



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: **Principal HR Business Partner**

Group: **People Experience and Support**

Location: **National Office, Wellington**

Reports to: **Director People and Capability**

Position status: **Full-time**

Version date: **January 2025**

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 Principal HR Business Partner plays an integral part in the build and integration of improved operational people and capability initiatives.

The role provides proactive and professional individual employee relations support across the organisation; and remuneration and change management guidance to support projects undertaken by Directors, the Executive Leadership Team and the Director, People and Capability.

A key deliverable is enabling change and remuneration capability of HR Business Partner colleagues; as well as strategies to grow awareness of best practice people approaches, amongst Directors and People Leaders.

KEY RESPONSIBILITIES

Overview

- Be the trusted advisor to the Director, People and Capability
- Provide robust technical human resources and employment relations advice to the organisation, partnering with Directors, People Leaders and People and Capability Directorate colleagues as appropriate, providing specialist strategic advice on varied and complex cases that is timely, lawful, and consistent
- Contribute to a high performance people and capability team, providing guidance and development to the Senior and Business HR Partners.
- Identify and raise any issues with the Director, People and Capability issues that may have an impact on the organisation, its people or reputation.
- Contribute to and implement people policies and processes which are aligned to NZRC strategic business goals.
- Provide coaching and support on people related systems, policies, process and management practices to People leaders in conjunction with Senior and Business Partners'.
- Ensure compliance with New Zealand Red Cross people policies and procedures, and legal requirements by helping management understand their HR risks and how to effectively manage them.

- Deputise for the Director People and Capability at mediation as required.
- Lead the development and maintenance of employment relations and human resources related policies, resources templates, and tools to ensure there is consistent and best employment relations and human resources practice across the business and this is aligned with membership and volunteering practices.
- Assist with and take the lead on change management, remuneration and organisational development projects as agreed with Director, People and Capability
- Develop training material in conjunction with Learning and Development to support any new or updated policies or practices.
- Assist with the development and implementation of projects work to support the Director, People and Capability.

Champion employment relations best practice

- Monitor and maintain a register of all personal grievances and other employment-related disputes so there is always clarity of the overall employment relations environment.
- Utilise deep understanding and knowledge of employment relations issues, to improve employment relations understanding (including change management) and lift capability of those who manage staff through coaching, advice and support that adds learning and value.
- Proactively monitor legislative developments and policy updates and keep employment relations material on the People and Experience pages of intranet are kept relevant and fit for purpose.
- Provide regular training to the broader P&C team on employment relations issues.

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
- Organisational Services Directorate
- Executive leadership Team
- Directors
- People managers

External

- Third-party providers

STAFF

Direct

Nil

Indirect

Nil

PERSON SPECIFICATION

Knowledge

- Proven experience in a senior generalist human resources role delivering advice to all levels of the business.
- Extensive experience and knowledge of diversity and inclusion and Kaupapa Māori practices in a human resources context.
- Sound working knowledge of New Zealand Employment legislation, trends and practices
- Experience with a variety of human resources applications including recruitment management systems, remuneration review systems, and performance appraisal systems.
- An adaptive approach and the ability to navigate through and lead change processes in on behalf of Directors and People Leaders.
- Understanding of and experience in all human resource disciplines.
- A good understanding of New Zealand employment law, especially the Employment Relations Act and Holidays Act.
- Excellent written and verbal communication skills.
- Resilience and adaptability to position workload demands to manage and mitigate risk.
- Ability to prioritise and self-manage without supervision.

Qualifications and/or experience

- A tertiary degree in Human Resources and/or a related discipline; and/or ten years plus experience working at a senior level in general human resource fields
- A solid working knowledge of NZ Employment Law.
- Experience in managing individual relations processes, personal grievance matters and general employee disputes.
- Analysis and reporting – people metrics, data, insights.
- Experience in remuneration and reward frameworks.
- Experience in job evaluation sizing and methodologies
- Experience in change management processes and best practice
- Excellent communication, influencing and problem-solving skills
- Robust computer skills and knowledge, particularly with Microsoft Office, and other information technology
- 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 5

Employment: Tier 5

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.