

Business Partner, People and Capability

Statement of Accountabilities

Our vision:

We are privileged to contribute to our community from within our community; by helping to lead progress and liveability within our region, and across New Zealand.

Our work principles:

- People can be curious, explore new possibilities and learn in pursuit of our vision
- People feel safe to be themselves
- People can take ownership, exercise good judgement and act
- People deliver what's required to a high standard
- People support each other and work together as a team

Key relationships and delegated authority

Reports to:	People and Capability Manager
Responsible for (# staff):	Nil
Internal Relationships:	Collaboration across all of the Orion Group
External Relationships:	External consultants and legal advisors, Government and other agencies.
Delegated Authority:	\$5,000 operating expenditure

Role objective

The Business Partner, People and Capability will work closely with leaders in their assigned portfolios on all people related matters while promoting Orion's vision and work principles. This role will play an active part in delivering coaching and guidance within business units to achieve operational objectives as well as building capability across the organisation with a strategic future focus.

Key accountabilities

Business partnership

- Partner with leaders in all people related matters, including but not limited to: workforce planning; employment relations, attraction; recruitment; employment documentation, retention

and succession strategies; remuneration (including role evaluations); organisational change; wellbeing; performance; learning and development

- Provide back up for the Payroll function
- Deliver best practise expertise and education to support leaders ensuring compliance with related legislation.

Strategic people projects

- Champion our work principles and weave them into all people related systems
- Undertake projects to move the people function forward into the future of work, including but not limited to, change, learning and development, diversity and inclusion, wellbeing, attraction and the employee experience
- Ensure people policies and guidelines are fit for purpose and aligned with Orion's vision and work principles
- Support collective bargaining negotiations and activities, union relationship management, reviewing collective terms and conditions to identify areas for improvement or risk.

Health and safety

- Show a commitment to and comply with Orion's health and safety policies, systems and procedures
- Take all practicable steps to ensure your own health and safety and that of all others around you.

Team

- Show a commitment to your own learning and development, and promote a learning culture
- Support and collaborate with your team members for excellent team outcomes
- Ensure you, and others around you, are healthy and safe.

Qualities required for the role

Previous experience in a generalist Human Resources role

Tertiary degree or equivalent knowledge

Demonstrated knowledge of employment law and relevant application

Strong communication skills and proven ability to build partnerships within an organisation.

Date: _____

Initial: _____
On behalf of Company

Date: _____

Initial: _____
Employee