

**Human Resources Advisor**

**Position:** Fixed Term for 12 months (Parental Leave Cover)  
**Contract/Grade:** Grade 5 salary range \$41,174 - \$48,441

**INTRODUCTION**

Christchurch Polytechnic Institute of Technology (CPIT), the largest South Island Polytechnic and one of Canterbury’s three major tertiary institutions, is located in the centre of Christchurch city with an additional campus in Opawa. Emphasis is on “applied” learning where theoretical education is combined with a hands-on approach. CPIT prides itself on the emphasis it places on excellence - such as the increasing number of teaching awards it attracts and its achievement of high levels of recognition in educational audits - and on the many diverse and dynamic partnerships it has with industry, the community and a wide range of interest groups in the city.

CPIT welcomes approximately 25,000 student enrolments each year including both full and part-time, domestic and international, professional, paraprofessional and trades focussed. Students and staff of a myriad nationalities attend throughout the year during the day, evening or weekend. Te Wānaka o Ōtautahi provides a place of belonging for those wanting to engage in te ao Māori or Fale Pasifika.

Over 1500 staff teach and support learning in vocational programmes and courses across a comprehensive range of career and subject areas at varying levels from foundation to degrees, graduate diplomas, diplomas and certificates to short term modules and courses customised for business, industry or special interest clients.

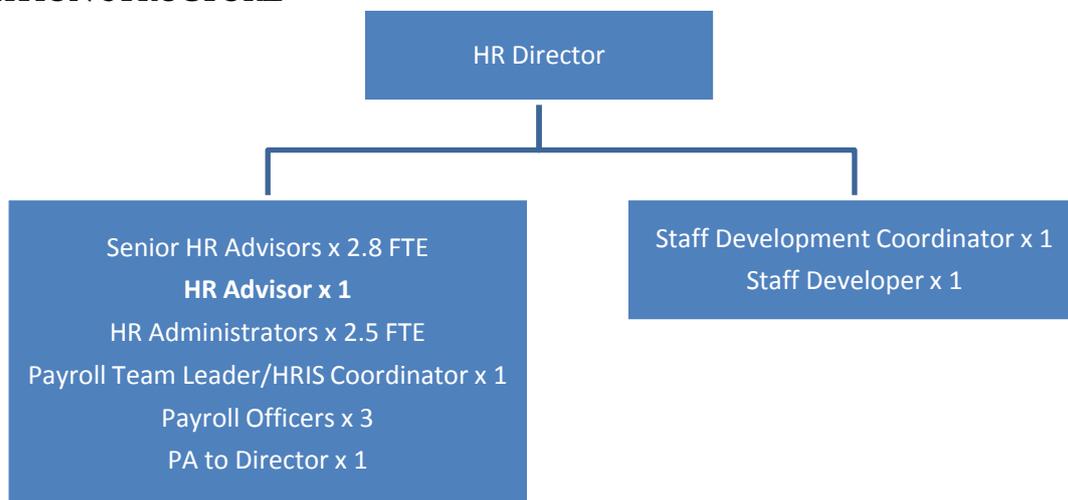
A challenging and exciting education environment demanding responsiveness to the diverse needs of students, employers and our region makes CPIT a dynamic and engaging place in which to work.

**INTRODUCTION**

The HR Division comprises sixteen people, involved in HR advisory services, administration, database, payroll, health and safety, and staff development work. The mission of our Division is to reflect best practice human resource management at CPIT. Our strategic goals are to:

- develop, implement and maintain HR management processes and systems that support the strategic direction of CPIT
- provide consultancy, advice and support services to Faculties and Divisions to enable them to achieve their objectives within organisationally appropriate human resource management practices
- foster the philosophy of a learning organisation and promote development and learning for staff
- develop, implement and maintain HR Division systems and processes that enable efficient delivery of HR management services.

**ORGANISATION STRUCTURE**



## PRIME FUNCTION/PURPOSE OF THE JOB

Working as part of a professional team provide responses to day-to-day, routine human resource queries from employees, take responsibility for providing advisory service for a portfolio of CPIT-wide processes and carry a case load for one or more divisions. The HR Advisor will undertake all the administrative activities in relation to the processes undertaken and the advice provided as well as providing back up to other staff.

## DELEGATED AUTHORITY AND RESPONSIBILITIES

Financial: as delegated  
 Human Resources: as delegated  
 Other as delegated

## PROFESSIONAL PROFILE

ESSENTIAL	PREFERRED
<p><b>Education/Qualifications:</b></p> <ul style="list-style-type: none"> <li>● Post Secondary qualification in Human Resources Management</li> </ul>	<ul style="list-style-type: none"> <li>● Bachelor's degree majoring in Human Resource Management</li> </ul>
<p><b>Experience/Skills/Knowledge</b></p> <ul style="list-style-type: none"> <li>● Practical experience as an <b>HR Advisor</b> (minimum 12 months)</li> <li>● Experience providing support to a range of people including managers</li> <li>● Experience developing and managing projects</li> <li>● Experience in the provision of well researched advice</li> <li>● Experience translating complex policies, procedures and decisions into easily understandable information</li> <li>● The ability to interpret and apply employment law requirements, legislation and policy</li> <li>● IT literacy, this includes being a competent user of the keyboard and MS Office</li> <li>● Experience in the interpretation of collective agreements</li> <li>● Experienced in using databases and preferably human resource databases</li> <li>● Demonstrated conceptual and analytical thinking</li> <li>● Experience managing a busy and dynamic workload and achieving deadlines</li> <li>● A “solutions” focus while working within a variety of constraints</li> <li>● Experience in building robust relationships</li> <li>● Well developed oral communication skills including negotiation and mediation skills</li> <li>● Well developed written communication skills</li> <li>● Skilled in relationship building</li> <li>● Ability to accept feedback and apply the learning</li> <li>● A proven ability to plan, finish and achieve high quality results</li> <li>● An excellent listener</li> <li>● High level of attention to detail</li> </ul>	<ul style="list-style-type: none"> <li>● Experience in a customer focused environment</li> <li>● Experience in a commercially sensitive environment</li> <li>● An understanding of stakeholder engagement strategies.</li> </ul>
<p><b>Personal Attributes:</b></p>	

<ul style="list-style-type: none"> <li>• Discretion and the ability to maintain confidentiality</li> <li>• Commitment to ongoing learning</li> <li>• Flexibility</li> <li>• A positive ‘can-do’ approach</li> <li>• Patience, tolerance, stamina and a sense of humor</li> <li>• A team player committed to working cooperatively and making the Division and CPIT successful</li> <li>• Able to adopt and positively represent the organisation’s perspective</li> <li>• Self confident without being overbearing</li> <li>• Recognition of when an issue should be referred elsewhere i.e. knows limitations of knowledge/expertise.</li> </ul>	<ul style="list-style-type: none"> <li>• Commitment to tertiary education and awareness of its operating environment</li> </ul>
---	---

<b>KEY FUNCTIONAL RELATIONSHIPS</b>	
<b>Internal</b> <ul style="list-style-type: none"> <li>• All staff</li> </ul>	<b>External</b> <ul style="list-style-type: none"> <li>• Media placement agencies</li> <li>• Recruitment agencies</li> <li>• Relocation providers</li> <li>• NZ Immigration Service</li> <li>• EEO Trust</li> </ul>

<b>KEY TASKS</b>	<b>SCOPE</b>
<b>Recruitment and Selection Process</b>	<ul style="list-style-type: none"> <li>• Provide support on advice and as necessary, support for all CPIT recruitment processes. This includes ensuring a request for an appointment comes from the Manager, developing and/or providing advice on the coordination of advertising and management of applications, correspondence with applicants and new staff, updating job descriptions, managing interview and selection processes</li> <li>• Working with the HRIS Coordinator manage the use of and development of the eRecruitment module including the development and management of training appropriate for users at all levels.</li> </ul>
<b>Divisional Caseload</b>	<ul style="list-style-type: none"> <li>• Caseload responsibility for a division(s) may be allocated by the HR Director. In providing an advisory/support service the HR Advisor will: <ul style="list-style-type: none"> <li>○ maintain regular contact with the managers with a view to planning, monitoring and advising on human resource management issues.</li> <li>○ maintain knowledge about the division’s plans and priorities, and how these fit in with CPIT’s strategic direction</li> <li>○ provide advice on HR issues that will support the faculty/school/division to achieve their goals and fit with CPIT’s strategic priorities</li> <li>○ keep up-to-date with contractual and legislative obligations for staff and managers and be responsible for and provide advice and support to the managers and the HR team that will add value to the contractual obligations</li> <li>○ work alongside the managers on HR projects relating to their teams</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ maintain a working knowledge of the budgetary considerations relating to the faculty/school/division's HR issues and provide useful support with those constraints in mind</li> <li>○ assist in the investigation of matters that have the potential for disciplinary action as an outcome</li> <li>○ receive and respond to queries as a 'first port of call' for the managers and staff in the assigned divisions.</li> <li>○ maintain the individual agreements for the staff in the divisions, according to the HR Division's guidelines.</li> <li>○ keep the HR Director informed of plans, issues and progress via regular meetings and written reports.</li> </ul>
<b>Handling HR queries</b>	<ul style="list-style-type: none"> <li>● Be proactive in providing advice, as well as receive and respond to queries as a 'first port of call' for managers and staff on HR issues related to the portfolio responsibilities.</li> <li>● Ensure the appropriate Senior HR Advisor is advised of any staff issues concerning individuals within their assigned caseload of Divisions / Faculties.</li> </ul>
<b>Project Work</b>	<ul style="list-style-type: none"> <li>● Take part in various HR projects as required by the HR Director</li> <li>● Champion projects and initiatives in own area of expertise both within the Division and externally with our clients</li> <li>● Support team members with advice and assistance when required.</li> <li>● Manage portfolio and project workloads to deadlines</li> </ul>
<b>Parental Leave</b>	<ul style="list-style-type: none"> <li>● Administer parental leave provisions under the Parental Leave and Employment Protection Act, CPIT's collective agreements and individual agreements. This includes:</li> <li>● Acknowledge parental leave requests and advise rights and responsibilities</li> <li>● Maintain liaison with the appropriate Senior HR Advisor to facilitate a smooth flow of information between HR and the Faculty/Division regarding the intentions of people on parental leave</li> <li>● Acknowledge the birth of the baby / arrival of the adopted child, according to current guidelines</li> <li>● Keeping in touch with people on parental leave via quarterly newsletters or information pieces, which include reminders of notice periods to return to work and so on</li> <li>● Acknowledging people's return to work</li> <li>● Facilitate authorisation and payment of parental grant</li> </ul>
<b>Relocation</b>	<ul style="list-style-type: none"> <li>● Administer relocation processes including: <ul style="list-style-type: none"> <li>○ facilitating relocation for people transferring their households within New Zealand or from overseas.</li> <li>○ immigration processes for new recruits including necessary government requirements for immigration being met smoothly.</li> <li>○ maintaining relocation statistics and reporting on at least a monthly basis.</li> </ul> </li> </ul>

<b>Training</b>	<ul style="list-style-type: none"> <li>• For assigned portfolios develop, maintain and deliver training as appropriate for users.</li> <li>• Collaborate on and/or coordinate training initiatives which overlap into portfolio streams.</li> </ul>
<b>Team Development and Participation</b>	<ul style="list-style-type: none"> <li>• Participate in team meetings, briefings and projects.</li> <li>• Undertake other tasks in the HR Division, as may be required from time to time.</li> <li>• As required, represent the HR Division in CPIT project teams requiring HR input.</li> <li>• Complete filing and administration associated with own tasks</li> <li>• Provide back up as when required.</li> </ul>

**Notes:**

All CPIT employees are required to commit to CPIT staff profile which encompasses foci on students; learning and teaching; innovation, flexibility and continual learning; research; biculturalism; internationalisation; disability awareness; environmental awareness and sustainability; health and safety; IT literacy.

All of the information provided above is intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the position and incumbent. From time to time, the incumbent will be required to accept and carry out other relevant duties as assigned by the **Human Resources Director**.

**ADDITIONAL INFORMATION**

**1. Staff Appraisal**

CPIT has in place a negotiated system of staff appraisal in relation to job performance, safe work practices, and the criteria outlined in the CPIT Employee Profile.

**2. Professional Development**

CPIT is a learning organisation where professional development is supported. Staff are asked to develop a professional development plan with their Manager and time is provided to achieve the plan.

**3. CPIT Profile**

For CPIT to develop and prosper, all staff are expected to demonstrate a range of skills, knowledge and attitudes that contribute positively to the organisation's fundamental purpose which is to provide quality learning for students. We have an integrated approach to defining, describing and developing a positive learning culture among staff and we align this approach at all levels to the mission, values, goals and strategic direction of the institution.

**4. Health and Safety**

Applicants for positions are asked to declare any relevant health related needs or issues on the Confidential Information form provided to Human Resources with your application for appointment. This information is not used for shortlisting but we do expect you to discuss your needs as part of the interview process or when accepting an offer of employment where this is relevant. Confidentiality is assured and applicants will not be differentiated on the basis of disabilities or health requirements unless these tender applicants unable to undertake the task requirements. Employees may be required to undertake a health check where baseline data is needed for specific positions e.g. a hearing test for those involved in engineering workshops.

**5. Employment Terms and Conditions**

Appointment is within the terms of employment law and the TIASA Collective Employment Agreement. For the first 30 days of employment CPIT is legally required to employ staff on the terms and conditions of the TIASA Collective Agreement which covers the position offered. If the staff member joins the TIASA union the terms of the collective document continue to apply; should he/she decide not to join the union, the staff member remains on an individual agreement and we may mutually agree to terms after the 30-day period expires. CPIT's Allied Staff Collective Employment Agreement (01 April 2007 — 31 March 2009) will be offered in the first instance. A job evaluation system is used to determine the grade and therefore the salary range for this position. It is usual to appoint at the lower end of the appointment range specified in the position description.

**6. Equal Opportunities Employer**

*s:\br\job descriptions\2009\dp human resources advisor.docx*

CPIT is committed to equality and diversity and makes a determined effort to develop an inclusive environment to achieve a balanced gender representation and increase the number of Maori and other under represented groups on staff. We are an active provider of opportunities for differently abled people and recognise that all staff, are not only our employees, but have multi faceted lives that from time to time may require flexibility from CPIT to assist in meeting their other commitments.

## ADDITIONAL INFORMATION

### APPLICATION DETAILS

Applications for appointment must be marked:

**HR Advisor**

**Ref. DP3545**

Applications should be addressed to:

Senior HR Advisor  
Christchurch Polytechnic  
Institute of Technology  
P O Box 540  
CHRISTCHURCH

Email: [hr@cpit.ac.nz](mailto:hr@cpit.ac.nz)  
Phone: 03 940 8623  
Fax: 03 940 8616

***Applications Close  
Friday 13 February 2009***

*The standard application form provides the Institute with a common set of information about each candidate but applicants should not limit themselves to that form. Personal applications set out in the applicant's own style including a curriculum vitae and particular references to the job description and personal profile are welcomed. CPIT reserves the right not to appoint or to appoint by invitation in the event the recruitment process is deemed to be unsuccessful.*