



POSITION DESCRIPTION

Position Title	Human Resources
Role Purpose	Responsible for recruitment, on-boarding of new employees, employment relations and HR policies for MPH and MUCC employees and off-boarding. This position will support the development and implementation of HR initiatives and systems
Role Location	Marlborough
Reports To	Chief Executive
Role Specifics	Part-time 0.6FTE
Interactions	All employees of MPH, MPH Board of Trustees, General Practice Teams, Te Whatu Ora Nelson Marlborough, Nelson Bays Primary Health, RNZCGP, NCNZ, Immigration NZ, Recruitment Agencies and Community Agencies
Commitment to Te Tiriti o Waitangi	Marlborough Primary Health is committed to the principles of te Tiriti o Waitangi, (a) Tino Rangatiratanga / Self-Determination; and (b) Pātuitanga / Partnership; and (c) Mana Taurite / Equity; and (d) Whakamarumarutia / Active Protection; and (e) Kōwhiringa / Options, that contribute to reducing the disparity between Māori and non-Māori.
Te Pae Ora	Marlborough Primary Health is committed to the principles of Te Pae Ora, to (a) protect, promote, and improve the health of all New Zealanders; and (b) achieve equity in health outcomes among New Zealand's population groups, including striving to eliminate health disparities, in particular for Māori; and (c) build towards pae ora (healthy futures) for all New Zealanders.

Principle Requirements:

HR Administration	<ul style="list-style-type: none">• Coordinates and manages the recruitment process for all new hires for MPH and Marlborough Urgent Care, including the advertising and assisting with shortlisting.• Prepares position descriptions.• Completes IEA's and other relevant employment-related paperwork.• Ensures an orientation programme is developed for employees and Board members.• Assists managers with performance management process.• Maintains employee records according to policy and legal requirements.• Supports the management of disciplinary and grievance issues.• Administers and coordinates all other HR related documents.
Employment Relations	<ul style="list-style-type: none">• Provides advice on any performance and restructuring matters.• Advises on HR matters for the business which includes performance, supporting negotiations and restructuring matters.• Provides HR support for other Leadership Team members.• Keeps abreast of legislative changes that impact employment and updates and informs the team of changes.
Miscellaneous	<ul style="list-style-type: none">• Performs any other duties that may be necessary from time to time as advised by the CEO.• Streamlines processes and systems where relevant.• Acts as a role model for Health and Safety, always leads safe work practices and reports any accidents or near misses in a timely and accurate fashion.



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Competency Profile	<p>To succeed in this role you will be/have:</p> <ul style="list-style-type: none">• Proven experience in an HR role• Excellent working knowledge of NZ employment legislation• Employment and Industrial relations experience is preferred• An ability to work in a fast-paced environment• An ability to adapt to changing priorities and manage multiple demands• Completer finisher <p>Knowledge / Behaviour</p> <ul style="list-style-type: none">• Initiative, communication, robustness/resilience, interpersonal, pragmatic, attention to detail, privacy, and confidentiality skills.• Skills in problem solving, priority setting, delegation and planning• The ability to communicate effectively with all levels of staff and develop relevant networks.• Facilitation and negotiation skills• Ability to self-evaluate and reflect on practice• A strong commitment and genuine interest in quality and service <p>Self-Management</p> <ul style="list-style-type: none">• Ability to manage time effectively by adopting a disciplined approach to establishing and following priorities of work.• Knowledge of organizing systems effectively to meet service needs.• Strong coordination and administration skills with a high degree of computer literacy and the ability to follow a task through to completion. <p>Personal Commitment</p> <p>Demonstrated commitment to:</p> <ul style="list-style-type: none">• MPH organizational vision, purpose, values, and goals• Te Tiriti o Waitangi
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