Human Resources Advisor

Position Details

Reports to: Senior Human Resources Advisor

Location: Generic

District/Service Centre: People and Capability

Direct reports: Nil

Group: Human Resources Advisory

Shift work/non shift work: Non shift work

PHPF Level: Individual Contributor

Remuneration range: Band G

Context

New Zealand Police is the lead agency responsible for reducing crime and enhancing community safety. We work in partnership with individuals, communities, businesses and other public sector agencies to achieve our vision of Safer Communities Together.

The purpose of the People Group is to enable our people to deliver "Our Business".

The People Group Advisory function exists to deliver people centric outcomes that support the business to align to their strategic objectives and deliver "Our Business". The Advisory function connects key stakeholders to other People Group functions with the objective of delivering value-added, end to end People related services.

Purpose

The primary purpose of the Human Resources (HR) Advisor is to provide technical HR support to police managers and workgroups across relevant districts. The HR Advisor will provide expert advice, coaching and options to managers to enable managers to be at the heart of the employment relationship.

Accountabilities

1. Service delivery

- Works with Managers and other relevant teams to successfully manage and provide pragmatic solutions to resolve HR cases / issues.
- Proactively reinforces the philosophy of the "manager at the heart of the relationship" by providing guidance and support to managers that enables them to fulfil their good employer obligations.
- Manages and responds to technical queries, including, employment contracts, performance management, disciplinary processes, change management and legislative queries in a timely manner.
- Identifies risk and prioritises work using a risk based approach.
- Proactively collaborates with other people group functions to enable a holistic approach is taken to resolving employment matters.

- Escalates technical issues and queries to Senior HR Advisors, to ensure Advisors are able to resolve difficult matters quickly.
- Manages and processes advisory workflow requests accurately and in a timely manner.
- Informs Senior HR Advisors on workload clashes and emerging resource contentions to enable the reallocation of work tasks with minimal impact on service delivery.
- Provides the Senior Advisor with relevant reports and status against tasks, projects, plans and work schedules as requested.
- Contributes to people related projects as requested.

2. Team leadership and management

- Supports team members including, sharing relevant information, schedules and plans, proactively taking additional tasks where workload allows.
- Contributes in team disciplines based on accountability and service delivery.
- Encourage positive and collaborative teamwork.
- Actively promotes and contributes to the team by incorporating the principles of the Policing High Performance Framework.

3. Relationship management

- Works closely with the organisation in partnership and is seen as a respected contributor to the HR Advisory function.
- Facilitates good relationships to ensure it establishes and builds on the reputation of the HR Advisory function.
- Manages internal and external stakeholders is such a way it optimises the benefits of the relationship for all parties.

4. Be safe and feel safe

- Understand the hazards in your work area and eliminate or minimise the associated risk.
- Report all accidents, incidents and near misses in My Police in a timely fashion.
- Actively participate in Wellness and Safety initiatives and training

Additional Requirements

Pre-Employment Checks