



THE MASONIC VILLAGES TRUST

POSITION DESCRIPTION

POSITION TITLE:	Human Resources Manager
LOCATION:	Wellington
DATE:	TBC
RESPONSIBLE TO:	Chief Executive Officer
FUNCTIONAL RELATIONSHIPS:	Head of Finance, GM Masonic Care, Operations Manager Masonic Villages, Care Facility Managers, Village Managers.
ASSOCIATED RELATIONSHIPS:	Registered Nurses and Care staff, Village staff. Administration Staff.

POSITION OVERVIEW:

This senior role will provide the leadership and service delivery to support The Masonic Villages Trust [TMVT] and its two operational charitable companies, Masonic Care Ltd and Masonic Villages Ltd, in attaining their strategic and operational goals. Reporting through the CE to the Boards, the position is expected to play a major role in both optimising our people's employment experiences as well as providing high level insights on workforce matters that impact on or are affected by strategic and operational goals.

ROLE ACCOUNTABILITIES:

1. HR Leadership and Strategy:

- Role model the organisation's values.
- Ensure that our people leaders are well supported in executing their roles in HR practices.
- Be alert to and have the capacity to manage risk across the HR environment.
- Ensure compliance within our operational settings with relevant HR good practice and ensure adherence to relevant workplace legislation and employment law.



2. HR Platform

- Oversee the installation and optimisation of an HRIS [HiBob].
- Ensure key employment processes are supported in the HRIS by all management.
- That intending, new and existing staff find the employment processes to be accessible and friction free.
- Ensure the HRIS is the key tool to support HR management and processes, provide data analysis and reporting, and drive staff engagement and connection with TMVT's goals and values.

3. HR Advice and Support:

- Provide advice, services and support on all aspects of HR to Managers to assist them to meet their people management responsibilities by:
 - High quality advice, information, policies and processes are available to managers.
 - Providing guidance and advice to managers as they undertake formal performance improvement processes, employment investigations and other employment processes.
- Ensure regular Performance Development Reviews are part of all manager's work routine and that the reviews align with current policies and procedures.
- Ensure exit interviews are conducted, and results analysed and reported on.
- Thorough knowledge and familiarity with the HR platform to ensure all managers and staff are using its tools and capabilities to the full.
- Manage any incidents of employee grievances, investigations or disciplinary matters, through the facility managers and utilising our external support resources where necessary.



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4. People Operations:

- Embedding a systemised approach to recruitment which supports local managers and ensures a consistently good experience for recruited new talent.
- On Boarding support and services are built into the process of on-boarding which reinforce the Trust's brand, culture and values.
- Review and maintain as current HR Policies, procedures and employee processes.
- Support employee engagement initiatives and help build a positive workplace culture.

5. Performance Improvement:

- Ensure there is a regular overview of the well-being of the workforce.
- Devise programmes to support improvement and a sense of value in staying with our workforce, such as enhancing career growth, retention or education opportunities.
- Great examples of people excelling are celebrated and there is a process embedded in how we work that this is "normal".

PERSON SPECIFICATIONS

Qualifications

- Relevant tertiary qualification

Experience

- HR leadership and management experience in an organisation of at least 200+ employees.
- A familiarity of working with significant HRIS platforms is desirable.
- Ability to prepare Board papers and report on them.
- Ability to understand the challenges of having a dispersed workforce and operating through a network of service delivery locations.

Personal Competencies and Attributes

- Proven leadership and communication skills.
- Able to lead an organisations culture and establish key values.
- Able to work collaboratively, with and through others, at all levels of the organisation.
- Strong interpersonal skills supportive of leadership, communication, persuasion, motivation, and openness.
- Professional integrity, credibility, and character.



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- Able to effectively manage "change", able to work under pressure.
- A confident decision maker

Relationship Building

- Establishes effective interpersonal relationships.
- Works to achieve win / win solutions.

Strategic Thinking

- High-level analytic, conceptual, and innovative thinking skills.
- Able to orientate HR practices to support the organisation's strategic goals.
- Able to grasp the complexities underlying an issue and direct effective action and reason objectively and critically.

Communication

- Articulate and concise in both written and oral mediums.

EMBEDDING CHANGE and PREPARING FOR NEW OPPORTUNITIES

TMVT has undergone significant growth over the last ten years and is now seeking a senior executive to lead the HR component of its leadership team as the organisation enters a period of consolidation that will ensure we have the platform to support our next period of growth. With a workforce of over 420 staff, spread across the lower North Island, the installation and operationalisation of a new HR platform is both a major piece of work and a critical ingredient to support our future.

Working within the Retirement Village and Aged Care sector, and as a charitable entity, will be an attractive opportunity for a hardworking professional who enjoys a purpose driven organisation.

The successful applicant for this position will be seeking an organisation that has an appetite to keep moving forward and where new ideas that deliver better outcomes are actively supported.