

POSITION TITLE:	HR Advisor		
GROUP:	Corporate Services	SECTION:	Human Resources
REPORTS TO:	HR Lead		
RESPONSIBLE FOR:	N/A		
FAMILY:	TS3	GRADE:	16
DATE REVIEWED:	July 2026		
HBRC STRATEGY			
Our Vision: We want a healthy environment and a resilient and prosperous community.			
Our Purpose: We work with our community to protect and manage the region's precious taonga of rivers, lakes, soils, air, coast and biodiversity for health, wellbeing and connectivity.			
Our Values: ● Manaakitanga: Living behaviours of care and respect ● Kotahitanga: Living behaviours of collective drive and unity ● Ngākau Pono: Living behaviours of commitment, integrity, and accountability ● Whanaungatanga: Living behaviours of relationships and connection ● Māramatanga: Living behaviours of clarity and understanding			
Our Focus: ● Water quality, safety and climate-resilient security ~ <i>Te kouniga o te wai, te haumarutanga me te mārohirohi ā-āhuarangi o te whakamarutanga.</i> ● Climate-smart and sustainable land use ~ <i>Kia koi, kia toitū hoki te whakamahinga o te whenua.</i> ● Healthy, functioning and climate-smart biodiversity ~ <i>kio ora, kia āhe, kia mārohirohi ā-āhuarangi hoki te rerenga rauropi.</i> ● Sustainable and climate-resilient services and infrastructure ~ <i>kia toitū, kia mārohirohi ā-āhuarangi hoki ngā ratonga me ngā hanganga ā-whare.</i>			
POSITION SUMMARY			
The HR Advisor position provides expert HR advice and support across the employee lifecycle, contributing to the delivery of Council's organisational strategy through its people. The role supports leaders, employees and the overall organisation in key HR functions including recruitment, employee relations, performance management, learning and development, remuneration, employee engagement, and the development and application of policies and procedures. This position provides employment relations guidance, ensures compliance with employment legislation and best practice, supports talent acquisition activities, and contributes to the development of organisational capability through learning initiatives and workforce support. The role assists with fostering positive workplace relationships, and promoting a culture aligned with Council's vision and values.			

GROUP AND TEAM GOALS:

The HR Team supports the success of Council and its people by delivering strategic and operational HR services that build capability, foster a positive workplace culture, and ensure effective people practices.

The team is responsible for:

- Providing trusted HR advice, guidance, and support across the organisation.
- Developing and implementing people strategies, policies, and practices aligned with Council's goals and values.
- Attracting, developing, and retaining talented people to meet current and future workforce needs.
- Supporting employee engagement, inclusion, and a culture where people can thrive.
- Promoting the principles of Te Tiriti o Waitangi and incorporating te ao Māori perspectives into people practices where appropriate.
- Providing employment relations support and managing people-related risks.
- Ensuring compliance with employment, health and safety, privacy, and related legislation.
- Managing HR information, workforce data, and employee records to ensure accuracy, confidentiality, compliance, and informed decision-making.
- Supporting organisational capability through recruitment, learning and development, performance, and workforce planning initiatives.
- Monitoring workforce trends and identifying opportunities for continuous improvement.
- Championing safe, healthy, and high-performing workplaces.

JOB SPECIFIC ACCOUNTABILITIES

- Build and maintain effective working relationships across Council, providing trusted HR advice, coaching, and support to leaders and employees.
- Provide guidance on employee and employment relations matters, including performance management, workplace concerns, disciplinary processes, conflict resolution, wellbeing and change initiatives.
- Support talent acquisition and workforce planning activities, including recruitment, selection, onboarding, and role evaluation processes.
- Contribute to the development of organisational capability through learning and development initiatives, coaching, and internal training delivery.
- Support employee engagement, and culture initiatives that enhance employee experience, retention, and organisational performance.
- Design, coordinate, and facilitate inductions, training sessions, workshops, and other people-related presentations to groups across Council.
- Develop, review, and implement HR policies, procedures, and employment documentation, ensuring alignment with legislation and organisational requirements.
- Maintain constructive relationships with employee representatives and support collective bargaining and industrial relations processes as required.
- Provide advice and recommendations on remuneration, reward, and recognition practices in conjunction with the HR Lead.
- Partner with leaders to support organisational development, workforce change, and continuous improvement initiatives.
- Ensure HR information, employee records, and documentation are maintained accurately, securely, and in accordance with privacy and information management requirements.
- Analyse workforce and HR data, identify trends and insights, and contribute to reporting and informed

decision-making.

- Maintain current knowledge of employment legislation, case law, and HR best practice to ensure compliance and mitigate organisational risk.
- Develop and maintain effective relationships with external providers and stakeholders to support the delivery of HR services.
- Contribute to HR projects and initiatives
- Contribute to the development and implementation of the HR Strategy and wider people initiatives.
- Provide guidance and day-to-day support to HR Coordinators to ensure the effective delivery of HR services and processes.
- All other duties as requested by the position manager, as reasonable to the position.

FUNCTIONAL RELATIONSHIPS

Internal

- HR Team
- HR Lead
- EA to the Chief Executive
- Executive Team
- Team members
- Managers and Team Leaders
- General Staff
- Staff Support Group
- Staff Union

External

- Consultants and contractors
- Government agencies and departments
- Training institutions
- Career Counsellors
- Local authorities
- Technical and legal professionals
- Unions
- Employment lawyers
- Employment consultants and investigators

COMMUNITY RELATIONSHIPS

Fostering good working relationships is fundamental to the successful achievement of strategic goals for HBRC. We know we can't achieve change without the people (our community) outside our business. As expressed under our purpose statement, "working with our community" is at the heart of everything we do. This is particularly relevant to our relations with Tāngata Whenua in terms of co-governance and co-management. Successful relationships involve building trust. Which in turn enables us to support each other to respond to new challenges as they arise.

This means:

- Professional attitude is projected at all times in dealing with external contacts.
- Information is accurate and is provided in a timely manner.
- Outcomes that are fair and clearly understood by both parties are achieved.
- Customers are satisfied with responses to written or verbal requests for information.

CONTINUOUS IMPROVEMENT

All Hawke's Bay Regional Council (HBRC) staff are expected to promote the concept of continuous improvement actively and enthusiastically in their work for HBRC. This means:

- Maintaining a positive overall attitude in the workplace, including promoting HBRC in a positive manner, as assessed by your peers and Manager.
- Taking part in training opportunities provided by HBRC with an open mind, as assessed by pre and post training meetings with your manager.
- Practicing the skills provided in training offered by HBRC, as assessed by regular feedback meetings with your manager.
- Showing a strong team commitment, as indicated by peer feedback and your manager's assessment.
- Practicing the concept of continuous improvement by showing initiative with new ideas and positively acknowledging other ideas.

- Giving honest and open feedback as and when required, aiming to constructively deal with all issues, as assessed by regular feedback meetings with your manager.
- Deliver on project outcomes: on time and on budget.
- Displaying sound judgment and making responsible decisions.
- Working to high quality standards and where applicable contributes to maintenance of ISO 9001:2015 accreditation of the Quality Management System.

HEALTH AND SAFETY

All staff are expected to follow established health and safety procedures while working for HBRC, and in accordance with policies developed by HBRC. This means:

- Complying with and adhering to HBRC's accepted standards and procedures.
- Where appropriate, taking responsibility for workplace hazards/risks you identify and communicated to management.
- Undertaking regular reviews of workplace risks/hazards that are present in your work.
- When, and if, necessary, participate in the investigation of accidents/incidents according to HBRC procedures.
- Undertaking appropriate and effective staff training when required or necessary.
- Promoting a healthy and safe workplace.
- Actively supporting health and safety initiatives.
- Comply with any rehabilitation plan designed with you for a return to work after an accident.

EMERGENCY MANAGEMENT

When an emergency event happens, you may be required to assist with carrying out the Council's Civil Defence responsibilities, after providing required support for your family and dependants. This means:

- Undertaking an allocated role for emergency management requirements, and responding to emergency management requests as needed.
- Participating in and completing onboarding and training courses, exercises and associated activities required for the readiness and preparedness of emergency events.
- Attending meetings and development forums or exercises as required to maintain competency. Responding to such requests by assuming an allocated emergency management role, as are required by events.
- Being aware of the Business Continuity Plan (BCP) and its contents and the implications for your role.
- Understanding and accepting that Civil Defence Emergency Management and BCP events may require working hours that differ from those outlined in your employment agreement.
- If your role is an Incident Management Team Function Lead, you are required to review the relevance of the BCP for your team, section or group on a regular basis.

PERSON SPECIFICATION

Minimum Qualifications and Experience required.

- Tertiary/Bachelor qualification in HR or a related discipline is required, postgraduate qualifications are desirable.
- 2+ years' experience providing HR advisory services, preferably in a similar organisational environment.
- Sound knowledge of New Zealand employment legislation and HR compliance requirements.
- Working knowledge of key HR disciplines, including employment relations, union engagement, diversity and inclusion, performance management, and organisational development.
- Proven experience supporting recruitment and selection processes.
- Valid driver's licence required

Knowledge

- Knowledge of a variety of different recruitment and selection methods (interviews, assessments, checks etc.)
- Experience using HR information systems (HRIS) and maintaining accurate employee records and data.
- Proficiency in Microsoft Office applications, particularly Word, Excel, Outlook, and PowerPoint.

- Ability to analyse and interpret information, prepare reports, and identify trends and insights.
- Strong written and verbal communication skills, with the ability to tailor information to different audiences.
- Ability to build effective working relationships and work collaboratively across the organisation.
- Sound problem-solving skills and the ability to apply judgement to resolve routine people-related matters.
- Knowledge of job evaluation methodologies and workforce planning principles is advantageous.

Personal Attributes

- Excellent interpersonal skills with the ability to positively influence others and to initiate and engage effectively at all levels, internally and externally.
- Ability to effectively plan, organise and co-ordinate work to ensure that goals are achieved with the highest quality of work possible within agreed timeframes.
- Ability to anticipate change, remain flexible and be innovative.
- High level of resilience to manage challenging and varied work environment.
- Ability to work independently, and collaboratively as a team to achieve both team and organisational objectives.
- Ability to effectively gather multiple sources of information and apply technical and analytical skills to make effective decisions and identify solution focused outcomes
- Ability to clarify objectives, identify key issues, consider all perspectives and evaluate.

Awareness

- Demonstrated awareness of Te Tiriti o Waitangi and including Te Reo Māori in relevant and practical ways in interaction and engagement to demonstrate respect and value of Tikanga Māori in appropriate settings.

CHANGES TO JOB DESCRIPTION

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment. Such changes, including technological requirements or statutory changes, may be initiated by the manager of this job with due consultation with the position holder. This job description should be reviewed as part of the preparation for performance planning for the annual performance cycle.

ACKNOWLEDGEMENT

I have read this job description and fully understand the requirements set forth therein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand that this job description does not constitute an employment contract with Hawke's Bay Regional Council.

Employee Signature

Date

Printed Name