

Role Description

Position: **HR Advisor**
20 hours per week – Contractor

Responsible to: **Business Support Manager**

Our Vision

Fostering Excellence in Physiotherapy

Our Values - o mātau uara

Our Values are interwoven, connected and provide a cohesive vision that defines the Physiotherapy Board and the work undertaken.

Manaakitanga

Means supporting and valuing relationships maintaining dignity and showing respect

- We connect with and value all people to provide protection
- People and public safety are at the heart of what we do

Whakarongo

Means listening with intent to truly understand showing respect in how the Board operates

- Our decision-making is informed by seeking and valuing feedback
- We do this whilst acknowledging maintaining and protecting mana of all

Mana ōrite

Means showing respect and considering different viewpoints to be fair, equitable in all manners of engagement and responses

- We have fair processes and value and protect the mana of all

Whakamārama

Means we seek clear understanding to clarify, be transparent and accountable in what and how we do our mahi

- We enable trust through natural justice and by being open and accountable.

The Physiotherapy Board is committed to Te Tiriti o Waitangi principles of partnership, participation, equity and protection by ensuring that guidelines for employment policies and procedures are implemented in a way that recognises Māori cultural practices.

Organisation perspective

The Physiotherapy Board (the Board) is the responsible authority (RA) for physiotherapists, established under the Health Practitioners Competence Assurance Act 2003 ("the HPCA Act").

The principle purpose of the Act is to protect the health and safety of members of the public by providing mechanisms to ensure that health practitioners are competent and fit to practise in their professions.

The Board has a number of functions under the Act in order to achieve the principle purpose. The key functions are:

- Registration of practitioners
 - Setting of competence to practise standards and ethical conduct
 - Recertification of practitioners and promotion of lifelong learning
 - Reviewing of practitioners when health, competence or professional conduct concerns are raised
 - Accreditation of Training Institutions.
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Purpose of the position

Our organisation is one where we demonstrate that our people matter, and that they know their contribution to the vision is appreciated. We want to continue to listen to our team members, openly value the work they do and continue to empower them to voice ideas and contribute to the ongoing development of our organisation. We want to make things easy for them, to work alongside them to have the right skills, feel supported in achieving our core purpose and for their professional development to flourish. We have four focus areas to support our people and culture:

- Streamlining people processes
- Building systems and capabilities for insights into the people and culture function
- Creating an environment where our people can bring their best selves to work
- Supporting the contributions each person makes to the team and organisation.

The purpose of this role is to help our team to deliver on our people strategy by providing advisory services to the executive team and delivering a positive employee experience across the Physiotherapy Board. This role will be involved in:

- providing day to day support and advice to the executive team
- implementing an HR system that integrates with existing infrastructure
- liaising with internal stakeholders
- supporting organisational development
- providing policy refresh and support
- supporting a healthy and safe working environment

Key Accountabilities

Key Accountability	Deliverables/Outcomes
Improved systems and capability	<ul style="list-style-type: none"> • Implementation of an HR system that integrates into existing IT infrastructure • Leverage the HR system to deliver on our people and culture strategies • Provide reporting, oversight over, and insights into the people and culture of the team • Support with ensuring a healthy and safe workplace
Effective people processes	<ul style="list-style-type: none"> • Provide day to day support and advice to the executive team • Liaise effectively with the team members • Apply an inclusive and approachable working style, while exercising sound judgement and discretion • Deliver a positive employee experience across the Physiotherapy Board
Contribute to building an environment where our people are empowered to do their best	<ul style="list-style-type: none"> • Support organisational development by providing policy advice and refresh • Support a high-performance culture by working closely with the executive team in managing employee development

Key Relationships & Authorities

Reports to:

- Business Support Manager

Key relationships within the Physiotherapy Board:

- Chief Executive
- Registrar
- Other Team members

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Key relationships outside the Physiotherapy Board

- Nil

Has these direct reports:

- Nil

Person Specification

ESSENTIAL SKILLS:

- Exceptional communication skills tailored for your audience – you can convey information and ideas clearly to a diverse range of people
- Tech savvy – you can assist with and advise on the implementation of an HR system, in addition to having advanced skills in the Microsoft Office Suite
- Organisational skills with the ability to multi-task and work to tight and competing deadlines
- Understanding of the future of HR and delivering an excellent employee experience aligned to our culture
- An inclusive and approachable working style - you understand that diversity adds value
- Sound judgement – you use approaches that are appropriate for the situation
- Discreet and highly confidential – you know what is and is not appropriate to share with others.

QUALIFICATIONS

- A qualification in Human Resources or related discipline is desirable

EXPERIENCE

- Previous experience in HR, or related field at an advisory level
- Experience of being adept at managing and prioritising the demands of a diverse range of stakeholders
- Excellent customer focus – you'll excel at anticipating and meeting customer and business partner needs and be a superb relationship manager
- Experience in implementing and leveraging HR systems to deliver on people and culture strategies.

The Physiotherapy Board is committed to supporting the principles of Equal Employment Opportunities (EEO) through the provision and practice of equal access, consideration, and encouragement in the areas of employment, training, career development and promotion for all its employees.

The role description will be reviewed regularly to meet the organisation's changing needs. Any changes will be discussed with the position holder beforehand. Annual objectives and performance measures will be set during the annual performance planning and development meeting.