

Position Description:

Business area: Human Resources
 Employment Agreement: Individual Employment Agreement
 Position Title: **Colleague HR Business Partner**
 FTE: As per Conditions of Employment
 Reports to: Colleague and Capability Manager
 Date: December 2021

OUR VISION

**To be an innovative centre of excellence,
 where people choose to receive health care and people love to work.**

OUR GUIDING VALUES



Position Objectives:

- *Deliver and provide HR processes, practices and systems (People Hub, TimeTarget) to achieve effectiveness and efficiencies within our Hospital*
- *Partner with our Clinical and Non-Clinical Leaders as a trusted HR advisor and change agent, to influence decision making and implement initiatives to improve service delivery.*
- *Assist and support the Colleague and Capability Manager in delivering the Hospital's Colleague Strategy which encompasses Culture and Wellbeing; Building and Maximising our Colleagues' skillsets and capabilities and HR Operational Excellence.*
- *Partner with payroll (Colleague and Capability team) to provide administrative cover when required*
- *Partner with our Clinical learning and development team to coordinate Hospital-wide learning and development initiatives*

Functional Relationships:

Internal:	External:
<ul style="list-style-type: none"> • Executive Leadership Team • Senior Leadership Team • Department Leaders • Team Leaders and Coordinators • All colleagues 	<ul style="list-style-type: none"> • New Zealand Nurses Organisation (NZNO) • Employer Organisations e.g. EMA and CECC • St George's Hospital – Legal advice • Recruitment agencies • HR Service Providers • ELMO HRIS (St George's Hospital People Hub) • Human Resources Institute of New Zealand (HRINZ) • Network of HR professionals

Position Description:

Key Areas of Accountability:

Key Result Areas	Key Accountabilities
Business Partnering	<ul style="list-style-type: none"> • Develop and maintain an in-depth understanding of our Hospital's key business deliverables for all functional areas; their challenges, priorities, risks and HR related indicators. • Provide support for organisational change; ensuring we have a consistent and compliant approach across the Hospital • Partner with our Hospital Leaders providing HR support in: <ul style="list-style-type: none"> • Promoting the relationship between line-manager and colleague as the primary employment relationship • Delivering the provision of sound and trusted advice and support on all aspects of HR. This includes but not limited to performance management, recruitment and employment agreements, induction, employment legislation, remuneration, recognition and reward, leadership development. • Identifying performance gaps (Training Needs Analysis) where training may be an appropriate intervention. • Actively champion change management initiatives, and facilitate the HR planning, implementation and embedding of change when requested. • Partner with our Hospital Leaders to build a culture that is aligned to St George's Hospital values of "Do the Right Thing; Aim for Excellence; Caring for All; Work Better Together". • Contribute to the creation, implementation and reviews of our Hospital's wellbeing initiatives.
Union relations and Collective Negotiations	<ul style="list-style-type: none"> • Assist the Colleague and Capability Manager to formulate St George's position and response to employee/staff representative submissions and claims. • Liaises with St George's lawyers, Industrial Relations Advisor, the Employers and Manufacturers Association and the Canterbury Employers Chamber of Commerce for expert advice as and when required. • Assists the Senior HR Advisor and St George's Hospital negotiating team, in negotiations with unions and employees to negotiate conditions of employment and remuneration.
Workforce Planning and Colleague Development	<ul style="list-style-type: none"> • Assist and support the Colleague and Capability team to design and develop workforce plans (focusing on capacity, capability, culture and change leadership) that are aligned and partnered with individual departments business goals and outcomes. • Work closely with Leadership groups to ensure initiatives and interventions from the workforce plan are operationalised and integrated within their business areas. • Support Leaders to identify opportunities for non-clinical training and development for their colleagues. • Champion the Leadership Development programmes initiated by our Hospital. • Foster an environment and culture where colleague development is a priority, enabling them to be motivated and supported to be their best.
HR Operational Excellence	<ul style="list-style-type: none"> • Maintain awareness of current, pending and new legislative developments related to employment. • Work with the Colleague and Capability Manager to monitor and report on key people metrics and trends; utilising BI, St George's Hospital People Hub and DataPay. • Assists with the development, maintenance and review of human resource policies, procedures and systems. • Ensure compliance with St George's Hospital HR policies and procedures, and legal requirements by helping leaders understand their HR risks and how to effectively manage them. • Review employment practices, policies and procedures for effectiveness and contribute input and recommendations for process practice and/or policy changes.

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Key Result Areas	Key Accountabilities
	<ul style="list-style-type: none"> • Champion St George's Hospital People Hub through ownership of the system, training and supporting leaders and colleagues in its use, and developing and enhancing the capabilities of each of the modules. • Identify any people related, reputational and/or organisational risks and take action to minimise their impact. • Assists to analyse and evaluate information gathered through metrics and/or surveys to improve, policies, processes, training opportunities and employee engagement.
Payroll – Provides cover for Payroll Administrator when required	<ul style="list-style-type: none"> • Ensures that all employees are paid correctly, on time and in accordance with their respective employment agreements. • Ensures PAYE returns are completed correctly and on time • Meets the legal payroll obligations of the company to third parties such as IRD and Work and Income
Professional Development	<ul style="list-style-type: none"> • Ensures performance and development is undertaken according to hospital policy and participates in an annual performance appraisal and the setting of performance objectives. • Identifies own learning requirements/deficits and develops a plan in conjunction with the Colleague and Capability Manager to address these. • Fosters an environment conducive to learning, enquiry and research.
Cultural understanding of the Treaty of Waitangi	<ul style="list-style-type: none"> • Demonstrates an understanding of and commitment to our responsibilities of Te Tiriti o Waitangi • Respects diversity of cultural, this may include age, gender, sexuality, ethnicity, culture, disability or beliefs.
Health & Safety	<ul style="list-style-type: none"> • Complies with and supports all health and safety policies, guidelines and initiatives • Ensures all incidents, injuries and near misses are reported in our H&S reporting tool
Other Duties	<ul style="list-style-type: none"> • Performs any other duties related to the scope of role when requested

Qualifications, Experience and Personal Qualities

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • - Tertiary qualification in Human Resources or related discipline or equivalent relevant experience 	
Experience & Knowledge	<ul style="list-style-type: none"> • Member of HRINZ • Significant relevant experience in the HR disciplines • Detailed knowledge of current NZ employment law and HR practices and can relate this to an organisational context. • Has a good knowledge and experience of an HRIS system • Is conversant with payroll and time and attendance systems. • Proficient in the use of MS Office applications, email and the Internet. 	<ul style="list-style-type: none"> • Understanding of the Health Care Industry and the Private Health Care Business Model
Personal Attributes	<ul style="list-style-type: none"> • Sound and pragmatic judgement • Adept at managing multiple pieces of work and prioritizing the demands of a diverse range of stakeholders • Excellent customer focus – be a superb business partner • High level written and oral communication skills with the ability to create HR communications appropriate for the audience. • Strong organisational skills with the ability to multi-task, and work to tight and competing deadlines • Satisfaction in delivering a job well done at pace • Excellent eye for detail 	

Position Description:

	Essential	Desirable
	<ul style="list-style-type: none"> • An inclusive and approachable working style, you understand that diversity adds value. • Ability to work autonomously and flexibly • Pro-active and self-motivated. • Co-operative and supportive team player. • 	

Agreed by:

Signed: _____ **Date:** _____

Signed: _____ **Date:** _____
Colleague and Capability Manager