

# **CENTRAL OTAGO DISTRICT COUNCIL**

## **JOB DESCRIPTION**

<b>POSITION</b>	:	<b>Human Resource Advisor</b>
<b>REPORTS TO</b>	:	Executive Manager – People and Culture
<b>LOCATION</b>	:	Alexandra

## **PRIMARY OBJECTIVE**

The purpose of this position is to provide effective, efficient and professional delivery of HR Advisory Services to the Central Otago District Council. To provide quality human resource advice and support that is in line with statutory requirements and meets the needs of internal customers and stakeholders.

The HR Advisor will also undertake relevant HR transactional and generalist activities and work collaboratively with the Executive Manager – People and Culture.

## **PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Work collaboratively with other members of the team to provide high level HR support to managers and staff at CODC
2. Provide generalist HR advice and support that is timely and lawful
3. Participate in the development and implementation of HR policies, processes and management tools across all HR management functions
4. HR administration duties that include day to day administration requirements
5. Recruitment and selection process which includes managing the recruitment process for managers and attending interviews when required
6. Work with your manager to deliver special HR related projects
7. Record management of team member files
8. Training and development support for managers
9. Ensure all Health and Safety requirements are met
10. From time to time, you may be required to perform other reasonable duties as requested by your manager

## **KEY RESULT AREAS**

Key result areas have been identified to assist in formulating performance objectives. The duties of the position are being carried out to a satisfactory standard when:

1. Demonstrate a commitment to our organisational values and leads by example
2. Actively demonstrates professionalism throughout the organisation and is viewed by others as highly trustworthy and credible
3. Evidence that HR and H&S services are being delivered effectively and efficiently
4. Confidence and trust of managers

5. Work collaboratively with Executive Manager – People and Culture to ensure strong teamwork and delivery of service to managers
6. Provide monthly reports to the Executive Manger – People and Culture
7. Administration is accurate and within agreed timeframes
8. Ensure that managers are aware of CODC policies and procedures and are effectively using them
9. Performance management processes are in line with strategic and operating plans for Human Resources
10. All disciplinary processes are carried out according to policy/procedure and with utmost fairness

## DELEGATIONS

Makes decisions within the authority delegated by the Executive Manager – People and Culture.

## RELATIONSHIPS

### External

Public  
Employee Assistance Programme Service  
PSA Union  
External Advisors and Suppliers

### Internal

Chief Executive Officer  
Executive Manager – People and Culture  
Executive Team  
Mayor and Elected Members  
All employees

## PERSONAL QUALITIES AND QUALIFICATIONS

### Experience/Knowledge

- A relevant tertiary qualification in Human Resources
- Previous experience in Human Resources, or related field in an advisory level
- Detailed knowledge of current NZ employment law and Human Resource practices and can relate this to an organisational context
- Excellent customer focus both internally and externally
- Strong organisational skills and processes
- A clean, current drivers' licence

### Specific Skills

- Understanding of delivering an excellent employee experience aligned to organisational culture
- Sound judgement skills and an ability to use different approaches that are appropriate for the situation
- Communication skills that are tailored for your audience and can be delivered clearly
- A good eye for detail
- Discretion should be your middle name
- Deal effectively with conflict
- Can build effective relationships with all levels of the organisation
- Flexible, adaptable and enjoys a challenge and change
- Ability to influence and constructively challenge

**Personal Qualities**

- Trustworthy
- Excellent communication skills
- Team player
- Sense of humour
- Empathic
- Impartial and objective
- Excellent time management and self-discipline
- Ability to stay calm in difficult situations
- Organised and tidy

## CORPORATE VALUES PROPOSITION



**OUR WAY**

# **COURAGE TO BE THE BEST IN EVERY WAY EVERY DAY**

## **What we mean**

**COURAGE** is demonstrated strength, commitment and desire by you and the team

**BEST** is better than good, the best you and we can be; effective, efficient and responsible

**EVERY WAY** is everything you and we do, say and deliver

**EVERY DAY** is all of the time, on the good days and through the tougher times



**OUR WAY IS**  
Epic Customer Experience  
Clear Expectations of the Individual  
Amazing Organisational Performance  
Clear Sense of One Team and a Shared Purpose