



NEW ZEALAND
RED CROSS
RIPEKA WHERE AOTEAROA

POSITION DESCRIPTION

Be part of our mission:

*To improve the lives of vulnerable people
by mobilising the power of humanity
and enhancing community resilience.*

To find out more about our kaupapa, and what we stand for, visit redcross.org.nz

Job Title: Business Partner
Group: People Experience and Support
Location: Wellington, National Office
Reports to: Director People and Capability
Position status: Full-time Permanent
Version date: May 2024

OUR PURPOSE

New Zealand Red Cross (NZRC) has always been about good people doing good things. We're part of the world's largest humanitarian network, helping vulnerable people and those affected by disaster and conflicts. We've been working in New Zealand for more than a century and today you'll find us lending a hand in communities throughout Aotearoa New Zealand – we're here for good.

DIVERSITY AND INCLUSION

We are committed to providing an environment where all people feel welcomed, valued and seen in their identities.

THE TREATY OF WAITANGI

New Zealand Red Cross is working towards understanding our obligations under the Te Tiriti o Waitangi principles. New Zealand Red Cross engagement with Te Tiriti o Waitangi is recognised as ethical best practice in relation to the application of the Red Cross Fundamental Principles and the desire of New Zealand Red Cross people to build meaningful relationships with Māori as tāngata whenua.

WHAT WE STAND FOR

The Red Cross Fundamental Principles guide all we do, whether we're helping people in New Zealand communities or providing urgent relief in an international disaster.

ABOUT THE GROUP

People Experience and Support

The People Experience and Support Group builds and maintains the capability of all Red Cross people, nationally and locally. Its key focus is realising the potential of Red Cross people, developing future leaders, and shaping a culture which emphasises empowerment, involvement and innovation, high productivity and standards. The Group supports Red Cross people to be successful, make a meaningful, valued contribution and go home safe and well each day.

The People and Capability Directorate supports people as New Zealand Red Cross's most important asset. The Directorate focuses on delivering people related policies, practices, tools and resources to help our people to do a great job. The Directorate also provides specialist support regarding employment and employees of New Zealand Red Cross.

POSITION PURPOSE

Reporting to the Director, People and Capability, the Business Partner provides generalist support within a multi-disciplinary People and Capability Directorate across a range of specialist services. It will provide first point of contact for routine human resources queries from employees and People Leaders. The role works alongside the Senior Business Partner and Principal Business Partner to provide a tiered approach to managing human resource needs and outputs of the People and Capability Directorate. Guidance and support will be facilitated by the Senior Business Partner and Principal Business Partner.

The role will mentor and guide the Talent Acquisition Administrator, and will support or review the preparation of variation, parental leave and employment offer documentation

KEY RESPONSIBILITIES

Overview

- Identify and raise any issues that may have an impact on the organisation, its people or reputation.
- Provide first point of contact advice for employees on people policies and processes.
- Provide general advice and support to People leaders on routine human resources matters, escalating complex issues as appropriate to senior members of the Directorate.
- Develop, review and / or quality check of employment offers and variations.
- Mentor and coach the Talent Acquisition Administrator on recruitment system, recruitment channel and content recommendations.
- Champion the use and development of human resources information tools and systems to employees and people leaders.
- Contribute to the preparation of the People and Capability annual business plan.
- In conjunction with Senior Business Partner -support human resources related projects such as the annual remuneration review and New Zealand Red Cross people surveys.
- Facilitate Talent Hub processes in backup capacity during period of peak recruitment activity and in absence of Talent Acquisition Administrator.

- Collate statistical metrics on people movements and performance plan compliance on behalf of Director People and Capability.
- Coordinate and complete HR administrative tasks, including file management.
- Support and champion programmes by other members of the People and Culture Directorate.

Working Relationships

- Work closely and build a good working relationship with the People and Capability Directorate plus other teams and Directorates in the People Experience and Support Group.
- Work closely with the payroll team and understand the basic functions of payroll and the establishment of positions.
- Establish and maintain effective working relationships with Executive Leadership Team, people leaders, employees, members and volunteers, and other business networks, as required.
- Build partnerships with external stakeholders to enhance support and cooperation to achieve outcomes.

Information Technology

- Work collaboratively with the People and Capability Directorate to ensure all human resources information systems are fully used.
- In conjunction with the other members of the People and Culture Directorate contribute to the enhancement of internal communication system.

HR Metrics

- Maintain and report on HR metrics as agreed with the Director, People and Capability and Principal Business Partner.

HEALTH SAFETY AND WELLBEING

- Proactively ensure your actions or omissions do not adversely affect the Health, Safety and Wellbeing (HSW) of yourself or others.
- Participate in HSW induction, training, programmes and activities.
- Follow all reasonable instructions to comply with HSW legislation and regulations.
- Follow NZRC HSW policies, standards and procedures.
- Do not undertake any activities you are not adequately trained for.
- Use designated personal protective equipment (PPE) for specific work activities.
- Report hazards/risks, incidents and near misses as soon as possible after the event.

RELATIONSHIPS

Internal

- People and Capability Directorate
- Membership and Volunteering Directorate
- Health, Safety and Wellbeing Team
- Organisational Services Directorate
- Executive leadership Team
- People leaders

External

- Third-party providers

STAFF

Direct

Nil

Indirect

Nil

PERSON SPECIFICATION

Knowledge

- Understanding of and experience of generalist human resource principles and practices.
- Experience and knowledge of diversity and inclusion and Kaupapa Māori practices in a human resources context.
- A proven background in a generalist human resources role, with broad working knowledge of human resources policies, systems and process.

Qualifications and/or experience

- A tertiary degree in human resources and/or a related discipline; and/or
- At least 3-years' experience as a generalist human resource practitioner

Skills and other attributes

- Strong administration skills.
- Excellent communication skills and customer management skills, with focus on talent acquisition.
- Sound decision making.
- Robust computer skills and knowledge, particularly with Microsoft Office, and other information technology.
- An ability to anticipate potential problems/issues and proactively “self serve” for assistance and help develop solutions.
- Empathy with humanitarian causes and diversity, equity and inclusion topics.
- Be enthusiastic and commit to work as a team member of New Zealand Red Cross.

TRAVEL

The appointee may be required to undertake travel for this role.

DRIVER LICENCE

A current car driver licence is required for this role.

DELEGATIONS

Financial: Tier N/A

Employment: Tier N/A

NOTE

This job description is not intended as an exhaustive list of duties and responsibilities. The job is expected to evolve and change, and New Zealand Red Cross may amend this job description after consultation with the job holder.