

## Ngā Kōrero e pā ana ki te Tūranga

# Job Description

## Senior HR Advisor

Business Group	Te Pou Rangatōpū
Location	Auckland, Wellington, or Christchurch
Salary band	A8

## Mahi i roto i te Ratonga Tūmatanui | Working in the Public Service

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āiane, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

Mō ētahi atu kōrero hei whakamārama i tēnei kaupapa, haere ki | You can find out more about what this means at [Role and purpose - Te Kawa Mataaho Public Service Commission](#).

## To Mātou Aronga | What we do for Aotearoa New Zealand

At Te Tāhuhu o te Mātauranga | Ministry of Education, delivering our purpose makes a real difference to all ākonga of Aotearoa:

***He mea tārai e mātou te mātauranga kia rangatira ai, kia mana taurite ai ōna huanga***  
***We shape an education system that delivers excellent and equitable outcomes***

We fulfil our purpose by:

- delivering services and support nationally, regionally and locally to and through the education sector and in some cases directly to ākonga and whānau
- shaping the policies, settings and performance of the education system so that it is well placed to deliver equitable outcomes for ākonga and their whānau, from early learning through tertiary.

## Tēnei Tūranga | About the role

The Senior HR Advisor provides HR and people management advice and solutions to senior leaders and managers to address current and future business and workforce challenges.

They bring senior HR/ER experience to complex operational human resources issues, initiatives and projects which impact on business performance, productivity, capability, and change.

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### Ngā Haepapa | Accountabilities

#### As a Specialist within Te Tāhuhu o te Mātauranga | the Ministry of Education you will:

- Share specialist knowledge across the organisation and with stakeholders, working with others to inform operational level decision making.
- Contribute to an effective team with a positive approach to the work environment that encourages and supports high performance, collaboration and problem solving.
- Lead the resolution of issues, identifying risks and solutions to protect and enhance the integrity and reputation of the Ministry.
- Lead or contribute to the development and implementation of innovative and fit-for purpose solutions and frameworks for current and future challenges.
- Develop and use data and insights to make evidence-based decisions and recommendations on operational issues.
- Build capability in others through coaching, quality assurance, and proactively sharing knowledge and expertise.

#### As the Senior HR Advisor, you will:

- Provide professional, expert HR advice, services and support the Ministry's People Strategy, particularly in situations where there is greater complexity, ambiguity, or risk. HR disciplines required will include
  - attraction, selection, and retention
  - engagement; diversity and inclusion
  - change management
  - workforce planning
  - policy compliance
  - performance management
  - remuneration
  - capability development
  - talent management and succession planning.
- Build and maintain effective relationships with managers and employee representatives in order to deliver trusted and credible services to customers. Know the business in order to align advice and initiatives with business needs and priorities.
- Work closely with other People Capability professionals, particularly Strategic Business Partners, Advisors, Assistant Advisors and the Specialist Capability team to ensure a cohesive and joined-up approach across client groups.
- Provide sound and sometimes complex employee relations advice to managers and assist them to resolve issues more proactively and effectively.
- Lead, develop and implement HR policies, projects, initiatives, and reviews as required to support the Ministry to become a high performing organisation.
- Lead small to medium change advice and implementation and contribute to complex, large-scale changes, working closely with the relevant Strategic Business Partner
- Coach and mentor Assistant HR Advisors and Advisors, to build HR capability, knowledge, and experience within the wider team.
- Collect regular feedback and evaluation from customers to improve People Capability service delivery.

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You will make decisions in accordance with the Ministry's policies and delegations framework.

### Wheako | Experience

To be successful in this role you will have the following experience:

- Experience in a complex organisation
- Experience in building relationships and partnerships to achieve shared outcomes.
- Experience at an HR Advisor level with demonstrated Senior Advisor level experience

### Ngā Āheinga | Capabilities

To be successful in this role you will have the following capabilities and competencies:

- A track record of bringing people together and leading, coaching and mentoring others to achieve outcomes.
- A proven ability to use data and insights to identify trends, risks and opportunities, to influence and guide organisational and system-level decision making.
- Excellent interpersonal and communication skills.
- A commitment to ongoing personal and professional development.
- Understanding of the machinery of government and demonstrated ability and experience working effectively within a political environment
- Able to apply sound professional practice, knowledge, strategies, and tactics to a range of more complex business needs in the areas of:
  - Employment Relationship matters
  - Workforce capability development
  - Performance management
  - Change management
  - Sourcing, selection, and retention
  - HR policy development
  - Talent management and succession planning

### Tātai Pou | Our Cultural Competency

Tātai Pou is our Māori Cultural competency framework. It has been aligned and is complementary to the Māori Crown Relations Capability Framework (MCR). Tātai Pou is designed to support our people and organisation to give effect to the articles of te Tiriti o Waitangi in our work. The work-based capabilities have four focus areas and describe four levels of competency (high, consolidation, developing and essential) that enable us to deliver our partnership approach so that Māori enjoy and achieve educational success as Māori.

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Pou Hono   Valuing Māori	Developing
Pou Mana   Knowledge of Māori content	Developing
Pou Kipa   Achieving equitable education outcomes for Māori	Developing
Pou Aroā   Critical consciousness of racial equity for Māori	Developing

## Leadership Success Profile - Te Kawa Mataaho | Public Service Commission

Leadership matters. Strong leadership at every level in the Public Service will transform the experiences of New Zealanders. The Leadership Success Profile establishes “what good looks like” for leadership at all levels. Information about how the Leadership Success Profile applies to this role is available on the Ministry’s intranet.

## Ngā Whakaaetanga | Approvals

Date Reviewed and Approved	January 2023
Approved By	Manager Advisory Services