has appropriate induction processes in place to support all new staff appointed.
- Ensure that induction materials and induction training is provided for the School staff on HR related matters.

Training and Development:

- Provide HR support for identifying HR-related training needs for all staff based at the School (for example, Induction, Recruitment and Selection, Performance Management, Management of Conduct and Capability and so forth).
- Assist with the development of training programmes to meet the identified training needs.
- Deliver HR generalist training as above and provide respective evaluative feedback and impact assessment on each training programme.

Employment Agreements:

- Maintain a working knowledge of University of Otago employment agreements, policies, procedures and guidelines in order to interpret provisions and provide advice to clients.

HR Databases

- Effectively utilise HR databases and systems, to accurately inform advice and decisions.
- Provide information from databases to departments, as required in compliance with privacy legislation.

HR Division Support:

- Contribute towards customer focussed quality HR initiatives and operational efficiencies.
- Assist with researching best practise and legislation matters.
- Identify any quality improvement measures in regards to policies, procedures, guidelines and service to clients.
- Assist with the compilation and maintenance of procedures.
- Assist with HR Projects, e.g. research and provide information, maintain current documentation, assist with implementation.
- Other tasks as requested e.g. projects.

Workplace Values, Health and Wellbeing:

- Exemplify in practice and promote the University core values - Kā Mātāpono / Our staff values.
- Encourage a culture in which wellbeing, health and safety is a high priority for staff and students on campus.
- Assist with the delivery of the goals of the University's Māori Strategic Framework (MSF) and Division of Health Science Māori Strategy within the School.
- Coordinate on-site rehabilitation and injury management under the direction of the H&S Team.
- Promote excellence in health and safety management, and implement injury prevention/wellbeing initiatives from the H&S Team.
- Where required, be an active member of the Christchurch Health and Safety Committee and contribute to the implementation of University health and safety policies within the Christchurch campus.

3. KEY RELATIONSHIPS:

Internal

- Senior Leaders in the School: The Dean, Heads of Department, Directors.
- Academic and professional staff located at the Christchurch campus.
- Advisory and operational support services e.g. Finance Advisory, Divisional Services & Administration, AskOtago, IT.
- HR Division.
- Other University of Otago Divisions.

External

- Health New Zealand Waitaha Canterbury: HR counterparts; and relevant Group Managers.
- Unions.
- Other tertiary institutions.
- Government institutions, agencies e.g. MBIE.

4. QUALIFICATIONS & EXPERIENCE:

Essential

- A Bachelors' degree, preferably in Human Resources Management or related qualification
- Extensive experience in a generalist HR role.
- Experience managing organisational change, consultation processes, and dispute resolution.
- Commitment to providing excellent customer service to internal and external clients.
- Proven experience establishing networks and relationships.
- Excellent team and interpersonal skills, including a level of comfort with challenging situations.
- Strong analytical and organisational skills.
- Proven ability to work independently.
- Proven ability to exercise sound professional judgement.
- Excellent organisational skills, such as time management and prioritizing.
- Proven ability to work in a challenging environment, in a flexible manner.
- Proven experience relating well to senior members of an organisation.
- Proven ability to show appropriate initiative and to know when to refer matters to a higher level.
- Proven ability to maintain strict confidentiality.

Preferred

- Experience in a tertiary and/or a clinical environment.
- A qualification in Employment Relations, Business, Law or a related discipline.
- Proven success advising on complex employment matters and organisational change.
- Extensive experience in a generalist HR role ideally gained in a complex organisation.
- Professional membership and qualification from a HR organisation – i.e. CIPD or HRINZ.
- Experienced facilitator with proven conflict resolution skills.

5. TECHNICAL SKILLS & KNOWLEDGE:

Essential

- A broad knowledge of New Zealand employment related legislation and its application.
- Well-developed understanding of Human Resources processes, procedures, policies and guidelines.
- Excellent technical skills in Word, Excel and relational databases.

6. SPECIAL REQUIREMENTS:

Occasional travel to Dunedin may be required.

7. DIRECT BUDGET ACCOUNTABILITY:

Nil

8. MĀORI STRATEGIC FRAMEWORK

Act in a manner consistent with the principles and implications, as well as the University's commitment to the Treaty as articulated in the Māori Strategic Framework.

9. PACIFIC STRATEGIC FRAMEWORK

Act in a manner consistent with the strategies and goals contained in the University's Pacific Strategic Framework, role-modelling and promoting Pacific values, equity and diversity principles and cultural safety practices.

10. HEALTH & SAFETY:

Act and work in a manner compliant with current health and safety at work legislation and University procedures, frameworks and guidelines. Role model safe behaviour and practices, share the responsibility to prevent harm and contribute to a safe campus and work environment, including raising workplace health and safety concerns for self, students, visitors and other staff.

11. SUSTAINABILITY:

Act in a manner consistent with the University's sustainability commitments; role-modelling sustainable practices, with a particular emphasis on minimising the environmental impact of day- to-day activities.

12. EQUITY AND DIVERSITY:

Act in a manner consistent with the University's commitment to anti-racism and the co-creation of accessible, safe, respectful, and welcoming environments where all students and staff are supported to achieve their full potential.