

STATEMENT OF ACCOUNTABILITY

Senior Advisor, People & Capability

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| TEAM | HR Business Partnering, People and Capability |
| POSITION TITLE | Senior HR Advisor |
| OPERATIONAL REPORT | Head of HR Business Partnering |

OUR TEAM ACCOUNTABILITY

As a member of the People and Capability, HR Business Partnering team, this role has shared ac countability for:

- **Building** capability of people leaders within the Canterbury District Health Board, the West Coast District Health Board, and Our Health System,
- **Supporting** those people leaders with deep expertise and knowledge.
- **Helping** the health system achieve the people strategy.
- **Communicating** with leadership teams, people leaders from the Canterbury DHB, West Coast DHB and our health systems to ensure consistency of culture, leadership and style within the framework of Care Starts Here, including alignment with our people plans, priorities and expected outcomes.

These accountabilities will be exercised in support of a fundamental re-positioning of the organisation's Human Resources team into a People and Capability function that strategically partners with the business, supporting and enabling the business to achieve its goals.

This partnership will see a shift in effort and resourcing within the function toward accelerating the transformational activity that is required of the business to deliver on the vision for our health systems.

MY ROLE RESPONSIBILITY

The Senior HR Advisor role is responsible for supporting people leaders with excellent HR advice, coaching for development and insight and supporting with pragmatic expertise. The role is jointly responsible for the implementation of the People Strategy through role modelling and direct action. As well as high professional standards for issues management the role requires proactive relationship management to enable priorities and business objectives to be successfully achieved. It is expected that a Senior HR Advisor will have deep expertise in core HR operations, employment relations plus relevant experience in Health & Safety, Organisation Development and Learning and Development.

Specifically the role is responsible for:

- Being a trusted business advisor ensuring that managers receive high quality advice on HR issues. Particular attention required with the provision of timely advice and support on organisational change and operational planning.
- Active contribution to and involvement with identified projects, including implementation of the People and Capability Programmes in accordance with the People Strategy.
- Partnering with a Community of Expertise (CoE) to develop policy or tools in a specialist area. This may include such things as providing advice and support for the ER Community of Expertise to manage MECA or SECA implementation activities or the Talent Leadership

and Capability Community of Expertise to develop and implement new approaches to build leader and manger capability.

- Execution of any allocated MECA or SECA activities in conjunction with the ER Community of Expertise, TAS and HR Business Partnering colleagues.
- Advanced coaching in the form of facilitating packaged training “snacks” or short (1 – 2 hours) face-to-face training courses
- Providing Tier 1 Health & Safety support which involves a base understanding of and engagement with our H&S systems
- Working with flexibility so that surges in workload across the team or project work can be accommodated so high minimum standards of service by the team are maintained across all portfolios

MY CAPABILITY

Essential

- Previous advisory, coaching and consultancy 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 people leaders with at least 5 years’ experience in an HR role.
- Evidence of excellent interpersonal skills and the ability to establish and maintain collaborative working relationships with diverse groups having different professional backgrounds and skill sets.
- 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.
- Ability to lead negotiations
- Problem Solving and critical thinking – the ability to look beyond the issues being faced, assess the underlying drivers and collectively create a sustainable solution rather than simply addressing a problem.
- Well-developed facilitation skills
- Balance humility and curiosity with the ability to challenge and question
- Resilient in our fast changing environment and an ability to lead others during times of uncertainty.

Desirable

- Previous experience in the Health Sector
- Training or a qualification in coaching
- Previous project management experience

MY RELATIONSHIPS TO NURTURE

Internal

- Chief People Officer
- Communities Of Expertise and the wider P&C teams
- People leaders across both DHBs
- HR Business Partners

External

- Ministry of Health
- Unions
- General public