



THE SALVATION ARMY

POSITION DESCRIPTION

Position: HR Advisor

Appointee:

Report to: Human Resources Manager

Works with: Human Resources Advisors
Human Resources Administrator
Health and Safety and Rehabilitation Administrator
HRIS and Payroll Team Leader and Payroll Bureau
Personnel Department
Territorial Headquarters (THQ) Heads of Department
Centre and Department Managers and Corps Officers

Location: Personnel Department, THQ, Wellington

Standard Hours of work: Total of 37.5 hours per week, Monday to Friday, 8.30am – 5:00pm

PURPOSE OF THE PERSONNEL SECTION

Personnel Section provides Personnel and Human Resources Management services to THQ and to all Salvation Army Divisions, Regions and Nationally Managed Programmes.

PURPOSE OF THE POSITION

To research, develop and provide helpdesk advice and training to officers and managers in the application of all human resource policies and procedures within The Salvation Army.

In accordance with qualifications and experience to take specific responsibility for specialist areas of HR advice and service to officers and managers.

KEY RESULT AREAS and KEY TASKS	PERFORMANCE INDICATORS
<p>Help Desk Service and Training Officers/Managers</p> <ul style="list-style-type: none"> • Provide human resources and employee relations advice to Officers and Managers on all aspects of HR Policy and its interpretation and application to specific staff management questions. • Deliver HR training and coaching to Officers and Managers at annual training events • Provide interpretation advice on employment related legislation including the Holidays Act. 	<ul style="list-style-type: none"> • Officers and Managers provide positive feedback on the value and timeliness of the HR Helpdesk Services • HR training delivered to a high standard
<p>Employment Relations</p> <ul style="list-style-type: none"> • Maintain an awareness of legal developments across the broad range of employment related matters. • Provide employee relations advice in the areas of disciplinary, performance and employment relationship problems. • Assist as appropriate with bargaining for Collective Agreements 	<ul style="list-style-type: none"> • Accurate and timely advice given within acceptable timeframes. • A positive and constructive contribution is made throughout all stages of collective bargaining as and when required.
<p>Documentation and Manual Maintenance Services</p> <ul style="list-style-type: none"> • Assist with the process of issuing and updating the HR Manual and Staff Induction Booklets. • In conjunction with HR Administrator maintain the records of standard Salvation Army Employment Agreement formats. Adjust formats with legislative and policy changes. 	<ul style="list-style-type: none"> • HR Manual amendments to be prepared and distributed within appropriate time frames. • Employment Agreement formats are up to date and comply with legislative and policy changes.
<p>Research and Policy Development</p> <ul style="list-style-type: none"> • Undertake special ER and HR projects as agreed with the Human Resources Manager. 	<ul style="list-style-type: none"> • Special projects are completed to a high standard and deadlines are met as agreed with the Human Resources Manager.

<p>Communication and Networks</p> <ul style="list-style-type: none"> • Establish and maintain effective working relationships with the Human Resources Institute of New Zealand (HRINZ). • Establish and maintain relationships with other HR practitioners 	<ul style="list-style-type: none"> • Regular contact and engagement with HRINZ and other HR practitioners is able to be demonstrated.
<p>Mission support</p> <ul style="list-style-type: none"> • Assist in other operational areas and perform other duties as directed. • Actively maintain positive communication and effective working relationships with other team members. • Support and assist other members of the team in achieving their goals. • Attend planning days, staff meetings, and training as required. • Communicate process improvements to the manager. • Provide training to others as required. • Understand and follow applicable Operational Policy. 	<ul style="list-style-type: none"> • Attends team meetings and training • Feels part of the team. • Positive attitude toward the mission of the Salvation Army. • Relationships with other team members are positive and focussed on delivering service. • Differences are resolved quickly.
<p>Health and Safety</p> <ul style="list-style-type: none"> • Report accidents and hazards • Follow safe work procedures • Use safety equipment 	<ul style="list-style-type: none"> • HSE 5.1 accident report form completed within appropriate timeframes • Hazards are reported and managed appropriately • Employee works safely at all times

QUALIFICATIONS

HR or relevant tertiary qualification is desirable

KEY COMPETENCIES

- Analytical skills to problem solve and contribute to HR Policy development
- Interpersonal skills to provide specialist advice on HR Policies and Procedures
- Sympathetic to the aims of The Salvation Army
- Diplomacy skills to provide advice and influence Officers, managers, (and sometimes to staff and volunteers).
- Ability to work in a team environment and contribute to team work
- Competent user of MS Word, Excel, and PowerPoint, and HR System
- Time and desk management skills to prioritise multiple tasks and keep track of work in progress and meet deadlines
- HRINZ membership essential