

Advisor, Human Resources - Position Description

New Zealand Playcentre Aotearoa Vision/Mission:

Whanau Tupu Ngātahi - Families growing together.

Playcentre is a family organisation where:

- we empower adults and children to play, work, learn and grow together
- we honour Te Tiriti o Waitangi and celebrate people's uniqueness
- we value and affirm parents as the first and best educators of their children so that whānau are strengthened and communities enriched

Purpose of the Position

The Advisor, Human Resources is a key role for Playcentre leaders and employees. It is both a service and relationship role.

You will be responsible for providing generalist employment advice to managers and employees and producing and maintaining Human Resources documentation.

You will also be responsible for creating (as required), maintaining and improving Human Resource systems and processes.

Please note this job description may change from time to time as reasonably required by Playcentre Aotearoa.

Reporting

The Advisor, Human Resources –reports to the Manager, Human Resources.

Key Relationships

- Managers
- Employees
- Management Team
- Payroll
- Ministry of Education
- NZ Police



Key accountabilities	
Advisory service	<ul style="list-style-type: none"> • Provide advice and guidance on leave, remuneration, performance and disciplinary matters • Co-develop and deliver employment related training and materials for leaders • Manage a training delivery register • Maintain current knowledge of employment legislation and developments • Maintain national Human Resources documents such as employment agreements and associated letters, templates, job descriptions, organizational structure charts, job advertisements, interview question bank • Write and send offers of employment • Regular reporting and analysis of Human Resources data • Liaise with regional offices and NZ Police to arrange Safety Checks and Vetting • Develop and maintain the Human Resources filing
Bi-cultural partnership	<ul style="list-style-type: none"> • Participate in ongoing Treaty and Bicultural related training and other appropriate professional development. • Encourage and understand the importance of the dual heritage of New Zealand/Aotearoa. • Recognise the principles of Te Tiriti o Waitangi and how they relate to Playcentre.
Centre focused	<ul style="list-style-type: none"> • All Playcentre employees have responsibility for ensuring that their role and contribution (whether directly or indirectly) in the development, co-ordination and provision of services or support proactively helps centres to be able to undertake their work.
Health and Safety	<ul style="list-style-type: none"> • Undertake his/her work safely and do not participate in activities that may place others in danger or risk. • Comply with all H&S information, instruction, training and supervision. • Report any health & safety hazards, risks and incidents in the workplace immediately to the Accounts Manager. • Comply with all requirements of return to work and rehabilitation plans.

Key competencies	
Pou Hono: Valuing Māori	<ul style="list-style-type: none"> • Acknowledge and respect everyone as being grounded in their culture. • Recognise that others will bring/apply their cultural perspective to all discussions, decisions and actions.
Analytical thinking	<ul style="list-style-type: none"> • Establish clear goals and priorities • Review or create reports, identify trends as well as isolated events
Building relationships	<ul style="list-style-type: none"> • Be dedicated to meeting the expectations and requirements of the wider Playcentre community • Identify internal and external stakeholders and develop strong relationships with individuals and groups.
Communication with influence	<ul style="list-style-type: none"> • Support the Playcentre community to find a common ground and viable solutions that meet their needs as well as the needs for the centre • Support messages with relevant examples, demonstrations and stories
Consultation & collaboration	<ul style="list-style-type: none"> • Provide expert and valued advice to support stakeholders (internal and external) and build trust • Draw on own knowledge and expertise to provide relevant advice to stakeholders
Delivering results	<ul style="list-style-type: none"> • Ensure that work and information are complete and accurate

Person Specification	
Required	<ul style="list-style-type: none"> • High literacy in Microsoft Office and Human Resource systems • Knowledgeable and experience in advising in employment legislation • Experience in Human Resources administrative practices • Tertiary qualification in Human Resources or equivalent work experience. • Early Childhood Education experience is useful. • Computer literate. An intermediate user in word and excel • Excellent verbal and written communication skills

Desired	<ul style="list-style-type: none">• Experience in budget management• Knowledge of Playcentre and a commitment to uphold Playcentre philosophy• Knowledge and experience within a charitable organisation• Some knowledge of licensing and funding requirements
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