

## **TIMARU DISTRICT COUNCIL**

### **CHIEF EXECUTIVE GROUP**

#### **POSITION DESCRIPTION**

## **HUMAN RESOURCE MANAGER**

### **Primary Objective**

The Human Resource Manager, working closely with the management team, originates and leads Human Resources practices and objectives that will provide an employee-oriented high performance culture that emphasizes empowerment, quality, productivity, standards and continuous improvement. This will be reflected in the recruitment, induction, ongoing development, and retention of a superior workforce. The Human Resources Manager is responsible for the development of processes that support the achievement of the Council's Strategic Direction and the organisation's core values.

### **Position Summary**

The key tasks are:

- In a proactive way to develop consistent HR policies and strategies relating to remuneration, retention, employee welfare, health and safety, performance management, succession, training emergency management responsibilities and other HR matters that arise.
- To provide strategic advice to management, ensure the HR Unit provides a high quality efficient service to all users, and operate within the approved budget.
- To have regular contact with the Chief Executive and all Group Managers, attend weekly Management meetings advise on the Human Resource matters and have ongoing contact with all staff to monitor the culture, health and well being of the organisation.

### **Position Accountabilities (or Responsibilities)**

- 1 To develop, recommend and implement approved human resources policies, procedures and manuals that will help develop high performance teams. To ensure the Equal Employment Opportunity policy is maintained, organization goals are achieved, and employment law is complied with.
- 2 To support or act (when required) in all human resource functions and to also act (when required) for the Chief Executive as Council's advocate in conciliation and other industrial proceedings.
- 3 To co-ordinate the recruitment selection, appointment and induction of all staff. The Chief Executive has delegated to the Human Resource Manager the authority to appoint staff.
- 4 To champion performance management, facilitating annual reviews of staff work performance, act as a conduit for any staff issues and negotiate staff employment conditions within agreed budgets.

- 5 To maintain the approved system for review of staff remuneration levels and the Job Evaluation system and advise the Chief Executive and Group Managers.
- 6 To manage the provision of corporate training that addresses the needs of the staff and contributes to the effectiveness and efficiency of the Timaru District Council. To develop effective retention and succession strategies and facilitate leadership and development training.
- 7 To liaise regularly with Union Officials and staff delegates.
- 8 To develop, promote and advise the Health and Safety Committee of best practices in Occupational Health and Safety and ensure tertiary level for all is maintained.
- 9 To effectively manage the Human Resource and Payroll functions and associated direct reports.
- 10 To proactively monitor the operations of the organisation and provide appropriate advice on HR matters
- 11 To manage the COSI core values programme and staff engagement surveys.
- 12 To take an active role in the recruitment of staff for emergency management roles
- 13 To carry out such other duties as may be required.

### **Person Specifications**

The position of Human Resource Manager requires excellent influencing and communication skills along with the ability to deal with a wide range of staff at all levels within the organisation.

A sound understanding of industrial relations and employment legislation, along with the ability to handle stressful and sensitive situations as required.

The person should have had 5 to 10 years' practical experience in an appropriate role. An appropriate tertiary qualification is preferred. Being a member of Human Resource Institute would be an advantage.

---

Peter Nixon  
**Chief Executive**

---

**Human Resource Manager**

---

Date