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| Principal HR AdvisorPeople Group  |
| Our purpose **Manaaki tangata, Manaaki whanau**We help New Zealanders to be safe, strong and independent |
| Our commitment to MāoriAs a **Te Tiriti o Waitangi** partner we are committed to supporting and enabling Māori, whānau, hapū, Iwi and communities to realise their own potential and aspirations. |
| ****Our strategic direction**** |
| **Mana manaaki**A positive experience every time | **Kotahitanga**Partnering for greater impact | **Kia takatū tātou**Supporting long-term social and economic development |
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| ****Our Values**** |
| **Manaaki**We care about the wellbeing of people | **Whānau**We are inclusive and build belonging | **Mahi tahi** We work together, making a difference for communities | **Tika me te pono**We do the right thing, with integrity |
| ****Working in the Public Service****Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āianei, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi. In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi.  We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work. |
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| The outcomes we want to achieve |
| New Zealanders get the support they require | New Zealanders are resilient and live in inclusive and supportive communities | New Zealanders participate positively in society and reach their potential |
| We carry out a broad range of responsibilities and functions including |
| * Employment, income support and superannuation
* Community partnerships, programmes and campaigns
* Advocacy for seniors, disabled people and youth
 | * Public housing assistance and emergency housing
* Resolving claims of abuse and neglect in state care
* Student allowances and loans
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| ****He Whakataukī\***** |
| Unuhia te rito o te harakekeKei hea te kōmako e kō?Whakatairangitia, rere ki uta, rere ki tai;Ui mai ki ahau,He aha te mea nui o te ao?Māku e kī atu,He tangata, he tangata, he tangata\* | If you remove the central shoot of the flaxbushWhere will the bellbird find rest?Will it fly inland, fly out to sea, or fly aimlessly;If you were to ask me,What is the most important thing in the world?I will tell you,It is people, it is people, it is people |
| **\*** We would like to acknowledge Te Rūnanga Nui o Te Aupōuri Trust for their permission to use this whakataukī |

## Position detail

Overview of position

The Principal HR Advisor provides strategic organisation design, change and strategic HR advice to the transformation programme, Te Pae Tawhiti. The position is responsible for partnering with the service change teams and relevant business groups to identify both the strategic and tactical workforce needs and requirements to ensure effective workforce transformation. Key to the position is understanding, developing and implementingpeople strategies and approaches that are people centric and meet the organisation’s strategic outcomes.

The Principal HR Advisor understands organisation levers, is a relationship builder and highly effective communicator who is focused on supporting and embedding people centric practices.

Location

National Office and regional locations

Reports to

Director, Workforce Strategy and Organisational Design/Te Pae Tawhiti Workforce Workstream Lead

## Key responsibilities

**Business Partnership, Strategic Leadership and Advice**

* Play a key role in the development, implementation and management of the Te Pae Tawhiti Workforce Strategy, ensuring it is responsive to the evolving needs of MSD and wide government expectations.
* Align with the transformation workstreams to develop a deep understanding of the business operating context and workforce needs/challenges.
* Develop strong working relationships across the wider people group, being recognised as the organisational design expert and ensure coherent and consistent strategic advice is provided where appropriate.
* Provide strategic development and change management advice and support across the Te Pae Tawhiti workstreams.

**Workforce Strategy and Organisation Design**

* Leverage’s relationships, business acumen and knowledge of how business unit operate to provide business context and intelligence into the development and implementation of workforce strategy and related initiatives frameworks, tool kits and policies.
* Apply expert knowledge of organisational design methodology to projects to ensure the design models are appropriate and fit-for-purpose, and benefits of the initiative/project can be realised.Consider the implications of each design on the rest of Minsitry, and the impacts the timings of key milestones may have on key customers (internal and external).
* Lead the people change aspects associated with the transformation workstreams, ensuring consistent application of MSD tools and approaches.
* Ensure project significant risks and issues are identified at the earliest opportunity and that solutions are identified and implemented in line with the risk, issue and/or change management process.
* Apply workforce planning knowledge and skills to support the transformation, ensuring we have the right people, in the right roles with the right skills both during and post transformation.

**Stakeholder and Relationship Management**

* Develop and maintain strong working relationships across the Te Pae Tawhiti programme, people team and stakeholders such as senior leaders, Te Kawa Mataaho Public Service Commission, the PSA; leverage off strong networks and relationships with other departments and the wider sector
* Work effectively across the wider people team to support implementation of people initiatives, including working with a wide network of managers to ensure seamless implementation and support
* Role model the Ministry’s values, the Code of Conduct and demonstrate a collaborative and supportive approach to HR team members.
* Facilitate constructive relationships with appropriate union officials and support managers in leading consultation and relationships
* Proactively build and manage the relationship with their designated business group and maintain an intimate understanding of business and workforce strategies and requirements
* Build a culture of collaborative working with a focus on continuous improvement and customer service.

**Writing and communication**

* Contribute to the workstream outputs through gathering, analysis and presentation of information to inform organisation design decisions (including business cases and approvals).
* Create accurate, timely and insightful reports that meet senior stakeholder needs
* Maintain integrity and confidence in information that informs reporting

## Embedding Te Ao Māori

* Embedding Te Ao Māori (te reo Māori, tikanga, kawa, Te Tiriti o Waitangi) into the way we do things at MSD.
* Building more experience, knowledge, skills and capabilities to confidently engage with whānau, hapū and iwi.

## Health, Safety and Security

* Understand and implement your Health, Safety and Security (HSS) accountabilities as outlined in the HSS Accountability Framework
* Ensure you understand, follow and implement all Health, Safety and Security and wellbeing policies and procedures

**Emergency Management and Business Continuity**

* Remain familiar with the relevant provisions of the Emergency Management and Business Continuity Plans that impact your business group/team.
* Participate in periodic training, reviews and tests of the established Business Continuity Plans and operating procedures.

## Know-how

* A strategic thinker who can make the connections between various aspects of the organisation and implications for the people group and our people.
* Demonstrated leadership and management of high-impact initiatives, and experience delivering projects in a structured environment.
* Demonstrated high-level conceptual and creative thought leadership for the provision of robust advice.
* Demonstrated ability in the gathering, analysis and presentation information of materials (including business cases and approvals).
* Expertise in the following areas
	+ HR strategy
	+ orgainsational design
	+ workforce planning
	+ capability identification and design
	+ change management
	+ business partnering
	+ shaping a high performance culture
	+ people centered design
* Strong understanding and knowledge of business strategy and drivers
* Significant experience in developing, implementing, and articulating strategic HR and business plans
* Experience collaborating and influencing across multiple groups, management, and unions
* An understanding of Government decision-making and operating procedures in relation to MSD’s operating environment and relationship with the unions.
* Excellent communication skills, both written and verbal.
* Experience with working with various HR information systems.
* Sound analytical thinking, planning, prioritisation, and execution skills.
* Well-developed Project and Change management experience

## Attributes

* Strong partnership building, negotiation and influencing skills.
* Recognised as a ‘Trusted Advisor’ to senior management in a medium to large organisation
* Commitment to driving strong and effective relationships.
* Exercises sound judgement, high integrity and political sensitivity.
* Highly effective and authentic leadership and communication skills.
* Welcomes and values diversity and contributes to an inclusive working environment where differences are acknowledged and respected.
* Highly motivated and self-directed and contributes thought leadership across the business
* Highly developed Leadership skills with the ability to articulate key organisational priorities
* Speaks confidently and intelligently to different audiences on all aspects of their business areas
* Ability to engage and influence senior leaders
* Use of organisational/people metrics to drive organisational performance and planning.

## Key Relationships

Internal

* Te Pae Tawhiti Programme
* People Group
* Line managers and other Ministry staff
* HSS and Wellbeing Teams
* Finance team

External

* Government departments (incl. Te Kawa Mataaho Public Service Commission) and other relevant agencies
* Union officials as necessary
* HR professionals in both the public and private sectors

## Other

Delegations

* Financial – No
* Human Resources – No

Direct reports – No

Security clearance – No

Children’s worker – No

Limited adhoc travel may be required