

Position Description

Vacancy ID: 7182

Position:	Senior Human Resource Business Partner
Reports to:	People Partnering Lead
Responsible for:	Human Resource Advisor
FTE:	1.0

Organisation Context

Health New Zealand |Te Whatu Ora leads the day to day running of the health system across New Zealand, with functions delivered at local, district, regional and national levels. It weaves the functions of the 20 former District Health Boards into its regional divisions and district offices, ensuring continuity of services in the health system.

Health New Zealand |Te Whatu Ora Te Pae Hauora o Ruahine o Tararua – MidCentral (MidCentral) (previously MidCentral District Health Board) provides healthcare services to over 180,000 people across the Manawatu, Horowhenua and Tararua regions. With a large hospital campus at Palmerston North, it also provides key health care and support services to neighbouring communities. We are one of the Manawatu's largest employers with over 3000 staff members.

Role Context

The Senior Human Resource Business Partner (SBP) role sits within the People and Partnering team, which is part of the wider Health New Zealand People and Communications Directorate. The role reports to the People Partnering Lead and will work in partnership with the other People and Partnering SBP, both within MidCentral and across Te Whatu Ora. The incumbent will partner and work closely with their designated key leadership teams within Hospital & Specialist Services to provide a range of specialist HR services that enhance their people management in line with Health New Zealand's HR policies and processes.

Primary Purpose

Reporting to the People Partnering Lead the focus areas of the role will be to:

- Partner with Executive and Operational Leaders to enable them to effectively manage and support their people.
- In partnership with key stakeholders understand and action the unique needs and challenges of each service and develop tailored HR solutions and initiatives to address them effectively.
- Provide leadership, guidance and support to the Human Resource Advisor
- Partner with leaders and take accountability for the effective delivery of people strategies that is in line with Health New Zealand vision values and strategic objectives and which ensures consistency across services.
- Support the fostering of a positive work culture and enhance organisational effectiveness through people and solution focused practices.
- Analyses trends and metrics to develop solutions, programmes and initiatives for designated service groups.

Compassionate
Ka whai aroha

Respectful
Ka whai ngākau

Courageous
Ka mātātoa

Accountable
Ka noho haepapa

- Support leaders to manage and resolve complex employee relations issues. Conducts effective, thorough and objective investigations.
- Maintain strong working relationships with unions
- Provide performance management guidance to service leads (eg coaching, counselling, career development, disciplinary procedures)
- Maintain in-depth knowledge of legal requirements related to day-to-day management of employees, reducing legal risk and ensuring compliance with Health New Zealand’s policies and procedures.
- Provides guidance and input to services on restructures, workforce planning and succession planning.

Role Relationships



Role Specifications

Qualifications and Experience

Essential

- A Graduate level qualification in Business, ER, HR, or another relevant area
- Proven ability to de-escalate tense situations and manage conflict
- Proven skills in negotiating collective employment agreements and resolving employment disputes
- Understanding and working knowledge of relevant employment legislation
- A minimum of 7-10 years in HR/ER within complex unionised work environments
- Demonstrate evidence of continuing professional development
- Demonstrate experience in building sustainable and trusting relationships across a wide leadership team, and across all health professional groups.
- Demonstrate evidence in leading and managing cultural change
- Demonstrate a can-do attitude and a willingness to challenge the status quo
- Demonstrate a high awareness of the Treaty of Waitangi, its application within the Health Sector and the ability to work with people from various cultures
- Demonstrate the ability to deliver complex projects
- Possess advanced verbal and written communication skills.

Desirable

- Experience of financial and budgetary implications in decision making
- Possess some experience of complexities of working in the Health sector.

Leadership Capabilities

Capability	Description	Skill level Required
Stakeholder management and relationship building	<p>Ability to establish and maintain positive working relationships with others including:</p> <ul style="list-style-type: none"> • Partnering: Develops networks and builds alliances; collaborates across boundaries to build strategic relationships and achieve common goals. Involves appropriate stakeholders while developing strategies. • Politically Savvy: Identifies the internal and external politics that impact the work of the Health NZ. Perceives organisational and political reality and acts accordingly. • Influencing/Negotiating: Persuades others; builds consensus and gains cooperation to obtain information and accomplish goals. 	Expert
People Skills	<p>Ability to support managers in the development of high performing teams including:</p> <ul style="list-style-type: none"> • Respecting Diversity: Recognises team diversity and utilises other team members for their strengths to build relationships, create a shared vision, manage change, and evaluate outcomes. 	Expert

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Capability	Description	Skill level Required
	<ul style="list-style-type: none"> Developing Others: Develops others by providing on-going feedback and opportunities to learn through formal and informal methods. Team Building: Inspires and fosters team commitment, spirit, pride, and trust. Facilitates cooperation and motivates team members to accomplish group goals. Communication: Delivers written and verbal messages in a succinct manner that connect with hearts and minds. Conflict Management: Anticipates and takes steps to prevent counter-productive confrontations. Manages and resolves conflicts and disagreements in a constructive and timely manner. 	
Flexible and change savvy	<p>Ability to perceive, negotiate, communicate, manage, and navigate through change including:</p> <ul style="list-style-type: none"> Creativity and Innovation: Develops new insights into situations; questions conventional approaches; encourages new ideas and innovations in a safe manner; designs and implements new or cutting-edge programmes/processes. External Awareness: Keeps up to date on local, national, and international best practice; is aware of the organisation's impact on the external environment. Flexibility: Is open to change and new information; rapidly adapts to new information, changing conditions, or unexpected obstacles. Keeps up to date with Health NZ changes that affect services and the People Partnering function. Resilience: Deals effectively with pressure; remains calm under adversity. Recovers quickly from setbacks. 	Proficient
Strategic thinking and commercial acumen	<p>Ability to think strategically and understand the commercial implications of initiatives and can undertake basic cost benefit analysis.</p> <ul style="list-style-type: none"> Vision: Takes a long-term view and builds a shared vision with others; acts as a catalyst for organisational change. Influences and supports others to translate vision into action. Strategic Thinking: Formulates objectives and priorities and implements plans consistent with the long-term interests of the organisation. Capitalises on opportunities and manages risks. Data analytics and insights: Uses data to predict and make informed organisational decisions and measure outcomes. 	Expert

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Capability	Description	Skill level Required
	<ul style="list-style-type: none"> Technology Management: Keeps up to date on technological developments. Makes effective use of technology to achieve results. 	
Results-orientation	<p>Ability to execute and see a job or project through to completion including:</p> <ul style="list-style-type: none"> Accountability: Holds self and others accountable for measurable high-quality, timely, and cost-effective results. Determines objectives, sets priorities, and accepts responsibility for mistakes. Negotiating: Has ability to think clearly and rapidly under pressure and uncertainty, able to express thoughts verbally and deal with difficult situations. Ability to develop innovative negotiating strategies in line with the organisations vision, values, and strategic objectives. Reporting: Provides detailed reports as required on the progress towards defined objectives, including the performance against plans, agreed performance indicators, and relevant issues. Continuous improvement: Is committed to continuous improvement for themselves and others. Decisiveness: Makes well-informed, effective, and timely decisions; perceives the impact and implications of decisions. Innovation: Takes calculated risks to achieve objectives. Explores partnership and collaboration within and across other teams. Problem Solving: Identifies and analyses problems; weighs relevance and accuracy of information; is cognisant of cultural influences and opportunity; generates and evaluates alternative solutions; makes recommendations. 	Proficient

Competent = able to demonstrate this skill

Proficient = able to demonstrate this skill on a consistent basis and with a high standard

Expert = well known for demonstrating this skill and proven demonstration at MidCentral

Mastery = a known thought leader in New Zealand

Responsibilities and Outcomes

a) Strategy, Leadership and Management

Responsibility	Outcome expected
<ul style="list-style-type: none"> Establish and maintain strong relationships as an effective provider of HR services to stakeholders across MidCentral 	<ul style="list-style-type: none"> Develops an understanding and awareness of services needs, the environment, roles and responsibilities and HR requirements in a continuously changing environment There is meaningful engagement with services and stakeholders to identify future workforce requirements and challenges in line with People & Communication strategies and plans. Works collaborately to meet the goals of services in a team-based environment and provide leadership and mentoring to less experienced team members. Supports the strategic direction of People and Communications taking into account MidCentral's objectives. Is proactive and anticipates needs and proposes solutions that fit these needs Maintains up-to-date knowledge of specialist functions and acts as subject matter expert as required. Provides mentoring, advice and support to the Human Resource Advisor
<ul style="list-style-type: none"> Works in collaboration with key stakeholder leaders to help shape the culture and direction of their teams in line with Health NZ and MidCentral's vision and values 	<ul style="list-style-type: none"> Supports service leadership in the development of short and longer term people strategies that align to Health NZ and MidCentral's vision, values, and strategic objectives.
<ul style="list-style-type: none"> Works in a "business partnership model" providing key client leaders with the full range of strategic and operational human resource advice and support 	<ul style="list-style-type: none"> Ensures advice and support provided is in line with People and Communication's policies and procedures Identifies HR gaps across services and provides advice to meet these Develops and maintains constructive relationships with Unions through effective communication, consultation and joint problem-solving. Provides expert advice in relation to complaints, investigations, disciplinary action, restorative processes and mediation.

<i>Responsibility</i>	<i>Outcome expected</i>
	<ul style="list-style-type: none"> • All policies and procedures are implemented in a timely way – including leave management. • Supports change management processes, including drafting letters and communicating documents to the organisation and unions • Takes into account relevant legislation, identifies risk, and the impact on the organisation when recommending solutions.
<ul style="list-style-type: none"> • Contributes to and leads the delivery of initiatives and projects as identified in People and Communications plans 	<ul style="list-style-type: none"> • Develops and participates in plans and projects for initiatives identified in relevant plans • Implements and evaluates outcomes ensuring timelines are achieved. • Supports leaders in implementing initiatives linked to specific projects.
<ul style="list-style-type: none"> • Works in a “business model” structure and attends and contributes constructively to key leadership meetings as required. 	<ul style="list-style-type: none"> • Provides verbal and written input that adds value to the meetings.

b) *Team Work/Work Standards*

Responsibility	Outcome expected
<ul style="list-style-type: none"> Consistently deliver a high standard of work and role model Health NZ's and MidCentral's values 	<ul style="list-style-type: none"> Exhibit an ability to cooperate and collaborate with all team members within People and Culture and with colleagues across the organisation to achieve organisational goals. Develop and maintain a wide array of internal and external networks to meet organisational objectives. Proactively remove barriers to create teamwork amongst diverse groups. Produce work that is accurate and professionally presented, with completion deadlines met. Comply with relevant organisation policies and procedures. Display tact, diplomacy, cultural sensitivity and awareness, humour, and effective communication skills. Always behave in a strictly professional manner, providing a good role model for others.
<ul style="list-style-type: none"> Role model MidCentral's values and behaviours that drive and support the desired organisational culture 	<ul style="list-style-type: none"> 360 and other feedback demonstrates role modelling of MidCentral's values and behaviours.

c) *Reporting/Education*

Responsibility	Outcome expected
<ul style="list-style-type: none"> Provides reports as required within required timelines. 	<ul style="list-style-type: none"> Responds to information/data requests in a timely way. Develops and maintains a data base of personal grievances, disciplinary processes, and investigations. Provides regular HR updates to the wider HR team and provides education sessions for the team and managers on employment legislation and principles. Build manager capability (knowledge, skills, and tools) to create and foster a positive employment relations environment.
<ul style="list-style-type: none"> Role model MidCentral's values and behaviours that drive and support the desired organisational culture 	<ul style="list-style-type: none"> 360 and other feedback demonstrates role modelling of MidCentral's values and behaviours.

d) *Project Activity*

Responsibility	Outcome expected
<ul style="list-style-type: none"> Leads and contributes to the management of specific project plan activities for HR Leads and participates in change-related projects and programmes designed to delivery workforce transformation 	<ul style="list-style-type: none"> Project plans are actively managed, and actions delivered on time, with quality and budget.
<ul style="list-style-type: none"> Contributes to the management of project resources for project tasks and milestones 	<ul style="list-style-type: none"> Project team members are clear on their respective roles, and cluster milestones.
<ul style="list-style-type: none"> Significant risks, trends or potential problems are identified and escalated appropriately 	<ul style="list-style-type: none"> Expert advice and opinion is provided while making recommendations in managing perceived risks.

e) *Professional Development*

Responsibility	Outcome expected
<ul style="list-style-type: none"> Ensure skills and knowledge are up to date so that the requirements of the position can be met 	<ul style="list-style-type: none"> Develop and undertake individual personal development plan

f) *Health and Safety*

Responsibility	Outcome expected
<ul style="list-style-type: none"> Apply Health and Safety knowledge and skills to all work practices to ensure compliance with the Health and Safety at Work Act 2015 and any subsequent amendments or replacement legislation 	<ul style="list-style-type: none"> Be familiar with all policies and procedures as they affect the work environment. Ensure that safe working procedures are practised, and no person is endangered through action or inaction. Be aware of and identify hazards and take action accordingly, including preventing or minimising the adverse effects of hazards. Apply MidCentral's emergency procedures, including use of safety equipment and materials. Ensure that all incidents including near misses are reported within the required timeframe using MidCentral's incident reporting system. Actively participate in MidCentral's health and safety programmes, through input into meetings and feedback through committee structures.

g) *Treaty of Waitangi*

Responsibility	Outcome expected
<ul style="list-style-type: none"> Understand and apply knowledge of the Treaty of Waitangi 	<ul style="list-style-type: none"> Apply knowledge of the Treaty of Waitangi and its application in Health in terms of the articles and principles to all work practices. Attend appropriate Treaty of Waitangi education.

Physical Attributes

Under the Human Rights Act 1993 discrimination based on disability is unlawful. MidCentral will make all reasonable efforts to provide a safe and healthy work place for all, including persons with disability.

Every effort has been made to outline requirements clearly. If a potential applicant has uncertainties about their ability to fulfil these physical requirements, enquiry should be made whether it would be possible to accommodate a particular issue by obtaining advice from Occupational Health & Safety/ Infection Prevention & Control Team.

- Ability to move about and undertake necessary duties in the department and throughout Palmerston North Hospital and its campus.
- A high degree of mental concentration is required.
- Must be able to function under rapidly changing and demanding conditions.
- Visual ability sufficient to read, write/record and enable accurate performance of essential job duties.
- Hearing and speech sufficient to enable direct and telephone communication.
- Manual dexterity sufficient to drive and operate computer and other tools necessary to undertake essential job duties.
- Freedom from colonisation or infection with MRSA.

Conditions of Appointment

EMPLOYMENT AGREEMENT

This appointment will be subject to the provisions of an Individual Employment Agreement.

NATURE AND TENURE OF APPOINTMENT

The appointment will be subject to the conditions contained in this schedule, MidCentral's policies and appropriate legislation.

The appointment is permanent, four weeks' notice in writing is required. In the event of the appointee being found to have breached the organisation's code of conduct or other policies, the appointment may be terminated without notice.

SALARY

The annual salary for the position will be negotiated with the successful applicant.

Salary is proportionate to hours worked. All salary payments will be made by direct credit to a nominated bank account in the appointee's name (or jointly including the appointee's name).

HOURS OF WORK

This is a full time position.

If the appointment is full-time the employee shall not engage in any other business or occupation without the prior consent of the Organisation. If an appointee is engaged in other business or occupation when taking up a full-time appointment with MidCentral, and wishes to continue to participate in this other business or occupation, this must be disclosed to the hiring manager prior to accepting the appointment.

TREATY OF WAITANGI

MidCentral is committed to its obligations under the Treaty of Waitangi. The appointee will be expected to incorporate the principles of the Treaty of Waitangi in their working practices.

EQUAL EMPLOYMENT OPPORTUNITIES

MidCentral is committed to the principles of Equal Employment Opportunities and all recruitment activities are conducted in accordance with these principles.

SMOKE FREE ENVIRONMENT

MidCentral provides smoke-free workplaces that protect the health and comfort of employees, patients/ clients, contractors, volunteers and visitors. All buildings, grounds and vehicles owned, occupied or leased by MidCentral are smoke-free. Employees are expected to promote smoke-free lifestyles and act as role models when working with patients/ clients and in the community.

CODE OF CONDUCT

MidCentral has a Code of Conduct that sets out the standards of performance and conduct required of employees. Employees of MidCentral are also required to act with a spirit of service to the community and meet high standards of integrity and conduct as set out in Standards of Integrity and Conduct - a code of conduct issued by the Public Service Commission.

SHARED APPROACH TO WORK PRINCIPLES

It is important that MidCentral has a healthy and safe working environment in which all employees feel their contribution is valued and appreciated. The actions and behaviours below are intended to provide a guide and assist us all to develop and maintain this environment.

To be happy and proud in our work we will:

- Care for and support each other to have a safe work environment;
- Treat each other with trust and respect, recognising cultural and other differences;
- Communicate openly, honestly and act with integrity;
- Enable professional and organisational standards to be met;
- Support each other to achieve, and acknowledge contributions and successes.

MidCentral does not tolerate bullying, harassment, or inappropriate behaviour in the workplace environment.

CONFIDENTIALITY

All employees are responsible for the security of confidential and sensitive information which is held by MidCentral. All employees have a responsibility to comply with the requirements of the Privacy Act 2020 and the Health Information Privacy Code 1994 and any subsequent amendments.

It is a condition of employment for all employees that confidential or sensitive information is only accessed, used or disclosed as necessary to meet their employment or contractual obligations and in accordance with the relevant legislation, their professional obligations, and any other obligations imposed by law. Note: This does not preclude the sharing of clinical information among health professionals involved in the care or treatment of the individual on a “need to know” or consultancy basis.

Confidential information concerning a patient or client who is receiving or has received services provided by MidCentral may not be accessed by employees not involved in the care or treatment of the patient or client, and also may not be disclosed to unauthorised persons, except for those specific cases defined in relevant legislation and as per MidCentral’s Confidentiality Policy.

HEALTH DECLARATION

Shortlisted applicants will be required to complete a Health Declaration form and provide this to the hiring manager. They may also be required to undergo a medical examination as part of assessing their ability to fulfil the requirements of the position.

DECLARATION OF CRIMINAL CONDUCT AND OTHER INFORMATION

Shortlisted applicants will be required to complete a Declaration of Criminal Conduct and Other Information form and provide this to the hiring manager.

POLICE CLEARANCE/ CHECK(S)

Some appointments at MidCentral are subject to a Police Clearance which requires the applicant to complete a New Zealand Police Vetting Service Request and Consent Form. Additionally, overseas police checks may need to be applied for by the appointee if they have lived in any country other than New Zealand for 12 months or more within the last 10 years.

*Compassionate
Ka whai aroha*

*Respectful
Ka whai ngākau*

*Courageous
Ka mātātoa*

*Accountable
Ka noho haepapa*

Shortlisted applicants will be advised of the requirement to undergo a New Zealand Police Clearance, and provide overseas police clearance/s, as required.

Notwithstanding the police clearance process upon appointment, in future all MidCentral employees may be required to undergo police and/ or other vetting procedures, and all staff will be required to participate in this process.

MidCentral reserves the right to withdraw any offer to the appointee, or if the appointee has commenced work, terminate employment, if any adverse information arises out of the police check/s.

APPLICATIONS

Applicants are required to complete an official form of application, providing names and addresses of three confidential referees* – one being the current or most recent employer or educator, and attaching a CV and cover letter. Copies of recent testimonials or any other information considered pertinent to the position may also be included.

Any queries may be addressed to Human Resources on +64 6 350 8850 or email vacancy@midcentraldhb.govt.nz.

**Referee reports obtained or provided are subject to Section 27 (1) (c) of the Official Information Act 1982 and Section 29 (1) (b) of the Privacy Act 2020 and shall not be released or their contents disclosed to the applicant or to any person not directly involved in MidCentral's appointment and review procedures.*

Appendix A - MidCentral's Values and Behaviours

All employees of MidCentral will adopt the values and demonstrate the behaviours related to them of being Compassionate, Respectful, Courageous and Accountable - in the following ways:

COMPASSIONATE - KIA WHAI AROHA

- Is responsive to the needs of people, whānau and the community.
- Strives to deliver beyond expectations and go the extra mile.
- Shows concern for others and offers proactive and timely assistance and support to others.
- Is empathetic and mindful of others and sensitive to their feelings.
- Creates an environment where others feel safe and supported, encouraging them to contribute and share their views and perspectives.

RESPECTFUL – KIA WHAI NGĀKAU

- Shows politeness, admiration and honour to others and does not cause offence.
- Actively listens when someone is speaking and shows value for other peoples' perspectives.
- Genuinely engages and listens to others and considers their views while making decisions.
- Is inclusive of diverse perspectives and the cultural beliefs of others and actively seeks to improve own knowledge.
- Recognises team member strengths and development needs, and coaches them to maximise their potential.

COURAGEOUS – KIA MĀTĀTOA

- Speaks up when things are not right.
- Is adventurous in search of feedback and is open to feedback.
- Puts organisational interests ahead of their own.
- Speaks up when they have to contribute or when other's behaviour is inconsistent with the MidCentral's values.
- Champions innovative ideas in the team, and on behalf of the team.
- Is willing to question accepted approaches and processes and open to challenge.

ACCOUNTABLE – KIA NOHO HAEPAPA

- Acknowledges and assumes responsibility for their actions and does not blame others when things go wrong.
- Strives for excellence and delivers high quality care that focuses on the needs of the consumer and whānau.
- Is innovative and strives for quality and excellence.
- Following through on conversations – saying what you will do and doing what you say.
- Is able to intervene effectively when progress against budgets, plans or projects is off track.
- Is committed to rapid resolution of complaints, problems and issues.

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Appendix B – MidCentral’s Strategy

WE ARE COMMITTED TO

Ka ū tā mātou mahi



QUALITY LIVING
Kia pai te noho



HEALTHY LIVES
Kia ora te tangata



WELL COMMUNITIES
Kia ora te hapori

WE ARE ABOUT

Better health outcomes, better health care for all

Ko tā mātou mahi

He whakapai ake i te hauora hei oranga mā te katoa

INDIVIDUALLY AND TOGETHER WE WILL

Achieve quality and excellence by design

Connect and transform primary, community and specialist care

Partner with people and whānau to support health and wellbeing

Achieve equity of outcomes across communities

He mahi takitahi hei toa takitini

Kia kounga, kia hiranga te hoahoa

Kia mahi tahi me te tangata, me te whānau hei tautoko i te hauora me te oranga

Kia tūhono e pai ake ai te atawhai tuatahi, te atawhai hapori, te atawhai ngalo

Kia tōkeke ngā hua mā ngā hapori katoa

WE WILL BE

<i>Compassionate</i>	<i>Respectful</i>
<i>Courageous</i>	<i>Accountable</i>

Ka pēnei mātou

<i>Ka whai aroha</i>	<i>Ka whai ngākau</i>
<i>Ka mātātoa</i>	<i>Ka noho haepapa</i>

WE WILL ACHIEVE THIS SUCCESS THROUGH OUR

<i>People</i>	<i>Partners</i>	<i>Information</i>	<i>Stewardship</i>	<i>Innovation</i>
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Ka eke angitu mātou mā

<i>Ō mātou iwi</i>	<i>Ō mātou hoa mahi</i>	<i>Te whakamāhio</i>	<i>Te tiaki</i>	<i>Te auaha</i>
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