

## **POSITION DESCRIPTION**

# **Canterbury**

District Health Board

Te Poari Hauora o Waitaha

This Position Description is a guide and will vary from time to time and between services to meet changing service needs

June 2016

The Canterbury District Health Board is committed to the principles of the Treaty of Waitangi and the overarching objectives of the New Zealand health and disability strategies.

The CDHB's vision is to improve the health and well being of the people living in Canterbury.

### **Organisational Values**

- Care & respect for others
- Integrity in all we do
- Responsibility for outcomes

### **POSITION TITLE:**

People and Capability Advisor, Canterbury District Health Board

### **REPORTS TO (Title):**

People and Capability Manager Operations, Canterbury District Health Board

### **PRINCIPAL OBJECTIVES**

To provide high quality HR and ER advice, support and leadership to the Services across the spectrum of workforce practice.

To implement the group-wide People and Capability programmes in accordance with the People and Capability Strategy.

To work collaboratively as a part of a wider People and Capability team

### **FUNCTIONAL RELATIONSHIPS:**

#### **INTERNALLY:**

- |   |   |
|---|---|
| 1 | Canterbury DHB People and Capability team |
| 2 | Canterbury DHB Managers and Employees     |

#### **EXTERNALLY:**

- |   |   |
|---|---|
| 1 | External Consultants and their Agencies |
| 2 | DHB Workforce Staff                     |
| 3 | General public                          |
| 4 | Union Representatives                   |

## **KEY PERFORMANCE OBJECTIVES:**

<b>Task</b>	<b>The People and Capability Advisor will be responsible for providing excellent technically appropriate, timely support and direction on people and performance matters to leaders, managers and staff in their portfolio group(s).</b>
Expected Result	<ul style="list-style-type: none"><li>• To be a business partner ensuring that staff and managers receive high quality advice on HR and ER issues. Particular attention required with the provision of timely advice and support on organisational change and operational planning.</li><li>• To ensure that regular formal and informal contact is maintained with all functional areas to facilitate good understanding of operational matters.</li><li>• To ensure People and Capability Manager(s) are kept informed of current or anticipated issues and provide status updates, including monthly reporting, on a regular basis</li><li>• To manage any allocated MECA or SECA activities in conjunction with DHBSS and the relevant GM.</li><li>• To work in a culturally appropriate manner</li></ul>
<b>Task</b>	<b>The People and Capability Advisor will be responsible for working with the People and Capability Managers, on the implementation of the People and Capability Strategic Plan.</b>
Expected Result	<ul style="list-style-type: none"><li>• To provide workforce initiatives for the consideration of the People and Capability Managers.</li><li>• Active contribution to and involvement with identified projects, including implementation of the People and Capability Programmes in accordance with the Strategic Plan.</li><li>• To ensure engagement and consultation occurs with key stakeholders.</li><li>• To ensure risks or issues are brought to the attention of the People and Capability Manager(s).</li></ul>
<b>Task</b>	<b>The People and Capability Advisor will be responsible for working with the People and Capability Managers to ensure appropriate policies and procedures are in place and to ensure that internal policies are implemented to meet the objectives of the CDHB</b>
Expected Result	<ul style="list-style-type: none"><li>• To assist with the formulation and implementation of appropriate People and Capability policies and procedures which are consistent with the objectives of Canterbury District Health Board</li><li>• To utilise influencing and coaching skills to ensure all areas are aware of, understand, and comply with People and Capability policies and procedures and to increase their effectiveness as a manager and leader.</li></ul>
<b>Task</b>	<b>The People and Capability Advisor will utilise effective communication skills to develop and maintain constructive relationships with managers, supervisors and employees.</b>
Expected Result	<ul style="list-style-type: none"><li>• To be responsible for advising on how to meet the workforce needs of the relevant division and to ensure that advice is sought earlier rather than later on critical issues.</li><li>• Staff and line managers understand the interface between the roles of the People and Capability Advisor and the wider People and Capability teams and that they utilise the appropriate service.</li></ul>

<b>Task</b>	<b>The People and Capability Advisor will be responsible for maintaining and developing his/her own levels of skill and effectiveness.</b>
Expected Result	<ul style="list-style-type: none"> <li>• To maintain relationships with other human resources professionals and develop a network of contacts.</li> <li>• In consultation with the People and Capability Manager undertake identified personal training/development.</li> <li>• To keep up to date with relevant ER case law and people and capability best practice.</li> </ul>
<b>Task</b>	<b>The People and Capability Advisor will undertake other duties as reasonably directed by the People and Capability Manager(s) from time to time.</b>
Expected Result	<ul style="list-style-type: none"> <li>• To complete such tasks or projects in a competent and timely manner in accordance with directions.</li> </ul>

#### **HEALTH & SAFETY:**

- Observe all CDHB safe work procedures and instructions under the management of the Canterbury District Health Board team
- Ensure your own safety and that of others
- Report any hazards or potential hazard immediately
- Use all protective equipment and wear protective clothing provided
- Make unsafe work situations safe or, if they cannot, inform your supervisor or manager
- Co-operate with the monitoring of workplace hazards and employees health
- Ensure that all accidents or incidents are promptly reported to your manager
- Report early any pain or discomfort
- Take an active role in the Canterbury DHB's rehabilitation plan, to ensure an early and durable return to work
- Seek advice from your manager if you are unsure of any work practice

#### **QUALITY:**

Every staff member within CDHB is responsible for ensuring a quality service is provided in there area of expertise. All staff to be involved in quality activities and should identify areas of improvement. All staff to be familiar with and apply the appropriate organisational and divisional policies and procedures.

## **QUALIFICATIONS & EXPERIENCE:**

### **Essential**

- Previous HR Advisory experience in a complex organisation and demonstrated ability to work autonomously
- A relevant tertiary qualification in business, HR or related discipline
- Significant experience in supporting Managers during periods of change and in ER matters
- Evidence of excellent interpersonal skills and the ability to establish and maintain collaborative working relationships.
- The ability to plan and prepare for outcomes on the basis of priority and effective management of time.
- A proactive, goal orientated and focussed approach to the tasks and responsibilities associated with the role.

### **Desirable**

- Previous experience in the Health Sector
- Highly developed facilitation skills.
- Previous project management experience
- Analytical and statistical skills.
- High level of Computer literacy

## **PERSONAL ATTRIBUTES:**

### ***Mandatory***

#### **Key Behaviours:**

- Ability to “work together” in a truthful and helpful manner
- Ability to “work smarter” by being innovative and proactive
- Accepts responsibility for actions
- High level of emotional intelligence
- The ability to work autonomously in an ambiguous environment
- The ability to build and maintain strong business relationships within the organisation

Travel to and participation in CDHB People & Capability related activities may be required from time to time

The Advisor position is generic and from time to time there may be changes in the portfolio allocation to meet organisational need.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by staff in this job classification. Staff members may be requested to perform job related tasks other than those specified.