

JOB DESCRIPTION

JOB TITLE: HR Advisor

REPORTS TO: Business Owner

BUSINESS AREA: Redcoats Limited trading as The Professionals and Oxygen (the company, the business)

LOCATION: Lower Hutt

DATE:

May 2016

JOB PURPOSE:

- Primary accountability for leading the development and implementation of the HR vision, strategy, processes, policies and programmes of Redcoats Ltd in a manner which ensures the people management strategies and practices are aligned with business strategies and goals, effective and efficient, and legally compliant;
- Member of the Management Team
- Primary accountability for the provision of HR advice to the Business Owner and department heads
- Primary accountability for leading and managing the HR function of the real estate and property management companies

In order to achieve this purpose:

- The job-holder must be a sound leader, commercially and organisationally savvy, an agent of change, future focussed, innovative, and a driver of results;
- The job holder must actively build and maintain relationships with a wide group of stakeholders, be able to work in a highly collaborative fashion, and promote the benefits of a multi-disciplinary approach to issues;
- The job holder must demonstrate both professional and personal confidence in asserting their perspective;
- The job holder must have a broad base of HR technical expertise and provide thought leadership to the companies
- The job holder must hold in balance both the people and commercial implications of issues and be able to frame the implications of issues in a balanced fashion;
- The job-holder must work collaboratively with their peers in order to ensure a quality HR service is provided to the management team;
- The job holder must provide clear leadership to their colleagues by way of purpose, vision, principles, target setting, performance measurements, coaching and feedback;

SCOPE OF JOB:

Key Dimensions of Resources Controlled:

Revenue - n/a	No direct revenue accountability, however the job holder will be expected to drive HR activities that contribute to both the top and bottom line, particularly in respect of effective recruitment strategies and operational activity
Peer relationships:	Management team members
Key customers:	CEO Redcoats and General Manager Oxygen
Reporting staff:	Professionals Lower Hutt based Sales Support role and Receptionist. Indirect Professionals personal assistant team

RANGE OF SPECIALIST AREAS COVERED:

The job holder will need expertise in the following:

- Leadership – of businesses and of people, preferably in the private sector
- HR strategy – development and execution, preferably in the private sector
- HR Operational implementation/change management

The job holder will possess an appropriate level of expertise as an HR professional, including of knowledge of most of the following:

- Recruitment and selection
- Learning and development
- Health and safety
- Employee relations
- Performance management
- Remuneration and reward
- HR information, reporting and measurement
- HR technology
- Culture change
- Change management
- HR Policy development and maintenance

KEY RESULT AREAS:

Key Result Areas	Key accountabilities/expectations
HR Strategy and Implementation	<p>To develop and lead the implementation of an HR strategy for the business:</p> <ul style="list-style-type: none"> • has the support and buy in of the Leadership team • is aligned with business strategy • will equip, motivate and reward employees to deliver the desired customer experience and grow revenue and margin • will encourage people to want to work for the company
Leadership of the HR Function	<p>Provide professional leadership to ensure their efforts result in the development and/or implementation of practices that improve the capability and performance of people in the business;</p> <p>In order to do this the job holder will be expected to:</p> <ul style="list-style-type: none"> • Ensure stretch objectives, KRA's and work plans are in place across the various teams and that individual performance is measured against these via the manager led performance management system • Provide mentoring, coaching and feedback to team managers, and provide career development opportunities for management staff through the sharing of own HR expertise or other means; • Ensure the incumbent has a strong appreciation of business needs and is working constructively with management at all levels • Understands the future direction of the business and its implications for people and that the HR plan reflects these factors; • Strong recruitment results orientated experience
Redcoats and Oxygen Business Strategy	<p>As member of the Leadership Team contribute to the development of the future strategy of the business and the Annual Business Plan and ensure that the people aspects of business strategies are catered for</p>
Stakeholder Management	<p>Ensure the members of the management team are satisfied with the nature and impact of HR interventions and address any issues or concerns promptly.</p> <p>Build and maintain collaborative relationships within both companies</p>
Strategic Perspective and Business Acumen	<p>Maintain a strong grasp of the key strategies and issues within the business</p> <p>Hold in balance both the people and commercial implications of issues, frame HR initiatives from a human and commercial perspective, look for opportunities for HR to contribute to the top and bottom line</p>
Change Management	<p>Promote and lead initiatives that will achieve better results from both a people and commercial perspective.</p> <p>Maintain an active involvement in significant change initiatives to ensure the initiative is well founded and well managed, in particular from a legal, industrial, employee performance/morale perspective.</p>

COMPETENCIES REQUIRED:

Key Competencies	Definition
Strategic Agility	Future oriented, can create competitive strategies and plans, sees ahead clearly, can articulately paint credible pictures and visions of possibilities and likelihoods
Business Acumen	Knows how business work, knowledgeable in current and possible future policies, practices, trends, and developments in business and how these could affect the business, is aware of how strategies and tactics work in the marketplace
Drive for Results	Can be counted on to exceed goals, steadfastly pushes self and others for results, is constantly and consistently one of the top performers
Peer Relationships	Collaborative with peers, candid, can represent own interests and yet be fair to others, quickly finds common ground
Integrity and Trust	Is widely trusted, can present the unvarnished truth in an appropriate and helpful manner, keeps confidences, admits mistakes, is seen as a direct, truthful individual
Sizing up People	Is a good judge of talent, after reasonable exposure can articulate the strengths and limitations of people, can accurately project what people are likely to do across a variety of situations
Organisational Agility	Knows how to get things done through formal and informal channels, understands the culture of organisations
Managerial Courage	Doesn't hold back, lets people know where they stand, provides current, direct, complete and "actionable" feedback, faces up to problems quickly and directly, manages performance reviews with direct report with integrity and appropriate EQ
Informing	Provides the information people need to know to do their job and to feel good about being a member of the team, provides individuals with information so that they can make accurate decisions, is timely with information
Dealing with Ambiguity	Can effectively cope with change, shift gears, decide and act without having the total picture, can comfortably handle risk and uncertainty
Political Savvy	Sensitive to how people and organisations function, anticipates where the land mines are and plans approach accordingly, can manoeuvre through complex political situations effectively and quietly
Developing direct reports	Provides challenging and stretching tasks and assignments, is a people builder, holds frequent development discussions, pushes direct reports to accept developmental moves
Motivating others	Creates a climate where people want to do their best, empowers others, makes each individual feel their work is important, is someone people like working for and with

QUALIFICATIONS/EXPERIENCE

Qualifications/Experience relevant to this role

Previous experience as an operational HR professional in a similar working environment

Experience in a fast moving, competitive environment with clear business outcomes

A tertiary qualification in HR or a related field combined with relevant practical experience is the ideal background for this role