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| TEAM | **Equity, Recruitment and People Partnering** |
| ROLE TITLE | **Human Resource (HR) Manager – West Coast** |
| REPORTS TODIRECT REPORTS | **Head of Equity, Recruitment and People Partnering**This role will have delegated day to day people management responsibilities |

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| OUR CULTUREOUR TEAM ACCOUNTABILITY | At our DHB, we are committed to honouring the Te Tiriti o Waitangi and its principles by ensuring our partnership with Māori are at the forefront of all our conversations. We are also committed to putting people at the heart of all we do, so that we are all supported to deliver world class healthcare to our communities. This means we all behave with honesty, integrity and courage; doing the right thing by each other and our communities. We demonstrate care and concern for our own and others wellbeing. We believe that diversity and inclusion is critical to ensure we deliver the best care for our diverse communities. Therefore, we always respect and value everyone’s differences. When making decisions we consider and seek a diverse range of viewpoints especially those from minority groups.As a member of the **Equity, Recruitment and People Partnering team**, this role has shared accountability for:  * **Engaging**with the wider Equity, Recruitment and People Partnering Community of Expertise (CoE), the Canterbury District Health Board [CDHB], the West Coast District Health Board [WCDHB] and our health systems to build trust, common understanding and shared ownership of the strategy and the agreed organisational outcomes.
* **Growing**the understanding and engagement of Equity, Recruitment and People PartneringCoE with the vision and goals for the Canterbury and West Coast health systems and ensuring alignment of the Equity, Recruitment and People Partnering CoE plan with this direction.
* **Ensuring**clarity of the Equity, Recruitment and People Partnering purpose, direction, plan, programmes of māhi and priorities and making sure alignment with the wider People and Capability strategy and priorities.
* **Supporting** scoping, discovery and alignment of work to the priorities, and help to identify the associated capability and capacity requirements.
* **Building**the service delivery capability of the Equity, Recruitment and People Partnering CoE to make it happen and the process capability to do it effectively and efficiently.
* **Communicating,**in order that within the People and Capability, the Equity, Recruitment and People Partnering CoE, the Canterbury and West Coast DHBs and Our Health Systems, everyone remains aligned with and informed about the Equity, Recruitment and People Partnering CoE plans, programmes, priority and progress.

 This shared accountability will be exercised in support of the organisation’s People Strategy and the People and Capability operating model whereby the Equity, Recruitment and People Partnering team members lead the establishment, development and maintenance of the Equity, Recruitment and People Partnering CoE across Canterbury DHB, West Coast DHB and the respective health systems.  |

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| MY ROLE RESPONSIBILITY | The **HR Manager** is responsible for supporting senior people leaders with appropriate advice, coaching and support in complex matters, as well as assisting the development and implementation of the People Strategy for the organisation, department or a service. This includes proactive issues management and high level of stakeholder relationship management to enable priorities and business objectives to be successfully achieved. Finally, this role will provide day-to-day leadership and management to the People and Capability team representatives on the ground as delegated by the manager.Specifically, the role is responsible for: * Serving as a trusted business advisor, coach and consultant to ensure people leaders receive high quality advice and support on people and culture related issues.
* Partnering with Executive/General Managers on planning and implementation of key projects such as complex organisational change and efficiency activities to influence robust and fiscally responsible solutions.
* Active supporting and leading People & Capability projects, including implementation, project and change management of initiatives, improvements and developments supporting our People Strategy.
* Coaching and supporting managers through complex issues (including ER and personal grievances) in a way that is led by the manager, delivers the appropriate outcome and builds the manager’s capability and confidence.
* Being curious and challenging the status quo so that the business functions better and the People & Capability service is continually improving.
* Being a primary conduit between People & Capability and the business so the function is seen as a trusted and connected partner to enable proactive delivery to the business’ needs.
* Supporting Executive/General Managers to create high-performing team culture that embodies the desired values and behaviours of the organisation.
* Partnering with CoEs to develop and implement policy, practices and tools in line with business and People & Capability strategies.
* Ensuring engagement with the business to gain buy-in and successful implementation and that appropriate monitoring and measurement activities are conducted.
* Proactively interpreting business strategy to identify future workforce needs and challenges, collaborating with leadership and other relevant agencies to develop innovative workforce strategies and plans.
* Carrying out delegated day-to-day leadership and management of the People and Capability team members and their associated activity.
* Performing other duties as instructed by your manager.
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| MY CAPABILITY | **To be effective and succeed in this role it is expected the person will have proven capabilities against the Leads Leaders leadership focus:**A person with this leadership focus is someone that has direct line management responsibilities for other leaders. Their core focus is to build and connect teams as well as grow and develop strong effective leaders.* **Cultural Responsiveness –** works proactively with Māori to uphold the principles of the Te Tiriti o Waitangi and implements the DHB’s vision of ensuring equitable outcomes for Maori.
* **Enhancing People Performance -** Improve performance and bring out the best in people; to deliver high quality results for patients.
* **Enhancing Team Performance -** Build cohesive and high performing teams; to deliver collective results that are more than the sum of individual eﬀorts.
* **Achieving Through Others -** Eﬀectively delegate and maintain oversight of work responsibilities; to leverage the capability of people to deliver outcomes for the people we care for.
* **Identifying and Developing Talent -** Encourage and support diversity and build the people capability required to deliver outcomes.
* **Achieving Goals -** Demonstrate drive, optimism, and focus; to make things happen and achieve outcomes.
* **Self-Aware -** Understands their impact on others and strengthen personal capability over time.
* **Engaging others -** Connect with people; to build trust and become a leader that people want to work with and for.
* **Resilient and Adaptive -** Show composure, resolve, and a sense of perspective when the going gets tough. Helps others maintain optimism and focus.
* **Honest and Courageous -** Delivers clear messages and makes decisions in a timely manner; to advance the longer-term best interests of the people we care for.

 **Qualifications, experience, knowledge and skills:****Essential:*** A tertiary degree in Human Resources, Commerce, Management or other relevant fields
* Expertise in core HR Operations plus relevant experience in Employment Relations, Health & Safety, Organisation Development and Learning & Development
* At least 10 years’ experience within a role with strong people focus, with at least 3 operating at the senior levels of an organisation
* Specialist experience as a coach and advisor
* Ability to engage confidently with Executive-level groups and present information clearly and persuasively

**Desirable:*** Project management experience
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| MY RELATIONSHIPS TO NURTURE | Internal (Transalpine)* Executive Leadership Team
* Head of COEs and their teams
* HR Advisory
* General Managers, people leaders and their teams Other DHB people leaders and employees
 | **External*** External consultants
* Unions
* HR or Learning providers
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| OUR WELLBEING, HEALTH AND SAFETY | At our DHB, we're committed to promoting a culture where our people's wellbeing, health and safety is at the core of everything we do. We're committed to a healthy and safe working environment to enable everyone to return home safe and well every day. We're driving for a positive, inclusive, engaging culture where our people feel safe and engaged in their work.We know that it's really important to look after yourself, in order to provide the best possible care to our community. We are all responsible for the health and safety of ourselves and each other. We need to work together to ensure wellbeing, health and safety risks do not put our people at risk of harm. |