

ROYAL FOREST and BIRD PROTECTION SOCIETY OF NZ Inc.

Position Description

Position Title: Senior Human Resources Advisor
Position Location: National Office
Business Group: Corporate Services

The Society and its objectives.

Forest and Bird is a membership-based national conservation organisation. It has been New Zealand's leading conservation organisation since 1923. Its unique point of difference with other conservation groups in New Zealand is that it has a community-based branch structure while having a regional and national overview and presence. The Society is also the BirdLife International Partner in New Zealand.

The Mission of the Society is to:

"Preserve and protect the indigenous flora and fauna and natural features of Aotearoa New Zealand, including land and water habitats"

Its strategic focus is to *'be the voice of nature'*

The Society is a key advocate for nature conservation, both on land and in the marine environment. It is often the only organisation speaking out for our endangered plants, and natural places that do not otherwise have a voice of their own. At a national level it does this through advocacy to Government and within the wider community, through its communications and the promotion of specific project and campaigns. Forest and Bird branches are active in their own communities in resource planning and a wide range of local and regional conservation and restoration projects. Its Kiwi Conservation Club (KCC) connects children and their parents with nature conservation.

The Society is self-funded through its members and its supporters. Therefore promotion of the Society, its work and successes, is key to its ongoing effectiveness as an organisation with a strong membership and financial base.

Responsible to: Group Manager Corporate Services

Responsible for: Nil

Key Relationships:

Internal	External
<ul style="list-style-type: none">• GM Corporate Services• Chief Executive / Kaiwhakahaere Matua• Executive Assistant• Group Managers and General Counsel• Manager Finance• IT Manager• All Forest & Bird staff based at National Office and Regional Offices• Forest & Bird branches and members	<ul style="list-style-type: none">• General public• Contractors and consultants• Employee Union

Objectives of the Position

The role of the Senior Human Resources Advisor is to provide quality and consistent strategic and operational HR advice and support to managers and staff and to develop and review HR Policy and practices that will provide an employee-orientated high performance culture.

In this role you are responsible for:

- Contributing to, and promoting an engaged culture throughout Forest & Bird;
- Contributing to and delivering on HR strategies and operational plans;
- Being a positive change agent for growth and improvement across the organisation;
- Building and maintaining effective relationships with managers, employees and stakeholders to establish credibility as a trusted advisor.

Key Responsibilities

HR Advice, Support, & Administration	<ul style="list-style-type: none">• Provide sound HR advice and support to managers, ensuring a good understanding of policies and procedures• Support managers with change management initiatives, ensuring robust processes are followed.• Support managers in developing capability in staff management.• Maintain and provide a high level of customer service to all employees in a confidential and sensitive manner.• Provide administrative support to the HR Function to assist the delivery of core services to the organisation• Prepare employment offers and agreements ensuring they are accurate and produced within agreed timeframes• Ensure HR records and files are well maintained• Maintain the HR section of the document management system.
Recruitment	<ul style="list-style-type: none">• Manage the recruitment process, providing advice and coaching where necessary and being a member of the interview panel for roles when required.• Provide advice and guidance to managers that include but not limited to workforce planning, online advertising, selection criteria, interviews, and reference checking.• Provide advice and guidance to managers to ensure Forest & Bird recruits, develops, and retains the capabilities required.• Develop and maintain effective recruitment toolkits, policies, and processes• Ensure the appropriate induction and orientation process is carried out for new employees.
Policy Development and Support	<ul style="list-style-type: none">• Manage the development, implementation, communication and monitoring of frameworks, policies and procedures across the full range of HR functions and services being delivered to the organisation.• Review and implement HR policies, processes, and practices ensuring research and analysis is undertaken and policies are developed that fit with the overall objectives of Forest & Bird.

Performance Management	<ul style="list-style-type: none"> • Manage the development of effective performance management policies and procedures. • Ensure that any performance management procedures meet legal and human resource best practice. • Coordinate the performance management and annual remuneration review process to ensure all employees receive reviews and that all managers set annual goals and objectives as mandated by organisational policy. • Provide coaching, advice, and support to managers on performance planning and review and professional development processes including setting performance objectives, KPIs, giving feedback to staff etc.
Training & Development	<ul style="list-style-type: none"> • Develop and maintain a tracking system for training and development to ensure all employees have current training and development programme. • Provide analysis of skill gaps including identifying issues and making recommendations for organisation-wide programmes such as management development, health & safety, communication skills.
Payroll	<ul style="list-style-type: none"> • Manage the payroll process ensuring accurate and up-to-date payroll and personnel records are kept securely • Manage the IRD payroll reporting and ensure relevant payments are made on due dates i.e. PAYE, KS etc. • Complete the monthly salary reconciliation and process this data into MYOB
Reporting	<ul style="list-style-type: none"> • Develop HR reports and provide analysis of HR trends/information and their organisational implications to managers • Provide data and prepare management information as required • Manage the exit interviews process and provide the analysis trends and advice on any issues that emerge from the interviews. • Prepare leave accrual reports and provide to managers to ensure that they can effectively manage employee leave liabilities.
Project Management	<ul style="list-style-type: none"> • Work with the Group Manager Corporate Services to develop and implement group initiatives
Health & Safety - Organisation	<ul style="list-style-type: none"> • Develop H&S policies and procedures that ensure full legal compliance and are aligned with the Forest & Bird Health & Safety Policy Statement set by the Board. • Prepare and run training workshops on hazard identification & reporting, and incident reporting. • Develop and maintain an injury management programme • Ensure all H&S incidents/accidents are recorded and investigated where required to prevent reoccurrence. • Maintain reporting frameworks for managers and the Board to provide oversight of H&S at Forest & Bird.

	<ul style="list-style-type: none"> • Actively promote and maintain a safe and healthy work environment. • Contribute to the creation of a proactive and positive H&S culture across the whole organisation. • Mentor, coach, and support key stakeholders. • Communicate H&S initiatives effectively to all workers. • Provide leadership and technical support to aid in the promotion of best practice and continuous improvement
Health & Safety – Individual	<ul style="list-style-type: none"> • Take reasonable care for personal safety and wellbeing. • Take reasonable care that acts or omissions do not adversely affect the safety and wellbeing of others. • Report all occupational injury, illness, near miss incidents, environmental spills or fire, regardless of its severity, to a supervisor. • Report all hazards which may result in an injury, illness, spill or fire to a supervisor. • Cooperate with any reasonable policy or procedure of Forest & Bird relating to safety or wellbeing in the workplace that has been notified to staff. • Comply, so far as reasonably able, with any reasonable instruction by Forest & Bird to allow Forest & Bird to comply with the law.

Decision Making/Delegations

Manage the expenditure for assigned projects within the limits of delegations assigned from time to time by the Group Manager Corporate Services.

Key Accountabilities

- *To meet performance criteria set by the Group Manager Corporate Services at the start of each reporting year.*
- *To complete assigned projects or tasks on time, within budget and in accord with any delegations given or limitations enunciated by Society Policy, Chief Executive or the Group Manager Corporate Services.*
- *To represent and present the Society in a positive manner which maintains its reputation and relationships with significant opinion leaders and organisations.*

Performance Criteria

An individual Development Plan will be developed that reflects the contribution this position is expected to make towards achieving the Society's conservation objectives and measures. The Development Plan will contain objectives that are consistent with the Key Responsibilities in this Position Description.

Key Competencies and Position Requirements

- A relevant tertiary qualification and/or sound knowledge of and ability to effectively apply current employment legislation and best practice human resource principles

- Strong conceptual, thinking, and reasoning skills with the ability to solve complex problems and think about wider implications of decisions
- Ability to manage confidential issues in a professional manner
- Ability to develop, review and implement policies, systems and processes.
- Positive interpersonal skills and the ability to work with colleagues and relate to people at all levels and all backgrounds in the community.
- Ability to maintain respect and tolerance of a wide variety of personalities
- Excellent written and spoken communication skills.
- Common sense and sound, practical judgement.
- Strong numerical skills.
- Personal organisation and self-discipline to prioritise and manage time effectively, delivering on expected work under pressure when required.
- Experience in Microsoft Word, Excel, Power Point and other common office software.
- Skills in database management and record keeping.
- Ability to work as part of, contribute to and lead multi-disciplinary teams.
- Commitment to the Society, Chief Executive and Leadership Team.

December 2018