

**Position Profile | Te Whakatūranga ō Mahi**

**Te Whatu Ora | Health New Zealand**

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| **Title** | HR Business Partner – H&SS | | |
| **Role ID** |  | | |
| **Reports To** | People Partnering Lead (Business Unit) | | |
| **Location** | Hospital Site - Timaru | | |
| **Business Group** | People & Culture | | |
| **People** | **Direct Reports: 0** | **Indirect Reports:** 0 | |
| **Budget** | **Opex: 0** | **Capex:** 0 | |
| **Delegated Authority** | **HR:** per Delegations Policy | **Finance:** 0 | |
| **Job Band** | Depends upon duties, capability, quals and experience. | **Tier** | 6 |
| **About the Role** | The role of HR Business Partner supports the People Partnering Lead through the provision of end to end operational HR advice and services, including the delivery and implementation of HR strategies, policies and processes. The role will be expected to take autonomous accountability for a service/set of services or regions in the delivery of these services.  The HR Business Partner works in partnership with managers and employees in the assigned service to understand the operational aspects and HR needs, to support services in the achievement of its goals and operational requirements e.g. culture and performance development.  The role works proactively in close collaboration with other HR Business Partners and the wider P&C functional teams to ensure the provision of a flexible, comprehensive, and value-add HR services.  The HR Business Partner will assist with the implementation of strategic HR projects as well support transformational change across the organisation. | | |
| **Organisational Impact** | Giving effect to the strategic health outcomes of HNZ/ Te Whatu Ora by providing leadership to build sustainability, resilience and meaningful culturally safe connections, capabilities, assets, and services with the good of the New Zealand Public Health System in mind, now and for the future. | | |

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| **Key Result Areas** | **Expected Outcomes (Role specific)** |
| **Business Partnering** | * Partner with managers and their teams in assigned service to ensure timely and effective delivery of end to end HR operational services, advice and support. * Ensure HR initiatives are appropriately planned, communicated and implemented to managers and their teams and that delivery meets the needs of the service. * Establish strong relationships and credibility as an effective provider of HR services to the service, anticipating and proactively addressing business workforce opportunities and challenges in line with P&C strategies and plans. |
| **Operational Delivery** | * Provide advice and support to managers on the full range of human resource services in accordance with employment agreements, strategies, frameworks, policies and relevant legislation. |

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|  | * In partnership with applicable management, co-lead employment relations and change management activities supporting fair, consistent and prompt processes and successful outcomes. (e.g. * Proactively work with managers & other P&C colleagues to identify opportunities for performance, productivity and engagement improvements and initiatives (e.g. bespoke surveys and workshops, coaching, training, job design, facilitation) that support our desired Te Whatu Ora culture and achievement of our national health plans and targets. * Promote an environment that encourages constructive and collaborative engagement and a shared problem-solving approach with unions and employees. Has a strong sense of perspective and business acumen in this regard. * Working in collaboration with the wider HR functional teams, assist with the implementation of initiatives to actively promote and support the Te Whatu Ora culture, values, and employee engagement (e.g. Leadership Institute, Pulse Survey) * Proactively supports and implements policies and processes reduce inequalities in the recruitment, development, leadership of kaimahi Māori, as well as Pacifica, Whaikaha, Rainbow and other groups. * Maintain current knowledge of employee/employment legislative and industry developments. |
| **Data, Insights & Metrics** | * Uses accurate and timely HR reporting to the business, including monitoring, insights and reporting of trends. Ensures information provided enables workforce performance and wellbeing. |
| **Leadership support** | * Supports the Director HR Operations and People Partnering Lead with the delivery of the function’s plans and goals. * May deputise for the People Partnering Lead if required. |
| **Key Initiatives** | * N/a |

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| **Key Result Areas** | **Expected Outcomes (General)** |
| **Strategic Health Outcomes** | * Works collaboratively with other business units and across sectors, to collectively contribute to the strategic health outcomes outlined in the Pae Ora (Healthy Futures) Act 2022[1.](#_bookmark0) * Te Tiriti o Waitangi – is focused on the pursuit of Māori health gain as well as achieving equitable health outcomes for Māori. Actively supports kaimahi Māori by improving attraction, recruitment, retention, development, and leadership, and the ao Māori is reflected in all that we do. |
| **Strategic advice** | Develop high quality strategic and operational advice to maximise value for money for Vote Health investment. Advice:   * reflects the priorities of the Health Charter, Te Mauri o Rongo * helps transform and change aspects of the organisation to support the transition to new ways of working and new and improved delivery of health services across Aotearoa in a planned, organisation-wide effort to increase the organisation's effectiveness * supports the creation of a culture of excellence and inclusivity within teams and services * Ultimately enables the development of a culture for the workforce to thrive, therefore creating better outcomes for communities and patients. |

1 The explicit purpose of the Act is to: protect, promote, and improve the health of all New Zealanders; achieve equity in health outcomes among New Zealand’s population groups, including by striving to eliminate health disparities, in particularly for Māori; and build towards pae ora (healthy futures) for all New Zealanders.

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| **Professional Leadership** | * Maintains awareness of relevant issues, policy obligations, insights, challenges industry trends and practices and opportunities to recommend relevant and progressive solutions that help to optimise outcomes for the work led by this role. * Uses expertise to identify opportunities for improvement, including new or amended strategies, approaches, and continuous improvement initiatives based on lessons identified. * ​ | |
| **Planning, direction, and operational management** | * Assists with the development and implementation of strategies, plans, frameworks for the team, function, or business unit performance, and drives performance and delivery against objectives. * Helps to ensure that relevant short and longer-term measures and management reporting underpins effectiveness monitoring of all strategies, frameworks, programmes, and initiatives. * Have an eye to engaging/reviewing relevant research to validate work undertaken in the Aotearoa context. * Helps to ensure the function is receiving the necessary support to deliver on operational and strategic goals. | |
| **Achieving Equitable Outcomes** | * Role models a change in the way we work to improve health outcomes, equity for Māori, as well as Pacifica, Whaikaha, and other groups, that achieves the goals of Pae Ora. * Develops a culturally safe workforce, reflecting our diverse community, and better understanding own cultural perspectives to bring awareness and how this may unconsciously impact interactions and service delivery, to advance work across a range of social contexts. | |
| **Collaboration and Relationship Management** | * Ensures there is relevant partnership with Kaimahi to inform the work and direction of the work led by this role. * Builds mutually beneficial partnerships internally and externally with inter- dependent stakeholders to achieve sustainable performance outcomes. * Role models effective team player behaviour and works to support inclusive, productive interactions and service delivery by actively breaking-down silo thinking and behaviour, especially at decision making level, to allow for best work. Collegially supports others to do the same. | |
| **Health & Safety, Compliance and Reporting** | * Takes all reasonably practicable steps to eliminate and mitigate risks and hazards in the workplace that could cause harm, placing employee, contractor and others’ health, safety, and wellbeing centrally, alongside high-quality patient outcomes. * Ensures active management and compliance with all relevant statutory, safety and regulatory requirements applicable to the team. * Understands, and operates within the financial and operational delegations of their role, ensuring peers and team members are also similarly aware. | |
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| **Key Relationships** | | |
| **External stakeholders**   * Manatū Hauora | Ministry of Health * Te Kawa Mataaho | Public Service Commission * Other Government organisations * Unions * Professional sector groups and bodies (e.g. Nursing Council) * Community groups (e.g. Iwi) * Suppliers (e.g. tertiary education organisations) | | **Internal stakeholders**   * People & Culture function * Service leadership * All HNZ/Te Whatu Ora business units |

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| **Essential Requirements** | |
| **Experience** | * Experience working in a generalist HR advisory/partnering role (in the range of 6+ years) with proven success with engaging and influencing diverse groups. Can demonstrate knowledge and experience of HR operations, systems, and processes. * Demonstrates relationship building, interpersonal, collaborative, and customer- focused skills and experience. |
| **Knowledge, Skills, and Attributes** | * Has a sound knowledge of NZ employment and H&S legislation. * Strong interpersonal and relationship management skills, including the ability to influence at all levels. * Has problem-solving skills, sound judgment and sense of perspective, and confident decision-making skills. Is organised, able to balance multiple assignments and meet deadlines. Able to adapt to a changing environment. Applies initiative. * Has a natural curiosity and willingness to learn about the organisation, users of the New Zealand health services and communities we serve. * Proficient in the use of MS office suite such as Excel, Word, PowerPoint. * Team player and has an ability to work autonomously. * Pae Ora & Te Tiriti o Waitangi - demonstrates an understanding of Pae Ora (Healthy Futures) Act 2022, the significance, and obligations of Te Tiriti o Waitangi, including how to give effect to these expectations in a meaningful way, and the commitments to equity and priorities of Wai2575. Have an appreciation of cross-cultural matters, including knowledge of tikanga Māori (or a willingness to learn). * Leadership and management – ability to think, plan and act strategically and to connect with and inspire people to build a highly motivated and engaged workforce. Maximises the quality and contributions of individuals and teams to drive outcomes. * Communication and relationship effectiveness – demonstrates mature communication and interpersonal skills, including the ability to write and present in a clear, persuasive, and impactful way, to influence others to embrace change, and to develop, unify and maintain strong internal and external relationships. * Planning and direction – maintains oversight of work responsibilities, identifies requirements to contribute to strategies, prioritises and delegates (may delegate to a Snr HR Advisor in District or HRHelpdesk), and organise own work to deliver on short and long-term objectives across the breadth of the role. * Operational management – can monitor and analyse performance to ensure the quality of work, identify areas of improvement, problem solve, and make sound decisions to achieve goals. * Continuous improvement – Supports a culture where individuals at all levels bring their ideas and issues for constructive debate and finding improved ways forward. Has networks to support current knowledge of leading practices. * Dealing with ambiguity – demonstrates is comfortable with change and uncertainty. * Financial management – understands financial management, including budgeting, forecasting, and cost management. Has a clear and appropriate commercial perspective. * Compliance and risk management - demonstrates an understanding of organisational risk and compliance, legal and regulatory requirements regarding relevant regulations and standards in New Zealand, to ensure compliance with these requirements. |
| **Education, certifications** | * A relevant tertiary qualification is strongly preferred (ideally with Postgraduate study), or comparable experience. * Ideally, will have accreditations in culture assessment tools, psychometrics, investigation and/or mediation, restorative practice. |

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| **Roles, tasks and processes this role is responsible for:** | |
|  | * Employment relations (Investigations, disputes, mediation) at a medium level of risk and complexity. * Union engagement (preparing for and may attend JCC and BAG forums etc). * Coaching and developing managers in workforce management and leadership * Proactive workforce culture and performance development in Service areas (using facilitation, workshops, surveys, psychometrics etc) * Use of our remuneration frameworks (including SECA career frameworks, IEA rem review, job evaluation). * May assist with Service Sizing (facilitation of conversation, integrity of data, management of Union role). * Support for OIAs, audit reporting, service reporting, SECA implementation (e.g. bargaining ballots, derived IEAs) etc as needed and in conjunction with other district or regional colleagues (e.g. District HR Helpdesk team) and national teams. * Support the implementation of national frameworks and tools (e.g. Pulse Survey, Leadership Institute, policies, guidelines, services – e.g. kaimahi hauora) |