



**Tairangahia a tua whakarere; Tatakihia nga reanga o amuri ake nei**  
**Honouring the Past; Inspiring the Future**

**POSITION DESCRIPTION**

<b>Job Title</b>	HR Advisor
<b>Directorate/Team</b>	Corporate Services (Policy, Strategy and Corporate Services)
<b>Report To</b>	Manager People Capability
<b>Role Purpose</b>	The HR Advisor is responsible for processing the fortnightly payroll and for providing efficient and timely HR services for all staff in Heritage New Zealand Pouhere Taonga.
<b>Direct Reports</b>	Nil
<b>Key Relationships</b>	Internal – Manager People Capability, Corporate Services Team, and all Heritage New Zealand staff.  External – Stakeholders, customers and suppliers.

**Key Responsibilities**

	<b>Deliverables/Outcomes</b>
Performance Accountability (1)	<u>Payroll</u> Process the fortnightly payroll using IMS payroll Answer staff queries regarding payroll and leave Process the fortnightly and monthly reports and payments (IR 345 and 348) to Inland Revenue Provide financial information to the Finance Team as required Provide monthly leave reports to Managers Maintain personnel files.
Performance Accountability (2)	<u>Recruitment</u> Administer the recruitment process including: <ul style="list-style-type: none"><li>• updating job descriptions and interview questions</li><li>• sourcing and arranging advertising,</li><li>• managing and responding to applications and inquiries from candidates</li><li>• collating applications received and providing copies to the panel</li><li>• setting up and assisting with running the interviews.</li><li>• preparing employment offers</li></ul>

	<p><u>Induction</u></p> <p>Prepare induction kits for new staff</p> <p>Assist with the organisation of the Induction Programme for new staff.</p>
Performance Accountability (3)	<p><u>Health and Safety</u></p> <p>Handle ACC inquiries and update the Accident Register</p> <p>Ensure the Vodafone Multi text details are updated and the Emergency Management Team are supplied with regular updates (at least 3 monthly).</p> <p>Actively participate as a member of the Health and Safety Committee</p> <p>Co-ordinate Civil Defence supplies for the organisation.</p>
Performance Accountability (4)	<p><u>Administration and Policy</u></p> <p>Provide back-up for Reception as required.</p> <p>Monitor performance management processes to ensure these are being undertaken and documented on personnel files for all staff.</p> <p>Assist with other HR tasks as required.</p> <p>Assist with updating or creating HR policy and guidelines.</p> <p>Provide responses to select committee and other external requests for information as required.</p>
Internal and External Relationship Management	<p>Establish and maintain positive professional relationships internally and externally (particularly with stakeholder agencies).</p>
Bi-cultural Responsiveness	<p>Ensure that the Treaty of Waitangi (Te Tiriti O Waitangi) and the vision for Maori Heritage (Tapuwae) are promoted.</p>
Health and Safety	<p>Ensure all requirements of health and safety are exceeded.</p>

### Person specification - Essential Competencies and Attributes

Customer Service	<p>Displays commitment to delivering quality Heritage New Zealand services and to respecting the needs and aspirations of Heritage New Zealand's customers and of heritage stakeholders.</p> <p>Establishes constructive working relationships with managers and staff.</p> <p>Understands and displays sensitivity towards Maori spiritual and cultural values.</p> <p>Possesses energy and a positive attitude and has a natural ability in face to face interaction.</p>
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Professionalism	<p>Demonstrates honesty, integrity, commitment and loyalty in behaviour and work performance.</p> <p>Sets high standards of excellence and quality of performance.</p> <p>Is forward-thinking and committed to seeking positive outcomes, pro-active approaches and innovative responses.</p>
Customer Service	<p>Displays enthusiasm for the work and a commitment to the organisation's internal and external customers and their needs.</p> <p>Able to deliver quality services and meet the needs and aspirations of the organisation's customers.</p> <p>Displays initiative and is capable of working both independently and collaboratively</p>
Team Relationships	<p>Fosters and exhibits a strong team spirit, as a team member within the Corporate Services Team and the wider organisation.</p>
Organisational Behaviours and Values	<p>Demonstrates the organisational behaviours and values and models best practice for all staff and stakeholders.</p>

**In everything we do, Heritage New Zealand Pouhere Taonga staff demonstrate the following behaviours:**

- **Tairangahia – Honouring and Respectful**
- **Kotahitanga – Collaborative and Unified**
- **Tatakihia –Inspiring and Progressive**
- **Manaakitanga – Considerate, Demonstrates Integrity and Authoritative**

#### **Desired Qualifications and Professional Experiences**

Professional Experience and Credibility	<p>Experience working with computerised payroll systems.</p> <p>Experience in public or private sector HR administration.</p> <p>Highly developed communication skills, both verbal and written.</p> <p>Proven ability to deal with multiple priorities and meet deadlines.</p> <p>A strong customer focus.</p> <p>High level of attention to detail.</p>
A tertiary qualification	<p>Desirable in human resources or office administration</p>