

Job Title: Senior HR Advisor

Reporting to: Chief Executive

Staff management: None

Job Purpose

Provide strategic and operational HR leadership to support organisational capability, foster a high-performance culture, and ensure compliance with employment legislation. Advise the Chief Executive and senior managers on HR, workforce planning, and organisational development.

Duties and Responsibilities

HR Leadership, Strategy and Organisational Development

- Provide expert HR advice to the Executive Leadership Team (ELT) and managers.
- Develop and implement workforce planning, talent development, and succession strategies.
- Lead initiatives to enhance employee engagement, workplace culture, and retention.
- Support change management, including restructures, role design, and workforce transitions.
- Foster leadership capability through coaching and support for managers.

Employee Relations, Compliance and Policy

- Advise on employment relations, performance management, disciplinary processes, and conflict resolution.
- Manage union relationships and collective bargaining discussions.
- Ensure HR policies comply with employment law and industry best practices.
- Provide expert guidance on employment law, workplace investigations, and risk management.

Recruitment, Performance and Workforce Capability

- Oversee recruitment and selection processes, supporting hiring managers with best practices.
- Lead onboarding, induction, and performance management frameworks.
- Identify and implement training and development opportunities to build workforce capability.

HR Data, Budget and Reporting

- Analyse workforce data and HR metrics to inform decision-making.
- Provide HR insights and reports to the ELT on trends, engagement, and initiatives.
- Manage the HR function within budget constraints.

Health, Safety and Wellbeing

- Promote a strong health and safety culture, ensuring compliance with policies.

- Drive employee wellbeing initiatives and participate in the Wellbeing/Hauora Sub-Committee.
- Support emergency response obligations as required.

Key Relationships

Internal:

- Chief Executive,
- Senior Management Team
- Elected Members and iwi representatives
- Westland District Council Staff
- Union representatives.

External:

- Legal advisors
- HR networks
- Government agencies
- Service providers.

Delegated Authority:

Skills, experience and education

Education and Certification:

- 5+ years in an HR advisory or senior HR role.
- Tertiary qualification in HR, Business Management, or a related field.

Skills

- Strong knowledge of employment law, HR best practices, and industrial relations.
- Proven ability to coach and influence senior leaders.
- Excellent problem-solving, conflict resolution, and decision-making skills.
- Strong analytical and data interpretation skills.
- High emotional intelligence, resilience, and adaptability.
- Tech-savvy and solutions-focused, with a commitment to continuous improvement.

Health and Safety

- Adhere to all Council and safety plans, policies and procedures including using protective equipment supplied.
- Identify existing or potential hazardous conditions and recommend appropriate corrective actions.
- Report all accidents and near miss events.
- Be familiar with emergency procedures.
- Ensure safe working conditions, develop safe working practices and wear protective clothing and equipment where necessary.

- Implement the removal of hazards where practicable and provide training in this area.
- Investigate accidents and near miss events.
- Ensure staff are trained and kept up to date with any new work safe policy changes.
- Ensure visitors and contractors operate under the Council health and safety policy and procedures.

Civil Defence/Emergency Management

- To meet the Council's statutory responsibilities for civil defence and emergency management you will be expected to participate in any civil defence and emergency management training initiatives and undertake activities, as directed as part of Council's emergency response.

General Duties

- Be punctual and work the hours and times specified.
- Prioritise workload to ensure work of the greatest importance to the business is undertaken with urgency and to a high standard.
- Support and help develop a positive workplace culture.
- Demonstrate excellent interpersonal communication skills.
- Responsibly manage all business resources within accountability levels.
- Undertake all duties and responsibilities outlined in this job description and all other duties as required by the business.
- Comply with all employment obligations.
- Promptly undertake to complete all reasonable and lawful instructions and directions given.
- Serve the business in good faith, promoting and protecting the business's best interests.
- During work time, and such other times as may be reasonably required, dedicate all effort to the execution and fulfillment of the duties, responsibilities, obligations, and instructions related to employment.
- Demonstrate through own actions a commitment to Health and Safety at work when undertaking work or observing others in the workplace.