



**POSITION DESCRIPTION**

**HR Business Partner  
Human Resources Business Partnering and Advisory Service**

This position is not considered a children’s worker under the Vulnerable Children Act 2014

Position Holder's Name: .....

Position Holder's Signature: .....

Manager/Supervisor's Name: .....

Manager/Supervisor's Signature: .....

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<b>Counties Manukau Health</b>			





# Healthy Together

## Our Strategic Goal

*We care about achieving health equity for our community.*

Together, the Counties Manukau health system will work with others to achieve equity in key health indicators for Maori, Pacific and communities with health disparities by 2020.

We will measure the impact we have on healthy life years every year. This is our commitment to act and be deliberate in our choices and priorities.

This means that people will live longer healthier lives in the community.

## Our Shared Values

### Kind

Care for other people's wellbeing.

### Excellent

Safe, professional, always improving.

### Valuing everyone

Make everyone feel welcome and valued.

### Together

Include everyone as part of the team.



COUNTIES  
MANUKAU  
HEALTH



## Our Strategic Goal

*We care about achieving health*



## PURPOSE OF THE POSITION

As an HR Business Partner you will work with the Group HR Manager Business Partnering and Advisory Service to ensure that the HR Business Partner and Advisory Team provides trusted adviser support to business units across CM Health. You will report to the Group HR Manager; be the face of HR to the business, with a focus on transformational HR and embedding strategic HR initiatives into the business.

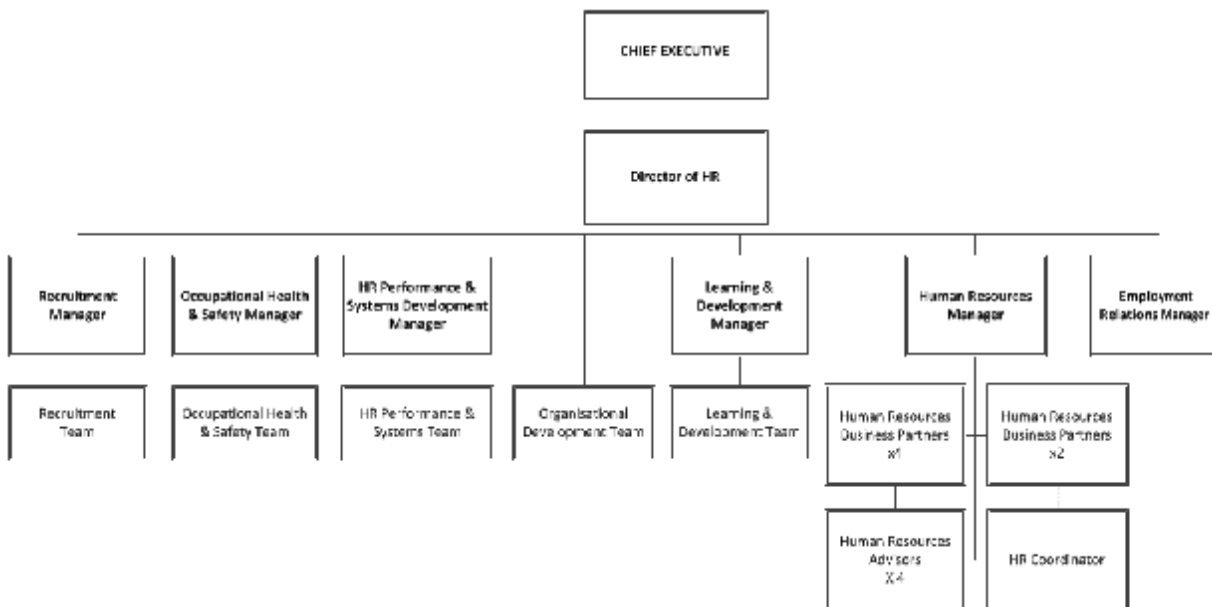
You will act as a strategic partner to the Business Unit by working closely with senior leaders to deliver effective strategic HR initiatives, practices and systems that align to business requirements and goals; work collaboratively with Specialist Experts to help coordinate & integrate delivery; provide major input into design of strategic initiatives; lead on some design projects.

You will provide HR support, guidance, and strategic direction to the Business unit and the leaders within the business unit.

You will help build capacity and capability with managers to maximise people management and delivery in the organisation.

You will be a member of the leadership team for the Business Unit.

## PLACE IN THE ORGANISATION



## NATURE AND SCOPE OF RESPONSIBILITIES

Key Accountability	Standards / Achievements
Business Partnering and Strategy	<ul style="list-style-type: none"> <li>• Builds business partnerships by understanding your customer’s business requirements and challenges to meet strategic objectives.</li> <li>• Leads major change management processes by championing change and creating positive challenge to leaders on organisational structure and people activity.</li> <li>• Translates business needs and plans into performance requirements and employee initiatives.</li> <li>• Optimises transformational change efforts, by providing HR partnership support, for leading and managing change.</li> <li>• Provide project management to client base in a variety of programs related to organisational effectiveness.</li> <li>• Provide ER advice and support to services. Ensuring that processes are safe and that issues are addressed in a professional and timely manner and that managers feel confident in making their people decisions</li> <li>• Communicate and reinforce HR strategic initiatives within the business</li> <li>• Anticipates needs and proactively recommends solutions.</li> </ul>
Performance Management	<ul style="list-style-type: none"> <li>• Help Business Unit to plan and implement performance systems</li> <li>• Ensures that there is day-to-day guidance to line managers including coaching, counselling, career development, policy interpretation and corrective action guidance</li> <li>• Works closely with leaders and employees to improve work relationships, build morale, increase productivity and retention</li> <li>• Ensures fairness and organizational consistency aligned to our values and performance expectations.</li> <li>• Shares responsibilities for the delivery of the goals</li> <li>• Provides ongoing coaching to Managers on the effective delivery of HR processes and practices to improve the quality of leadership.</li> <li>• Provide advice, support, coaching and recommend development and training opportunities (with assistance from OD) to managers dealing with</li> </ul>

Key Accountability	Standards / Achievements
	employment relations issues, including performance management, employee absence, disciplinary/conduct issues, and culture change
Talent Management	<ul style="list-style-type: none"> <li>• Drive the talent management agenda for the Business Unit <ul style="list-style-type: none"> <li>○ Supports and provides guidance in succession planning and builds bench strength</li> <li>○ Works with line managers to identify development needs for High Potential/High Performing employees</li> <li>○ Identifies talent issues before they affect the business</li> </ul> </li> <li>• Builds organisational and people capability</li> </ul>
Work with Occupational Health and Safety to ensure compliance with health and safety and the active development and promotion of a healthy work environment	<ul style="list-style-type: none"> <li>• Ensure that Health and Safety is a core aspect of the business. Helping build a culture of Health and Safety being everyone's business. Managers and staff are aware of, and meet, their obligations regarding the health and safety of the working environment and become familiar with risk management as an operational concept, which are built into planning processes.</li> </ul>
Manage or participate in other projects that may be required by the Head of HR Operations and Strategy	<ul style="list-style-type: none"> <li>• Follow approved project management process for all projects and achieve agreed outcomes</li> </ul>
To recognise the principles of the Treaty of Waitangi and how they apply within HR practice	<ul style="list-style-type: none"> <li>• CM Health's commitment to Treaty partnership is honoured</li> <li>• Cultural advice is sought as appropriate</li> </ul>
Honouring Cultural Diversity	<ul style="list-style-type: none"> <li>• Respect, sensitivity, cultural awareness is evident in interpersonal relationships.</li> <li>• Our cultural differences are acknowledged by respecting spiritual beliefs, cultural practices and lifestyle choices</li> </ul>
<b>HEALTH &amp; SAFETY</b> Recognises individual responsibility for workplace Health & Safety under the Health and Safety Act 1992	<ul style="list-style-type: none"> <li>• Counties Manukau DHB Health and Safety policies are read and understood and relevant procedures applied to own work activities</li> <li>• Workplace hazards are identified and reported including self-management of hazards where appropriate</li> <li>• Can identify health and Safety representative for area</li> </ul>

Key Accountability	Standards / Achievements
Utilise Information Technology	<ul style="list-style-type: none"> <li>• Demonstrate an ability to access and use available HR information systems</li> <li>• Is conversant with applications required for specific discipline/role. For example, Outlook, Exel, Word &amp; PowerPoint etc.</li> <li>• Maintains own professional development by attending relevant IT educational programmes</li> </ul>

## COMMUNICATION AND INTERPERSONAL SKILLS

Will be required to interact on a regular basis with a range of CMDHB staff members including:

- General Managers
- Service Managers
- Team Managers & Leaders
- Charge Nurse Managers
- Clinical Nurse Directors
- Human Resource Team
- Staff Service Centre (payroll)
- Talent Acquisition Centre
- Allied Health Professional Leaders
- Staff
- Occupational Health Unit
- Building Capability Team

Externally there will be contact with:

- Unions
- External agencies as appropriate
- Other District Health Boards

Situations may often call for tact, diplomacy and will require information to be handled in a discreet and sensitive manner. In conflict situations the position holder will be required to exercise sound judgement, negotiation and persuasiveness skills, toward facilitating a workable outcome.

### PROBLEM COMPLEXITY

The BP Team Leader will be regularly challenged by a wide range of operational human resource and business issues. There will be a need to be able to provide unique problem solving solutions and HR leadership. You will need to prioritise competing agendas in line with organisational business plans and the People Strategy; allocate appropriate HR resources to activities; and negotiate time frames, while still providing a quality customer service.

### SCOPE FOR ACTION

This role is empowered to make decisions relating to HR issues in the relevant business units. The position holder is encouraged to use initiative and problem solving skills to develop innovative approaches to issues.

### DIMENSION OF THE POSITION

Will be responsible to the Head of HR Operations and Strategy for the achievement of agreed objectives and operates within the confines of Counties Manukau District Health Board.

### POSITIONS REPORTING

Directly	0
Indirectly	1



## PERSON SPECIFICATIONS (requirements for the role)

	Essential	Desirable
<b>Qualifications</b>	Degree qualification in management, human resource management or organisational development/psychology related discipline	
<b>Experience (including years)</b>	Previous experience in an HR role, including complex ER cases, change management, and performance management	<p>Experience of human resource management planning and implementation.</p> <p>Knowledge of contemporary organisational development and HR Management theory and knowledge</p> <p>Knowledge of the Health Sector</p> <p>Knowledge of the political, legal and other external influences affecting the health sector</p>
<b>Skills/Knowledge/ Behaviour</b>	<p>Effective Communication skills.</p> <p>Able to have challenging conversations, while maintaining positive working relationships.</p> <p>Ability to use sound judgement and decision making with consideration for consequences – direct and indirect.</p> <p>Able to develop clear work plans and strategies, which help manage and prioritise competing demands and demonstrably adding value to business performance.</p>	<p>Understanding of business processes and systems</p> <p>Knowledge of quality assurance processes</p> <p>Demonstrating the value of HR in transformational change programmes.</p>
<b>Personal Qualities</b>	<p>Vision and strategic capability</p> <p>Leadership</p> <p>Management skills</p> <p>Flexibility and effective problem solver</p> <p>Champions team work</p> <p>Able to have effective challenging conversations</p>	

## HEALTH AND SAFETY ACCOUNTABILITIES

Health and Safety (H&S) is a key accountability of all Counties Manukau Health (CM Health) staff.

### All CM Health Leaders are responsible to:

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#### Zero harm

- Engage in safe workplace practices and manage the health and safety of your employees and other people in the workplace
  - Engage in safe work practices
  - Ensure all Incidents involving staff are reported, investigated and any corrective actions are completed and closed off when completed in the Incident reporting system in line with CM Health Policies and Procedures
  - Ensure all corrective activities are completed and controls are reviewed after incidents
  - Ensure all staff are Inducted/Oriented to the division/service/work area and recorded in the OneStaff database and participate in Occupational Health and Safety matters
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#### Risk management

- Manage all hazards, risks and incidents in the workplace by identifying, evaluating, reporting and controlling them effectively by maintaining a Hazard and Risk Register that is reviewed and kept up to date on an ongoing basis
  - Stop work where there is an immediate risk of serious harm and escalate to the appropriate manager
  - Maintain Occupational Health of employees due to workplace hazardous exposures
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#### Safety Management System Requirements

- Ensure you and the employees understand and follow CM Health's Occupational Health and Safety policies and Health and Safety regulations, what your responsibilities are under the policies and implement these requirements effectively into your work area
  - Manage the work area's risk profile and how these relate to the corporate risk profile and implement and resource mitigation controls
  - Engage your employees to participate in Occupational Health and Safety matter.
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#### Work safely

- Report for duty in a fit state, free from the influence of alcohol or other drugs
  - Provide and wear the necessary Personal Protective Equipment for yourself and your staff when undertaking specific activities, or when in nominated areas
  - Ensure procedures are in place for clinical and plant equipment to be operated safely
  - Participate in relevant safety training, manage and maintain safety related competencies for yourself and your employees
  - Be in possession of required and current Certificates of Competency (If relevant to your position)
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