



## POSITION DESCRIPTION

Tūranga | Position title: Kaitohutohu, Pūmanawa Tāngata | Advisor, Human Resources

Team: Human Resources

Reports to: Manager, Human Resources

Document Date: October 2022

### Te Tari Ture o te Karauna | Crown Law Overview

Crown Law provides legal advice and representation services to the government in matters affecting the executive government. The services provided include matters covering judicial review of government actions, constitutional questions including Te Tiriti o Waitangi/Treaty of Waitangi issues, the enforcement of criminal law and the protection of revenue. Crown Law also administers the prosecution process in the criminal justice system, in particular, Crown prosecutions.

Crown Law's vision is to provide collaborative, indispensable, legal service. Crown Law's purpose is summarised in the following statements:

- **Legal experts:** We are experts in public, criminal, constitutional and Treaty of Waitangi law; enabling Government to pursue its policy objectives according to law.
- **Kaitiaki of the rule of law:** We support the Law Officers (the Solicitor-General and Attorney-General) to determine the Crown's view of the law.
- **System leaders:** We provide leadership for the networks of Crown Solicitors, public prosecuting agencies and in-house Government lawyers.

### A Tātou Tikanga Mahi | Our Crown Law Values

Crown Law is committed to ensuring te ao Māori and te Tiriti informs how we work and is at the heart of everything we do. We value experience, knowledge and understanding of te reo and tikanga within Crown Law.

Crown Law team members strive to demonstrate the following Crown Law Values in our interactions with each other, our clients and in all we do.

- We look after the **mana** of other people
- We value our **differences**
- We **care** about each other
- We recognise our **impact** on others
- We take **pride** in all we do

The organisation is committed to flexibility and provides a range of flexible working arrangements that allow our team members to work in ways that allow them and the organisation to perform at their best.



## Public Service

Mahi tōpū ai ngā Kaimahi Tūmatanui e whai tikanga ai te noho a ngā tāngata o Aotearoa. Hei tā te Public Service Act ko te pūtake o ngā Kaimahi Kāwanatanga, ko te tautoko i te kāwanatanga whai ture me te kāwanatanga manapori; ko te āwhina i te Kāwanatanga o te wā nei me ō anamata ki te whakawhanake, ki te whakatinana hoki i ā rātou kaupapa here; ko te tuku i ngā ratonga tūmatanui e nui ana te kounga, e nahanaha ana anō hoki; ko te tautoko i te Kāwanatanga e tūroa ai te whai oranga o te marea; ko te huawaere i te whai wāhitanga o te kirirarau ki te ao tūmatanui me te whakatutuki i ngā mahi i runga i tā te ture i whakahau ai. E hiranga ana te wāhi ki a mātou ki te tautoko i te Karauna i ana hononga ki ngā iwi Māori i raro i te Tiriti o Waitangi. Ahakoa he nui ngā momo tūranga mahi, e tapatahi ana ngā kaimahi tūmatanui i roto i te whakaaro nui ki te hāpai i ngā hāpori, ka mutu, e arahina ana ā mātou mahi e ngā mātāpono matua me ngā uara o ngā Kaimahi Tūmatanui.

The public service works collectively to make a meaningful difference for New Zealanders. The Public Service Act states that the purpose of the public service is to support constitutional and democratic government, enable both the current Government and successive governments to develop and implement their policies, deliver high-quality and efficient public services, support the Government to pursue the long-term public interest, facilitate active citizenship and act in accordance with the law. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi and te Tiriti o Waitangi. Whilst there are many diverse roles, all public servants are unified by a spirit of service to the community, and guided by the core principles and values of the public service in our work.

## Mō te Tūranga | About the Role

The primary purpose of the HR Advisor role is to provide sound HR advice and support to managers to ensure good HR practices are in place and followed. The role will work closely with the Manager, HR and Senior Advisor, HR (as key points of contact for managers and staff) on people matters, providing trusted advice and support across a broad range of HR matters and connecting to specialist resources (including the Chief People Officer and other members of the HR team) as needed.

In addition, the HR Advisor may contribute to or potentially lead project/s to support an HR initiative. The projects the HR Advisor may work on will change from time to time to align with the HR work programme and wider skills and experience of the team, for example:

- Policy development
- Wellbeing support initiatives
- Service delivery improvement including workflow with payroll services
- Internal reporting.

Where the HR Advisor has responsibility for a project, they will be involved from project set up, through to design/development and implementation. This may involve policy, processes, systems, stakeholder engagement, recommendation papers and communications.

The HR Advisor will be required to work closely with other members of the HR team to provide back-up support and will be exposed to HR practices across the team.



## Te Tari Ture o te Karauna | Crown Law Overview

### HR Advice and Guidance

- Provide 'first point of call', practical and timely HR advice to managers across a broad range of HR matters – this may include resourcing and position management, recruitment, induction, employment relations, employment legislation, remuneration, recognition and reward, wellbeing, health and safety, training opportunities and change management - to ensure managers are supported in all their HR needs.

### Project Management

- Lead, or contribute to, HR projects/initiatives, as required, using sound project and change management practices. This may include project set up, stakeholder engagement, communications development and delivery, workshop facilitation, recommendations advice, implementation planning and implementation of agreed actions.
- Sound project and change management practices include:
  - Project plans created with clear actions, timeframes and accountabilities
  - Stakeholder engagement plans created and followed
  - Communication plans and followed
  - Monitoring the impact of new initiatives and programmes post-implementation to ensure desired outcomes are achieved.
- Work closely with other members of the HR team and Strategy and Corporate teams to ensure that the work of HR is integrated and co-ordinated to deliver a seamless service that meets the needs of Crown Law.

### Relationship Management

- Build effective relationships with managers across Crown Law to enable effective engagement on and support for good HR practices.
- Work closely with the other members of the HR team, including providing back-up and support as needed.
- Develop and maintain strong relationships with people across Crown Law, colleagues from other agencies, and other external stakeholders to gain their trust and respect.

### Health and Safety

- Comply with all reasonable instructions regarding wellbeing, health and safety policies and processes and the Health and Safety at Work Act 2015.
- Take reasonable care to ensure that in the performance of their employment they do not undermine their own wellbeing, health and safety or that of any other person.
- Work in a safe and responsible manner, ensuring incidents, accidents, hazards or near misses are promptly reported.

### General

- Any other reasonable requests by your manager.



**Ngā Hononga Matua | Key Working Relationships**

**Internal**

- Managers and staff across Crown Law
- Human Resources team
- Finance and Performance team

**External**

- Other Government agencies
- Te Kawa Mataaho Public Service Commission
- Public Service Association Organisers and Delegates
- Providers of HR products, services and systems

**Tohu, Pūkenga me Ngā Wheako | Qualifications, Skills and Experience**

- Demonstrated and sound working knowledge of HR best practice with the ability to provide advice across a range of HR topics (e.g. employment relations, performance management, remuneration, workforce planning, employee engagement, etc)
- Strong relationship and collaboration skills
- Good communication ability, including strong writing skills
- Proven ability to develop trust and credibility with managers and staff
- Well-developed analysis, problem solving and decision-making skills
- Understanding of Government decision-making and operating procedures
- Strong skills in planning, organisation, prioritising
- Motivated and able to develop new skills, knowledge and experience.

**Ōu Āhuatanga Ake | Personal Attributes**

- Commitment to continuing to develop knowledge of Te Reo, Te Ao Māori and Tikanga
- Ability to share and demonstrate ‘Crown Law Values’.

<b>Date approved</b>	October 2022
<b>Review /Content updated date</b>	2025 – Role titles, key relationships, minor update of key responsibilities
<b>Document owner</b>	Human Resources