



Job description

Haere mai

This job description is your go-to place for all the ins and outs of this role at the Ministry for Ethnic Communities

Senior HR Advisor

Corporate Services

The Ministry for Ethnic Communities (MEC) is the principal advisor to the Government on ethnic diversity related matters. We seek to support the needs and aspirations of ethnically diverse communities throughout Aotearoa New Zealand and, play a key role in ensuring views are represented in the development of policy and operational initiatives across the public sector.

The Senior HR Advisor will oversee recruitment, onboarding and performance management processes across the Ministry. They will also lead dossier and process audit initiatives to ensure efficiency, compliance and continuous improvement.

The Senior HR Advisor will work with the Director of Corporate Services to provide HR advice to support the delivery of the people work programme for MEC ensuring that MEC managers are supported with all facets of HR.

- **Reporting to:** Director of Corporate Services
- **Location:** Wellington
- **Family:** Corporate I
- **Salary:** Salary range of \$111,458 - \$138,704

What we do matters – our purpose

The Ministry for Ethnic Communities is the Government's chief advisor on ethnic communities, ethnic diversity and the inclusion of ethnic communities in wider society.

We work with communities, other Government agencies and a range of organisations to help increase social cohesion and ensure Aotearoa is a place where everyone feels welcome, valued and empowered to be themselves. We also provide services and support directly to our communities.

The Ministry represents people who identify as African, Asian, Continental European, Latin American and the Middle Eastern.

How we do things around here – our values



Whakakotahitanga
(*Inclusive*)
Unifying thought, opinion and action
for the collective good.



Ngakau Pono
(*Authentic*)
To act with integrity and sincerity.



Whakamanawanui
(*Courageous*)
Act valiantly and courageously.



Manaakitanga
(*Kind*)
Encompasses care and generosity,
for the purpose of nurturing relationships.

Working effectively with Māori

Te Aka Taiwhenua – our Māori Strategic Framework – enables us to work effectively with Māori. Te Aka Taiwhenua is underpinned by our mātāpono – Kotahitanga, Manaakitanga, Whānaungatanga, He Tāngata.

As the Ministry is an agent of the Crown, Te Tiriti o Waitangi/The Treaty of Waitangi is important to everything we say or do. We recognise it as an enduring document central to New Zealand's past, present and future. Building and maintaining meaningful relationships is important to work effectively with Māori, stakeholders and other agencies. We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.

Spirit of service

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āiane, 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 hāpori, 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.

How we work

As a Ministry:

- **We want to be a catalyst for change** – we will do this by getting the key issues for ethnic communities on the agenda of Government and the relevant agencies.
- **We want to harness and share knowledge** – we will do this by providing accessible, evidence-based insights and knowledge that can help inform discourse on inclusion and diversity.
- **We want to work in partnership with others** – we will do this by building relationships inside and outside government that bring the perspectives of ethnic communities into the policy development process.

- **We want to support communities to be more empowered** – we will do this by facilitating and supporting development of community programmes that help to grow a more inclusive Aotearoa New Zealand.

What you will do to contribute	As a result we will see
<p>Performance management</p> <ul style="list-style-type: none"> • Lead and support performance management processes across the organisation, ensuring a fair, consistent, and legally compliant approach to managing employee performance. • Coach and support people leaders to effectively manage performance conversations, documentation and improvement plans. • Contribute to the ongoing review and enhancement of performance management policies, tools, and guidance to support a high-performance culture. • Provide reporting and insights on performance management activity to inform workforce capability and organisational improvement initiatives. • Represent the Ministry at the Public Service Heads of HR fortnightly meetings. • Lead and manage Public Service Commission (PSC) initiatives, including <ul style="list-style-type: none"> ○ Papa Pounamu ○ Whāinga Amorangi 	<ul style="list-style-type: none"> • Managers receive timely high-quality HR advice that enables them to make sound HR decisions. • Managers are well informed on all HR and people initiatives. • All MEC staff are supported and guided with the people work programme.
<p>Wellbeing</p> <ul style="list-style-type: none"> • Chair and lead the Health, Safety and Wellbeing committee. • Provide advice to all staff around wellbeing. • Work with the Capability team with on wellbeing programmes for our ethnic communities. • Work collaboratively with staff to source wellbeing options as required. • Build and maintain strong relationships with external wellbeing providers. • Primary point of contact for EAP services. • Source wellbeing offerings for staff that are fit for purpose. • Design and manage the wellbeing calendar and opportunities on behalf of the Ministry. • Support managers with return to work plans for staff where required. 	<ul style="list-style-type: none"> •

What you will do to contribute	As a result we will see
<p>Recruitment</p> <ul style="list-style-type: none"> Leads the recruitment function for the Ministry (MEC) ensuring robust recruitment processes are undertaken. Develop a recruitment strategy for MEC and identify where a specific recruitment strategy is required for specific groups or roles. Identify and consult on changes to the recruitment policy, processes, information and resources, including resources to assist hiring managers and provide support. Build recruitment capability by reviewing current and developing new training resources (e.g. eLearning). Develop resources that support hiring managers requirements and move towards recruitment and selection approaches that move beyond a ‘replace like with like’ approach. Special focus on increasing our diversity. Develop options and resources that improve advertising and search to increase the diversity of applicants, e.g. investigating diverse job boards and other recruitment advertising options, how our advertising needs to change to encourage ethnic groups and non-traditional applicants to apply for different jobs. Create guidance materials and resources to educate employees involved in the recruitment process. Focus on increasing the understanding of unconscious bias and cultural awareness during the recruitment process, with the result that managers understand their own bias, the impact bias has in a recruitment process and how to eliminate bias. Deliver monthly reporting, including analysis of exit interview trends and advice on significant or emerging issues. 	<ul style="list-style-type: none"> Managers are well informed of DIA OD plan initiatives how these may impact them and what they need to do. Workplace and workforce trends and business intel are fed into the people strategy to inform timely responses and proactive planning.
<p>HR Advisory</p> <ul style="list-style-type: none"> Implements the People work programme, including initiatives (strategies, policies, processes and practices) to achieve agreed outcomes. Provides best practice HR advice, and policy and procedure implementation across MEC. Facilitates business solutions based on sound problem definition and analysis. 	<ul style="list-style-type: none"> Managers receive timely high-quality HR advice that enables them to make sound HR decisions. Managers are well informed on all HR and people initiatives. All MEC staff are supported and guided with the people work programme.

What you will do to contribute	As a result we will see
<ul style="list-style-type: none"> • Works with other MEC functions to analyse and provide relevant information that identifies performance improvement opportunities for the branch. • Works with the business to apply changes that arise from issues identified in HR reporting and monitor these issues working with the Principal Advisor Strategy, Performance and Reporting. • Delivers on directions, priorities and expectations for work programmes, tasks and performance. • Contributes to and deliver on workforce planning initiatives, with oversight and provision of advice on recruitment activity. • Works with the Director of People and Support Services to develop and deliver the development work programme. 	
<p>Change management</p> <ul style="list-style-type: none"> • Supports the Director of People and Support Services with change management projects and culture-shaping for MEC. 	<ul style="list-style-type: none"> • Change processes are successfully run and any risks are identified and mitigated.
<p>Relationship Management</p> <ul style="list-style-type: none"> • Establishes and maintain sound working relationships with managers and employees across MEC. • Coaches and mentor managers to be effective people managers and leaders. • Uses business intelligence to inform the development of work programmes. • Appraises and updates the Director Corporate Services and the Executive Leadership Team on critical issues or areas of sensitivity. 	<ul style="list-style-type: none"> • A trusted advisor who has the confidence of the business and provides fit for purpose advice and services. • Increased management/leadership capability.
<p>HR Dossier / Process audit change</p> <ul style="list-style-type: none"> • Lead periodic reviews of HR processes, records management, and employee dossier practices to ensure they meet legislative, privacy and organisational requirements. • Analyse HR operational processes to identify opportunities for streamlining, efficiency and improved service delivery. • Develop and implement process improvement change initiatives to strengthen HR systems, documentation and governance practices. 	<ul style="list-style-type: none"> • HR records and employee dossiers that are accurate, complete and compliant with legislative and organisational requirements. • Consistent and well-documented HR processes that support managers and reduce organisational risk. • Improvement efficiency and effective in HR service delivery through streamlined processes and clear guidance.

What you will do to contribute	As a result we will see
<ul style="list-style-type: none"> Support organisational change initiatives by ensuring HR process and records management practices remain robust and fit for purpose. 	<ul style="list-style-type: none"> HR systems and practices that remain responsive and adaptable to organisational change.
<p>Health and safety (for self)</p> <ul style="list-style-type: none"> Ensure my own wellbeing, health and safety and take reasonable care not to adversely affect the health and safety of others. Co-operate with DIA's health and safety policies and procedures (incl. emergency). Report all near misses, hazards, unsafe behaviours and unsafe conditions. 	<ul style="list-style-type: none"> A safe and healthy workplace for all people using our sites as a place of work. Health and safety guidelines are followed. All staff understand their roles and responsibilities in relation to wellbeing, health, safety and emergency management.

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	MEC Managers and employees	✓	✓	✓	✓		✓
	DIA HR	✓	✓	✓	✓		✓
	Corporate Services team	✓	✓	✓	✓		✓
External	PSA	✓	✓	✓	✓		✓
	Legal representatives	✓	✓	✓	✓		✓
	PSC Heads of HR	✓	✓	✓	✓		✓

Your delegations as a manager

Human Resources and financial delegations	Level Z
Direct reports	nil

Your success profile for this role

At the Ministry, we have a Capability Framework to help guide our people towards the behaviours and skills needed to be successful. The core success profile for this role is [Specialist](#).

Keys to Success:

- Problem solving
- Critical thinking
- Interpersonal savvy
- Navigating complexity
- Communicating with influence
- Technical and specialist learning

What you will bring specifically

Experience:

- A proven history of achievement in delivery of high-quality generalist HR services.
- Significant experience in effectively managing a wide range of relationships.

Knowledge:

- A working understanding of the Employment Relations Act, Privacy Act and other relevant employment legislation.
- Significant experience and demonstrated knowledge of HR systems and processes, such as job evaluation systems.

Your success profile for this role	What you will bring specifically
	<p>Skills:</p> <ul style="list-style-type: none">• Strong communication skills including the ability to persuade and influence at senior level to obtain optimal outcomes.• Sound writing skills and the ability to write for specific audiences.• Confident presentation and/or training delivery skills. <p>Other requirements:</p> <ul style="list-style-type: none">• A tertiary level qualification – in HR related discipline or equivalent.