

Human Resources Advisor

Position Description

The Teaching Council of Aotearoa New Zealand is the professional body for all teachers. We are independent, and act in the interests of teachers to enable and support leadership to teachers and direction for the education profession, including teacher education and continued professional and leadership development.

We establish and maintain criteria for teacher registration, standards for ongoing practice, and criteria for the issue of practising certificates of different kinds. Alongside this, we monitor and maintain the requirements relating to conduct, competence and impairment, and establish and maintain a code of professional responsibility for teachers.

Our Vision

The Teaching Council will enable and support leadership by the profession to maximise the success of every learner in Aotearoa through highly effective leadership and teaching.

Our Behaviours

- Whaihua i a tātou anō
Value our colleagues by listening and being open to what they say.
- Mahi ngātahi
Work together with integrity by respecting each other and the profession
- Whai whakaaro ki ngā mahinga katoa
Adopt a solution focussed attitude when working with others
- Whakarangatira i ngā iwi katoa
Honour our bicultural partnership by being culturally competent
- Whakaaturia te mana Māori me te Ahurea ki ngā reanga katoa o te Kaunihera
Demonstrate and foster leadership at all levels of the council

Our Values

- Whakamana
Empowering all learners to reach their highest potential by providing high-quality teaching and leadership
- Manaakitanga
Creating a welcoming, caring and creative environment that treats everyone with respect and dignity
- Pono
Showing integrity by acting in ways that are fair, honest, ethical and just
- Whanaungatanga
Engaging in positive and collaborative relationships with our learners, their families and whānau, our colleagues and the wider community

Summary

Position Title	Human Resources Advisor
Reports To	Chief Human Resources Officer
Financial Delegation	Nil
Direct Reports	Nil
Purpose	Help organise, coordinate, and deliver all HR projects and processes across the organisation. Help maintain positive employee relations and work to ensure employee satisfaction through education of HR policies and processes.
Date	June 2020

Key Relationships

External	Nature of relationship
Suppliers	<ul style="list-style-type: none"> • Liaise with
PSA	<ul style="list-style-type: none"> • Liaise with
Ministry	<ul style="list-style-type: none"> • Liaise with
Internal	Nature of relationship
Chief HR Officer	<ul style="list-style-type: none"> • Reports to
Management team	<ul style="list-style-type: none"> • Provide advice
Council employees	<ul style="list-style-type: none"> • Coach and advise

Key Result Areas

Jobholder is responsible for	Jobholder is successful when
<p>HR Delivery</p> <p>Assist with the delivery of HR Services and processes across all HR functions including:</p> <ul style="list-style-type: none"> • Recruitment and on-boarding • Performance and Development • Offboarding <p>Maintain accurate HR records and reporting. Develop and maintain HR Calendar.</p>	<ul style="list-style-type: none"> • Candidates receive accurate and frequent communication on their application and the recruitment process. • New employees go through a robust onboarding programme when joining the Council • Annual HR processes (e.g. Performance reviews, remuneration review, code of conduct and conflict of interest review) are well planned and communications and documents are prepared in advance of the process starting. • All HR processes are appropriately documented. • All employees' files are accurately maintained and easily accessible • Regular reports are prepared on time and HR Database is always up to date.
<p>Employee education</p> <p>Act as the first point of contact for employee queries across all HR functions and payroll.</p>	<ul style="list-style-type: none"> • Employees receive accurate and expert advice to queries and concerns. • ER issues are appropriately escalated.

Develop and implement a programme to inform and educate employees on HR policies and processes that fosters positive employment relations.	<ul style="list-style-type: none"> • Employees are coached on HR best practice as required. • Employees fully understand all HR processes and policies and any changes.
<p>HSW Management System</p> <p>Monitor the HSW system and ensure incidents, hazards and risks are appropriately managed.</p> <p>Provide monthly reporting to Chief HR Officer.</p> <p>Coordinate the HSW Committee meeting and attend as a member.</p> <p>Establish and manage a programme to review the system.</p>	<ul style="list-style-type: none"> • Incidents, hazards, and risks are assigned to the appropriate manager the day they are received and actioned within 5 days on receipt. • Expert advice is provided to managers and HSW representatives on the control and management of incidents, hazards and risks. • HSW committee meets regularly, meeting agendas are prepared in advance of the meetings and actions are recorded and tracked. • Review programme design and implementation allows for any gaps to be identified and continuous improvement opportunities are implemented as developed.
<p>HR Projects</p> <p>Designing and implementing HR systems and projects as outlined in the HR Strategic Plan</p>	<ul style="list-style-type: none"> • New HR processes and systems are fit for purpose and designed in consultation with the business • Projects are delivered on time and within budget • Managers and employees are appropriately informed, and communications foster engagement with the new process
<p>Health, Safety and Wellbeing</p> <p>Complying with the responsibilities under the Health and Safety at Work Act 2015.</p>	<ul style="list-style-type: none"> • A healthy, safe and wellness-oriented workplace is maintained by setting a good example to team members in relation to HSW practices and policies. • Health and safety issues that may impact on the team or wider organisation are identified and reported.

Person Specifications

Qualifications	
Essential	Desirable
Tertiary qualification in Human Resources or equivalent relevant experience	Degree in Human Resources Management Coaching
Knowledge and Experience	
Essential	Desirable
Minimum of 3 Years' experience in a HR Coordinator position	
Understanding of employment legislation	
Key Skills	
Expert Level	
<ul style="list-style-type: none"> • Excellent interpersonal skills • Problem solving 	

**Advanced Level**

- Attention to detail
- Sound written communication skills
- Excellent presentation skills
- IT skills
- Decision making
- Resilience

Working Knowledge

- HR tools and software
- Te Tiriti o Waitangi and its relevance and application in the workplace and the education sector.
- Project coordination
- HRIS software