

# Senior Human Resources Advisor

## Human Resources Team



### Our Purpose

People enjoy the best sexual and reproductive health and rights

### Role Statement

To use our expertise and courageous voice to advance equitable access to sexual and reproductive health services and information



#### Our values:

**Manaaki** - Equity, Respect, Integrity  
**Tika** – Rights, Trust, Doing the right thing, Professionalism  
**Manawanui** – Challenging boundaries, Boldness, Courage  
**Mahi Tahi** – Collaboration, Working together.

### Our Commitment to Te Tiriti o Waitangi

We are committed to giving effect to the principles of Te Tiriti o Waitangi to achieve equitable sexual and reproductive health and rights outcomes for Māori. We acknowledge that Te Tiriti must be the foundation for our relationships with Māori in the way we provide services, operate and govern. This approach is central to achieving our mission and our strategic vision of whakamanahia - equity, access, choice.

### Our Commitment to Sustainability

We are committed to raising awareness of the links between climate change, resilience, sustainability and Sexual and Reproductive Health and Rights. We continually look for ways we can reduce waste and assess the environmental impact of current and new initiatives, making decisions that promote long-term sustainability.

### About Sexual Wellbeing Aotearoa

We are Aotearoa New Zealand's leading sexual and reproductive health organisation. We believe people should have equitable access to quality services and information so they can make informed choices about their sexual and reproductive health.

### About our People

Our people need to be adaptable, contributing, innovative and committed to our vision and mission. Our people are at the centre of our success and fundamental to progressing our strategic vision. We all have a responsibility for realising our dedication to diversity, equity and inclusion. We want our workplace to be safe, healthy and inclusive and everyone has an important role in contributing to this. We encourage open and honest communication so our people to feel supported to bring their best self to work.

## About the position

The Senior HR Advisor provides trusted, senior-level generalist and strategic support across the full employee experience cycle, contributing to a positive, inclusive, and high-performing workplace. The role partners closely with managers and senior leaders to deliver proactive people solutions that align with organisational strategy, culture, and values.

This role provides expert advice across recruitment, onboarding, employment relations, industrial relations, performance and development, wellbeing, workforce insights, and HR operations. The Senior HR Advisor leads complex people matters, builds leadership capability, and contributes to organisational initiatives that strengthen engagement and performance.

The role ensures all HR practices are legally compliant, culturally responsive, reflect the organisation's commitment to Te Tiriti o Waitangi, and foster an equitable, safe, and supportive environment for all Kaimahi.

## Relationships

<b>Tenure</b>	<b>Fixed Term (six months)</b>
<b>Reporting to</b>	Head of People & Capability
<b>Responsible for</b>	N/A
<b>Who will you work with</b>	
<b>Internal</b>	Chief Executive & Senior Leadership team Sexual Wellbeing Aotearoa Managers and staff HR Advisor Contractors
<b>External</b>	Recruitment and advertising providers HR service providers including EAP, ELMO and Strategic Pay

## Role Accountabilities and expected results

### Strategic HR Partnership & Leadership Support

<b>Accountability</b>	<b>Expected Results</b>
<ul style="list-style-type: none"><li>Act as a trusted advisor to managers and senior leaders on people strategy, workforce planning, and organisational priorities.</li><li>Contribute to the development and delivery of Human Resources strategy and annual workplans.</li><li>Partner with the Head of People &amp; Capability to identify leadership capability gaps and development opportunities.</li><li>Provide insight into workforce trends, risks, and opportunities to support planning and decision-making.</li><li>Support organisational change initiatives.</li></ul>	<ul style="list-style-type: none"><li>Leaders are well supported and confident in managing their teams.</li><li>People initiatives align with organisational strategy.</li><li>Leadership development initiatives are relevant, practical, and well received.</li><li>Workforce risks and opportunities are identified early and managed proactively.</li><li>Change processes are well managed and people-centred.</li></ul>

<b>Employment &amp; Industrial Relations, Risk and Policy</b>	
<ul style="list-style-type: none"> <li>• Lead complex employment relations matters including performance, conduct, change management, investigations, and absence management.</li> <li>• Coach managers through sensitive conversations and difficult people matters.</li> <li>• Provide expert advice on employment legislation, policies, and best practice.</li> <li>• Identify organisational people risks and recommend mitigation strategies.</li> <li>• Lead policy review and development in partnership with the Head of People &amp; Capability.</li> <li>• Provide oversight of HR compliance obligations.</li> <li>• Provide specialist advice on industrial relations matters including collective agreements, bargaining and union engagement.</li> </ul>	<ul style="list-style-type: none"> <li>• ER matters are managed fairly, consistently, and in line with legislation.</li> <li>• Managers feel supported and capable in managing complex situations.</li> <li>• Organisational risk is identified and managed proactively.</li> <li>• Policies remain current, relevant, and accessible.</li> <li>• Compliance obligations are consistently met.</li> <li>• Industrial relations matters are managed professionally, respectfully, and in line with organisational position and legislation.</li> </ul>
<b>HR Operations</b>	
<p><b>Accountability</b></p> <ul style="list-style-type: none"> <li>• Provide oversight of day-to-day HR operations across the employee lifecycle to ensure processes are delivered accurately, consistently, and in line with organisational standards.</li> <li>• Support, coach, and mentor the HR Advisor to build capability, confidence, and autonomy in delivering HR administrative and operational functions.</li> <li>• Review and provide quality assurance over HR documentation, including employment agreements, variations, and correspondence.</li> <li>• Identify opportunities to improve HR operational processes, templates, and systems to enhance efficiency and consistency.</li> <li>• Act as an escalation point for complex operational queries and provide practical solutions.</li> </ul>	<p><b>Expected Results</b></p> <ul style="list-style-type: none"> <li>• HR operations run smoothly, efficiently, and with a high level of accuracy.</li> <li>• The HR Advisor is well supported, developed, and increasingly confident in their role.</li> <li>• HR documentation and processes meet quality, compliance, and organisational standards.</li> <li>• Continuous improvements strengthen HR service delivery and the employee experience.</li> </ul>

<b>Leadership Development and Coaching</b>	
<ul style="list-style-type: none"> <li>• Support the annual performance review and development cycle, providing guidance to managers on feedback and goal setting.</li> <li>• Coach managers to strengthen leadership capability, confidence, and effectiveness in managing people.</li> <li>• Provide guidance to managers with identifying professional development opportunities and development plans.</li> <li>• Assist in the design and delivery of leadership learning initiatives.</li> <li>• Be a champion of diversity, equity and inclusion and identify initiatives that build cultural awareness and capability.</li> <li>• Promote wellbeing and recognition programmes that strengthen engagement and a sense of belonging.</li> <li>• Promote understanding and application of Te Tiriti o Waitangi principles.</li> </ul>	<ul style="list-style-type: none"> <li>• Processes completed on time with quality feedback and records.</li> <li>• Staff have clear development plans aligned with business needs.</li> <li>• Training sessions are well-coordinated and attended.</li> <li>• DEI principles are embedded across HR practices.</li> <li>• Wellbeing and recognition Initiatives are delivered regularly with positive staff engagement.</li> </ul>
<b>HRIS, Reporting and Workforce Insights</b>	
<ul style="list-style-type: none"> <li>• Produce and interpret HR reports including turnover, headcount, leave, diversity, and capability metrics.</li> <li>• Develop dashboards and insights to support data-driven decision-making.</li> <li>• Provide analysis and recommendations to inform workforce and organisational planning.</li> <li>• Ensure all data is managed in line with the Privacy Act 2020.</li> </ul>	<ul style="list-style-type: none"> <li>• Reporting supports strong strategic and operational decision-making.</li> <li>• Workforce trends and risks are identified early.</li> <li>• Data is reliable, secure, and well utilised by leaders.</li> </ul>
<b>Continuous Improvement and Projects</b>	
<ul style="list-style-type: none"> <li>• Actively contribute to HR improvement initiatives and organisational projects.</li> <li>• Support the implementation of new HR systems, policies, and processes.</li> <li>• Participate in cross-organisational working groups and project teams where HR input is required.</li> <li>• Identify opportunities to streamline workflows and enhance the employee experience through innovation and feedback.</li> </ul>	<ul style="list-style-type: none"> <li>• HR initiatives delivered on time and add measurable value.</li> <li>• New systems and processes embedded effectively.</li> <li>• HR perspective adds value to organisational outcomes.</li> <li>• Improvements implemented that enhance efficiency and engagement.</li> </ul>

## About you – what you will bring to the role

### Experience, Knowledge, and Qualifications

- Significant generalist HR experience (typically 5+ years), with demonstrated experience operating at a senior advisor level.
- Proven experience managing complex employment relations matters, including investigations, performance management, change management, and disciplinary processes.
- Relevant tertiary qualification (ideally HR, Commerce or Psychology).
- Strong working knowledge of New Zealand employment legislation and HR best practice, including the Employment Relations Act, Holidays Act, Privacy Act, and Health and Safety at Work Act.
- Track record of building strong partnerships with leaders and supporting leaders to develop and enhance their skills and experience in people leadership and HR Management.
- Experience working in unionised environments and supporting industrial relations processes, including interpretation and application of collective agreements.
- Commitment to Te Tiriti o Waitangi and the ability to contribute to a culturally safe and inclusive workplace.

### Capabilities

- Implements strategy – aligns their work with strategic objectives and Sexual Wellbeing Aotearoa's vision of equity.
- Communicates clearly and listens – tailors messages so they are clear, succinct, respectful and resonate with different audiences.
- Innovative – open to innovative ideas and flexible ways of working and makes new suggestions to improve how we work.
- Supports organisational performance – suggests and acts on opportunities to do things differently, problem-solver and improves processes to achieve gains in effectiveness and efficiency.
- Builds internal relationships – contributes to their team, works collaboratively with others across the organisation and takes an organisation-wide view. Builds external relationships and interacts effectively with clients and other external stakeholders.
- Inclusive – welcomes and values diversity and contributes to an inclusive working environment where differences are acknowledged and respected.
- Understands the principles of Te Tiriti o Waitangi and has a commitment to develop cultural capability in Te Ao Māori.
- Manages and delivers on work priorities – plans and organises self to deliver work commitments to required timeframes and quality standards.
- Develops others – shares own experiences and learning and demonstrates leading values.

### Characteristics

- Engaging others – connects with others, listens, reads people and situations, communicates tactfully.
- Achieving ambitious goals – committed, driven and determined in the face of obstacles.
- Curious – thinks analytically and critically and is eager to learn.
- Honest and courageous – can be bold when needed, is decisive and leads with integrity.
- Resilient – can respond to challenges and recover quickly, has the ability to adapt and maintain composure.
- Self-aware and reflective – encourages feedback on own performance, can self-assess, adapts approach, shows commitment to development.

### Other details

This position description is a summary of the accountabilities and competencies required for the position. It is not an exhaustive list. This is a living document and may change as the organisational needs change.