

## Human Resources Adviser (HRP)

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**Position title** Human Resources Adviser (Locally Employed Staff)

**Reports to** Deputy Director, Human Resources Policy

**Division/Post** Human Resources Division

**Location** Wellington

**Last review date** January 2008

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**Organisation profile** The Ministry of Foreign Affairs and Trade, under the statutory authority of the Foreign Affairs Act 1988, conducts the Government's business with foreign countries and their governments, and with international organisations. It advises the Government on foreign and trade policy issues that will affect New Zealand's interests in relation to other countries. On behalf of the Government, it enters into dialogue with other governments, to implement New Zealand's policies and promote New Zealand's interests.

Other key roles of the Ministry include:

- Oversight of New Zealand's international relations.
  - Protecting the interests of New Zealand citizens overseas.
  - Management of financial assistance, through a semi-autonomous agency, New Zealand Agency for International Development (NZAID), to developing nations.
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**Job purpose** The area of speciality for this position is Locally Employed Staff.

In addition this position provides assistance, advice and support as required across the other areas of human resources speciality.

This position provides an internal consultancy service to the Human Resources Division and Ministry managers on operational, strategic and organisational development.

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## Nature and scope

HR Advisers (HRP) are required to develop and implement HR strategies and policies, across the spectrum of human resources work and to provide an internal consultancy service to the Human Resources Division and managers covering both operational and HR service delivery to line managers as well as strategic and organisational development such as remuneration and performance management. The generic duties and responsibilities are described below, the other specialities are described in Annex A of this position description.

In addition, it is expected that HR Advisers (HRP) will work in one or more areas of speciality in which they have significant experience and for which they will have primary responsibility. However, all HR Advisers (HRP) are expected to provide a reasonable level of cover for their colleagues within the unit as circumstances require and where appropriate.

These areas of speciality are:

- Equal Employment Opportunity (EEO)
- Employee Relations
- Health and Safety / Wellbeing
- Locally Employed Staff
- Performance Management
- Remuneration

These are detailed in Annex A of this position description.

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## Delegations

The position has the following management authorities:

**Staffing - NIL**  
**Financial - NIL**

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## Functional relationships

The position is required to build and maintain the following relationships:

### **Internal** (within MFAT)

- Human Resources Division
- Ministry Managers
- Ministry staff
- NZAID HR staff
- Employee representatives
- Network groups

### **External** (outside MFAT)

- State Services Commissions
- Other Government Departments
- Consultants
- Health Professionals, inc ACC
- EAP Services

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## Key Objectives

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### Locally Employed Staff

Develop and provide comprehensive pre-positing HR management training and programmes to seconded officers and Senior LES.

Create and implement effective discipline and grievance procedures.

Provide advice, guidance, and assistance in matters dealing with grievance and dispute issues.

Provide managers with accurate advice and information on the interpretation of appropriate employment conditions, employment related legislation, and employment agreements, i.e. terms and conditions, administration and technical status, and relevant local legislation.

Put processes in place to ensure local legal and contractual compliance in human resources related issues and provide advice on individual situations.

Advise on employment disputes and grievances such as disciplinary issues and performance problems including provision of advice on options, risks, undertaking investigations/performance and disciplinary meetings, proposed action, drafting letters of warning/dismissal.

Review bids from posts at BOCs and ROA on locally employed staff budgets and advise management on recommended changes, i.e. reductions, deferments, and additions.

In conjunction with post management, identify and analyse the learning, training and development needs of LES and develop action plans to address these needs.

Develop, maintain, implement and monitor the principles and processes of an effective performance management system that is relevant to LES roles, and the post's needs.

Provide managers with sound advice and information on effective use of performance management tools.

Develop, implement, administer and monitor effective and equitable policies and systems of remuneration, regard, and recognition that are consistent with the organisation's strategy that encourages employees to join, contribute to, and remain within the organisation.

Provide advice on the application and implementation of salary survey data, job evaluation systems and outcomes, and respond to remuneration queries from post management

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## Key Objectives, Continued

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### Locally Employed Staff, cont

Provide advice on setting remuneration including reviewing periodic allowances (eg additional hours allowances, on call allowance, special duties allowances).

Provide advice to post management on the use of organisational resources, including human resources and finance.

Undertake budget control for MFAT controllable local staff budget.

Provide advice, guidance and assistance to post management on the recruitment and selection of locally employed staff.

Undertake post liaison visits.

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### Strategy and Policy Development

Identify and recommend human resource management strategies to assist in the achievement of MFAT's Statement of Intent.

Develop, refine, implement and maintain human resource (HR) management policies and procedures that meet the needs of management and staff.

Regularly review, monitor, evaluate, coordinate and update HR management policies to maintain relevance, accuracy, achieve continuous improvement and maintain consistency with good practice, MFAT policies and legislative requirements.

Ensure senior management are kept up to date with strategic human resource management issues, including both general and MFAT specific matters.

Regularly review/monitor current HR management best practice and recognise and interpret developments and trends in HR management and the organisation's external and internal business environment as they relate to the organisation and its employees

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### Services

Respond to Parliamentary Questions and Ministerials as required

Undertake and/or assist on specific HR related projects

Perform such other duties as can reasonably be regarded as incidental to this position description and such other duties reasonably within experience and capabilities as may be from time to time assigned after consultation.

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# Key Objectives, Continued

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**Advisory  
Support**

Provide proactive and responsive advice and expertise to managers to support them in meeting their staff/employment and general management responsibilities. This involves gathering, extracting, and analysing relevant information, developing options, recommending actions and challenging existing practices.

Provide HR advice and support to managers regarding good practice in employee relations, employment conditions and agreements, remuneration management, performance management, occupational health and safety, and on locally engaged staff matters.

Recommend and support changes in organisational structure, staffing and culture to meet MFAT's evolving needs.

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## Key Objectives, Continued

### Skills, knowledge and experience

The position has the following skills, knowledge and experience requirements:

Requirement	Description
Qualifications	<ul style="list-style-type: none"> <li>• Relevant tertiary qualification.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• 2 - 3 years HR experience.</li> <li>• Experience with and knowledge of performance management frameworks / systems, desirable.</li> <li>• Experience using and maintaining Human Resources Information Systems (preferably PSE) Effectively uses and maintains information contained in an HRIS.</li> <li>• Experience in understanding and interpreting relevant employment legislation and policy.</li> <li>• Experience in developing and implementing HR policies and procedures that ensure legal compliance, respect for cultural diversity and recognition of the principles of the Treaty of Waitangi.</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• Plans, organises and monitors tasks of both a project and routine nature, and delivers results on schedule.</li> <li>• Carries out research/analysis with ability to conceptualise and critically assess issues.</li> <li>• Makes effective and timely decisions and recommendations.</li> <li>• Contributes to the planning and implementation of changes to services, systems, methods and techniques</li> </ul>

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# Key Objectives, Continued

Requirement	Description
Skills	<ul style="list-style-type: none"> <li>• Contributes in a flexible and proactive manner to problem solving over a wide range of issues for which the HR function is responsible.</li> <li>• Initiates appropriate actions and alternatives to avoid potential problem situations before they arise and/or to increase the probability of desired outcomes.</li> <li>• Relates well to staff at all levels and is able to empathise with staff in individual circumstances.</li> <li>• Demonstrates a high level of client service commitment in representing the HR Division and marketing/promoting the HR policies and delivering on client needs.</li> <li>• Represents the interests of both the organisation and staff in dealing with the application of HR policy both within and outside MFAT.</li> <li>• Develops network contacts within and outside MFAT and is able to work cooperatively with a variety of people.</li> <li>• Demonstrates a high standard of written and oral skills including the ability to present and effectively debate complex issues.</li> <li>• Communicates effectively and achieves understanding through organisation channels, interpersonal contacts and appropriate use of written, oral and other communications media.</li> <li>• Computer literate with good keyboard skills, word processing skills.</li> </ul>

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## Key Objectives, Continued

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**Competencies** The jobholder must demonstrate the following competencies:

<b>Competency domain</b>	<b>Competencies</b>
Professional Attitude & Organisational Alignment	Adaptability Positive Outlook Work Standards
Team Leadership	Team Development Contributing to Team Success
Analysis, Judgment & Problem Solving	Decision Making Business Acumen
Relationship Management / Influence	Building Partnerships & Networks Building Trust & Integrity
Technical / Professional Knowledge & Skills	Technical/ Professional Knowledge & Skills Communication Skills (Oral & Written)

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**Additional comments**

Staff of MFAT must also:

- Have an understanding of bicultural and EEO issues.
  - Hold New Zealand citizenship.
  - Be able to obtain (and maintain) an appropriate New Zealand Government Security clearance.
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## Annex A – Specialities

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### Employment Relations

Identify the impact of employment-related law on the organisation, the workplace and employees and recommend, implement and monitor appropriate ER strategies, procedures and practices.

Build constructive relationships with unions, including co-ordination of Quarterly Consultations; responding to union queries/concerns regarding terms and conditions; participation in collective bargaining including developing proposals for bargaining strategy; analysing implications of bargaining parameters and recommending required action to ensure compliance; liaison, as appropriate, with SSC on ER issues.

Develop, and implement effective discipline and grievance procedures.

Advise Personnel staff and management on employee relationship problems/personal grievances/disputes including providing advice on options and risks, involvement in disciplinary investigations and performance and disciplinary meetings, developing recommendations for proposed action including responses to correspondence, drafting letters of warning, dismissal, and liaising with external legal advisors.

Provide managers and staff with accurate advice and information on the interpretation of appropriate employment conditions, employment related legislation and employment agreements.

Develop and maintain template documents (e.g. employment agreements, letters of offer, letters of assignment and transfer, memorandum of understanding) in accordance with current legal requirements and recommend changes where necessary and ensure standard employment agreements are maintained as a base for recruitment.

Monitor the strategy for managing individual employment agreements.

Ensure compliance with legal obligations for fixed term agreements (i.e. valid reasons, managing timely expiries and extensions).

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## Annex A – Specialities, Continued

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### Employment Relations, cont.

Monitor the procedures for review of non-appointment and non-promotion and recommend changes as necessary.

Advise management of the role of organisational culture and leadership style in developing and maintaining effective ER.

Provide advice to Personnel staff on ER issues as they affect other human resource policies and procedures.

Undertake budget control to support the above activities (Human Resource Development).

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### Remuneration

Develop, implement, administer and monitor effective and equitable policies and systems of remuneration, regard and recognition that are consistent with the organisation's strategy that encourages employees to join, contribute to, and remain within the organisation.

Co-ordinate provision of data to salary surveys, maintain Job Evaluation system, and respond to remuneration queries from management and staff

Provide advice on setting remuneration including reviewing periodic allowances (eg additional hours allowances, on call allowance, special duties allowances)

Contact for the Individual Retirement Plan, Government Superannuation Fund, and SSRSS

Undertake budget control to support the above activities (HAY job evaluation, salary survey market data)

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## Annex A – Specialities, Continued

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### Equal Employment Opportunities

Lead the development of EEO strategies, and the delivery of plans, policies, programmes and practices to ensure effective and appropriate EEO outcomes for the Ministry.

Manage, and oversee, compliance across the Ministry with EEO statutory obligations under the State Sector Act 1988.

Oversee the analysis, evaluation and reporting of EEO programmes to comply with statutory requirements. Analyse patterns of target group staff recruitment, career progress and retention. Identify and implement strategies and initiatives to improve outcomes where required in conjunction with Deputy Director HRP.

Facilitate and organise staff network meetings for target groups and EEO interest groups.

Benchmark the Ministry's EEO policies against other government sector policies and keep abreast with new developments in EEO policy nationally and internationally.

Provide EEO briefings to all new staff.

Administer exit interviews, childcare, partner status and parental leave including maintaining contact with staff on parental leave.

Plan annual activities, budgeting requirements and the production of EEO resources, publicity and publications.

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## Annex A – Specialities, Continued

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### Health and Safety / Wellbeing

Develop, implement and monitor policy and procedures to enable managers to:

- promote a healthy workplace
- ensure legal compliance requirements are met
- reduce risk of prosecution and insurance liability
- monitor the workplace wellbeing of their employees and seek assistance if required
- assist rehabilitation

Promote the implementation of such systems and foster dialogue for continuous improvement to promote a healthy workplace culture by:

- providing support for managers, staff, the Ministry's Health and Safety Committee and staff health and safety representatives
- reporting to management.

Provide a central reference and coordination point for staff who have questions or concerns about health and safety to provide information, seek health professional or other agency or consultancy assistance (eg ACC) as required, promote rehabilitation.

Support MFAT-approved health initiatives for staff health

Monitor MFAT's compliance with all occupational health and safety requirements and undertakings, and recommend changes and improvements where necessary.

Support the maintenance of the Ministry's Employee Assistance Programme (EAP)

- provide information to staff as requested
- foster the integrity of the EAP to maintain confidentiality
- report to management general programme statistical information provided by EAP Services
- Keep the Policy under review and provide recommendations to management for ongoing improvement.

Contact for Southern Cross insurance group schemes.

Undertake budget control to support the above activities.

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## Annex A – Specialities, Continued

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### **Performance Management**

Assist with the running of the Ministry's performance management framework (PMF) including maintenance of the database.

Provide managers with sound advice and information on the effective application and use of the Ministry's PMF.

Assist with the integration of the organisation's training and development, remuneration and performance improvement programmes.

Support the development and continuous improvement of the PMF including the development of systems and processes, which will support the development and management of appropriate capacity and capability within the Ministry.

Communicate, consult and gain support for performance management strategies, ensuring there is understanding of the relationship between effective performance management and achievement of business strategy.

Undertake budget control to support the above activities.

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