



Western Bay of Plenty
Primary Health Organisation

TŪNGIA TE URURUA KIA TUPU
WHAKARITORITO TE TUPU
O TE HARAKEKE

Our kaupapa

Te Toi Huarewa striving to achieve whai mana (equity), whai ora (quality healthcare) and whai rangatiratanga (sustainability) for all.

Our values

Whai Mana Achieving health equity for all, particularly for Māori.

Whanaungatanga Inclusiveness and a sense of belonging.

Manaakitanga Caring and showing respect for each other.

Mana Motuhake Enabling people to be in control of their own health and wellbeing.

Whai Ihi Expressing passion pertaining to our knowledge and expertise.

Position Title: People & Culture Advisor

As a sole practitioner in the organisation, I am the primary point of contact for the organisation for employment matters. My position provides human resources advice and support to managers on employment relations, policies, procedures, ensuring ongoing compliance with employment legislation.

My position will also manage organisation development projects and initiatives to help grow the People and Culture function to ensure effective delivery of performance, high employee engagement, talent management, and a culture that allows our people to flourish.

I report to and support the Chief Executive Officer.

The everyday mahi

- The port of call for ad hoc HR queries, assisting with the day-to-day operations of the organisation.
- Managing end to end recruitment and working closely with our people leaders to source and retain talent.
- Support leaders to ensure a seamless onboarding and offboarding experience for new and departing employees.
- Managing processes for all aspects of the employment life cycle and drafting appropriate documentation.

- Work collaboratively with the CFO and outsourced payroll company, ensuring the timely collation and submission of payroll documents every fortnight, and ensuring documentation is legally compliant.
- The go-to person for our HRIS and payroll systems, BambooHR and iPayroll, providing support to our employees and leaders to effectively use these systems, and ensuring the ongoing maintenance of these systems.
- Providing expert advice to leaders to ensure a considered approach is always taken and good practices are followed.
- Support leaders with bi-annual performance and development conversations and providing advice to encourage a capable and high-performing workforce.
- Support the leadership team to execute annual remuneration reviews, ensuring our remuneration framework is in line with the market and employee compensation is appropriate and competitive.
- Support and coach our managers to be confident, self-sufficient people leaders.
- Developing and maintaining employment letter templates, policies, and administrative processes.
- Managing employment relations and providing advice to leaders to ensure best practice approach is always taken, escalating complex cases to our legal partners for advice.
- Work with our people to generate a transparent culture of feedback by undertaking regular feedback processes and reporting findings to the senior leadership team.
- Coordination of organisation development projects and initiatives that will help to grow and build on our amazing employee experience and culture.
- Develop and implement the People and Culture plan, working closely with the senior leadership team to execute people strategies.
- Other duties and project work as required.

Outcomes I'm responsible for

- Contributing to a first-class recruitment and onboarding experience.
- Ensuring a customer-centred approach in line with our values, putting our people at the heart of everything we do.
- Ensuring all ad hoc queries and documentation are completed in a timely manner with a high level of accuracy and quality.
- Building strong relationships with our leaders, acting as a reliable and trusted advisor.
- Ensuring a best practice approach is always taken.
- Champion our HR systems, BambooHR and iPayroll, helping our people and leaders to effectively use these.
- Ensuring our policies, processes and practices are compliant with current governing employment legislation.
- A valued member of the organisation, advocating and amplifying our culture.
- Ensuring employee records and information are updated and correct.
- Develop and grow the People and Culture function through execution of the people plan and strategies.

- Effective delivery of organisation development projects and initiatives that are deliberate and intentional in developing employee engagement and satisfaction.
 - Identifying opportunities for system and process improvement.
 - Ensure people processes are streamlined, efficient, and progressive.
 - Bringing a holistic approach to my practice to ensure pastoral care, empathy, promotes wellbeing, and nurtures talent.
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I'll bring to the role

- A relevant tertiary qualification.
- Demonstrated human resources experience, with at least 3 years' experience in a human resources role.
- Highly established written skills, with attention to detail and an eye for accuracy.
- Strong organisational skills and can optimise and prioritise conflicting demands in a busy environment.
- Ability to problem solve.
- Excellent communication and interpersonal skills, who can build strong relationships, and partner with leaders to support outcomes.
- Ability to deal with a variety of audiences and levels of management capability.
- Understanding of employment relations processes and legislation.
- A go-getter who is action oriented, has a positive can-do attitude, and takes initiative.
- A great team player who is considerate of others' views.
- Can confidently work autonomously, is able to meet deadlines, and sees tasks through to completion.
- Computer literate and experience with different systems, software, and tools.
- A friendly, empathetic, and approachable nature.
- High emotional intelligence, self-awareness, and demonstrated resilience.
- Demonstrates professionalism, integrity and honesty.
- The ability to be discrete and confidential, generating a sense of trust.