


POSITION DESCRIPTION



Port Nelson Limited is owned by the Nelson City Council and Tasman District Council.
Our purpose is to facilitate regional prosperity.

POSITION:	Senior HR Advisor
REPORTS TO:	Senior Manager - People and Safety
LOCATION:	Port Nelson


SECTION A

POSITION OBJECTIVE:	<ul style="list-style-type: none"> • Provide strong practical HR support to PNL people leaders to ensure highly capable, engaged and high performing teams. • Support the Senior Manager – People and Safety in the delivery of HR, Safety and Training advice and programmes. • Act as a champion for PNL culture, safety, wellbeing and continuous improvement initiatives. 	
KEY RELATIONSHIPS:	Internal	Senior Manager - People and Safety PNL Leaders HR, Health and Safety, Training and Payroll teams Operational teams
	External	Human Resources Suppliers Legal counsel Health & Wellbeing providers Union and other employee representatives
DELEGATED AUTHORITY:	As per delegated authority guidelines.	
DIRECT REPORTS:	None.	

SECTION B


KEY TASKS AND ACCOUNTABILITIES

Key Accountabilities	Task
Leadership	<ul style="list-style-type: none"> • Be a credible business partner for our people leaders in order to provide timely and sound HR advice that works for our people and our operation. • Demonstrate PNL values and lead by example. • Lead HR related projects under the guidance of the Senior Manager People and Safety. • Understand PNL business objectives and operation to ensure HR advice is aligned.
Recruitment	<ul style="list-style-type: none"> • Drive best practice recruitment practices for our managers, including role design, advertising strategies, candidate management, interviews and offers. • Undertake pre-employment/medical assessments.

Agreements	<ul style="list-style-type: none"> • Be the subject matter expert on the content and interpretation of our employment agreements including the CEA. • Prepare accurate and timely employment agreements and variations in accordance with legal requirements
Remuneration	<ul style="list-style-type: none"> • Have an understanding of the relevant market rates and how PNL compares in key job groups. • Ensure remuneration increases occur in a timely and accurate manner in accordance with employment agreements and annual reviews. • Be the subject matter expert on the application of the CEA for payroll purposes and respond to queries from the payroll team and managers. • Understand the payroll system and be able to produce reports as required.
Employee Relations	<ul style="list-style-type: none"> • Provide practical advice to Managers faced with general ER issues including change management and disciplinary matters. • Manage Union related activities under the guidance of the Senior Manager – People and Safety and ensure the PNL team is well organised and ready for negotiations and consultative meetings. Participate in the PNL negotiations team. • Ensure all industrial relations are well managed and continue to be a strength for PNL. • Keep abreast of changes due to legislation, court cases and how this effects PNL. Based on these make recommendations for changes/improvements.
Performance Management	<ul style="list-style-type: none"> • Manage the implementation of the performance management framework • Provide coaching and support to managers/supervisors on performance issues
Health & Safety 	<ul style="list-style-type: none"> • Be a champion of workplace health and safety by actively promoting Just Culture and commitment to our Health and Safety management plan • Develop and evolve the PNL wellbeing program. • Manage the PNL Drug & Alcohol program and committee reporting regularly on the results. Manage any employees on rehabilitation programs
HR Reporting	<ul style="list-style-type: none"> • Maintaining the HR reporting mechanisms including FTEs, drug testing programme, health monitoring, exit interview collation, turnover, labour growth etc
Continuous Improvement	<ul style="list-style-type: none"> • Proactively identify and drive opportunities to improve HR and related outcomes at PNL

PERSON SPECIFICATION

Qualifications:	<ul style="list-style-type: none"> • Bachelor or Masters Degree in Human Resource Management, or similar qualification desirable.
Experience:	<ul style="list-style-type: none"> • At least five years' experience in generalist HR role, including recruitment, performance management and remuneration processes and employee relations in a unionised environment.

	<ul style="list-style-type: none"> • Provision of advice to Managers on employee relations issues including bargaining., change management and disciplinary investigations
<p>Skills and Knowledge:</p> 	<ul style="list-style-type: none"> • Strong general knowledge of Human Resource management best practice and employment law • Project management skills and the ability to lead cross functional teams to meet planned results • Superior communication, negotiation and relationship management skills • Ability to formulate and achieve sound HR solutions in a commercial environment • Analysis and problem solving skills
<p>Personal Attributes:</p>	<ul style="list-style-type: none"> • Highly organised • Flexibility and Adaptability • Resilient • Initiative • Attention to Detail

BEHAVIOURS - ASPIRE

Accountability	To be accountable for our actions, our performance and the outcomes of these.
Safety	To act in a manner that prevents the risk of injury or danger.
Passion	To maintain a powerful and compelling enthusiasm about what we do at Port Nelson.
Integrity/Honesty	To be truthful, upright and act according to what is right.
Respect	To hold people around us in high esteem and show consideration.
Excellence	To continually strive to be the best at what we do.