

Position Description Human Resources Advisor	
Team:	Business Advisory
Reports to:	Senior HR Advisor
Direct Reports:	Nil
Key relationships:	<p>Internal: Partners Management Group Employees Finance and HR Administrator</p> <p>External: Clients of Polson Higgs Professional advisors eg legal, remuneration University career Advisors Community networks Health and wellbeing professionals</p>
Position Objective	<p><i>Human Resources</i></p> <ul style="list-style-type: none">To ensure that the policies, procedures and practices in place are current and aligned to provide the firm with a compliant framework for strategic HR initiatives, and provide guidance and direction to the Executive Management Team and Managers to lift capability in Human Resources management across the firm while managing key personnel and business risks. <p><i>Other</i></p> <ul style="list-style-type: none">Champion and lead core Health, Safety and Wellness strategies across the organisation
Values	
	Employees at Polson Higgs are expected to demonstrate our values in all aspects of their work.
	Integrity – Doing the right thing
	Care – Being there
	Excellence – Best outcome

Key responsibilities	Deliverables/outcomes
<p>Strategy Development and Implementation</p>	<ul style="list-style-type: none"> • Provide advice on people and culture issues to successfully support Polson Higgs’ key strategies. • Ensure Polson Higgs has appropriate HR systems, processes and practices in place, and identify and implement enhancements or new developments in line with best practice to support effective and efficient operations within the business. • In partnership with EMT, deliver on Polson Higgs’ core vision and values, and identify critical talent, skills and knowledge needed within the organisation. • Design, direct and oversee a firm-wide process of organisational development that addresses issues such as talent management, succession planning, retention, organisational design and change management.
<p>People and Culture</p>	<ul style="list-style-type: none"> • Lead the organisation in planning and implementation of people and capability initiatives. • Develop line of sight from every role to its contribution to the vision and strategy. • Ensure there is a comprehensive range of initiatives and systems covering the employment cycle, including effective recruitment and induction systems, and appropriate exit processes. • Consideration of training and development programmes that build capability.
<p>People Systems and Risk Management</p>	<ul style="list-style-type: none"> • Ensure Polson Higgs complies with all statutory requirements in the HR and Health & Safety areas and report regularly on compliance. • Develop and implement best practice people systems with a focus on empowerment of managers to manage and lead people processes within their businesses. • Oversee the full range of staff recruitment activities from advertising and search, to offers of employment. • Create simple but robust HR policies and guidelines, and ensure that these are well understood and consistently applied. • Drive effective recruitment and induction across the firm. • Create a strong performance management culture across the business, providing effective tools and access to coaching to ensure a fair, transparent and constructive framework is in place. • Champion effective reward and recognition including remuneration management across the firm. • Ensure effective risk management by keeping EMT informed of significant issues. • Ensure managers are effectively trained and suitably supported/advised in critical people management

	<p>processes including performance management and disciplinary processes</p>
<p>Organisational Development and Change Management</p>	<ul style="list-style-type: none"> • Lead and provide organisational development and change strategies to support the business, including culture and engagement, learning and development, talent and career pathway, performance, recognition and leadership identification, training and development. • Design and implement capability programmes in particular to lift management and leadership capability. • Influence managers and teams to continuously improve and adopt new ideas. • Manage all change processes aligned with legislation and internal policy and practices.
<p>Business Advisory (external market activity)</p>	<ul style="list-style-type: none"> • Develop sound business acumen and technical knowledge that is valuable to the client. • Establish client relationships in order to create new work. • Provide support to clients on the use and/or implementation of any people-related software or systems that the firm may act as vendor for. • Involvement in the firm's business development activities.
<p>Professionalism</p>	<ul style="list-style-type: none"> • Remain technically up to date and abreast of any changes in legislation through active participation in training and self-development. • Works to the highest standard of professional ethics
<p>Health, Safety and Wellbeing</p>	<ul style="list-style-type: none"> • Maintain all policies and procedures to comply with statutory requirements. • Manage hazard identification and management practices. • Liaise with Health & Safety Committee. • Develop and monitor safe and healthy work practices. • Liaise with Occupational Health & Safety Nurse, monitor effectiveness of one-off programmes.
<p>Communication</p>	<ul style="list-style-type: none"> • Communication is professional and appropriate, both internally and externally. • All written and verbal communication is clear and concise. • Documentation and emails are correctly maintained on SharePoint • Feedback is given and received constructively.
<p>Performance Development Review (PDR)</p>	<ul style="list-style-type: none"> • Active engagement with your performance development plan. • Opportunities for personal and professional development taken.

Health and Safety	<ul style="list-style-type: none"> • Comply with all Polson Higgs Health and Safety policies, procedures and current legislation • Responsible for reporting any hazard, risk or accident through the appropriate procedures
Other	<ul style="list-style-type: none"> • All other reasonable duties that are required of you

Person Specification -

Skills, Knowledge and Abilities:

- *Generalist senior HR expertise with a focus on organisational development.*
- *Demonstrable high level experience in driving organisational initiatives.*
- *Experience in the use of Microsoft Office.*
- *Excellent communication and interpersonal skills*
- *Ability to prepare quality correspondence and reports for review by Partner / Associate.*
- *Keeps up-to-date with relevant trends, shares this knowledge with others*
- *Ensures compliance with legislative requirements.*
- *Assesses risk for the firm and makes appropriate recommendations.*
- *Able to think laterally and apply ideas in a practical manner.*

Personal Attributes:

- *Excellent interpersonal skills, eg negotiation, conflict management.*
- *Expertise in information gathering, analysing and reporting.*
- *Natural orientation towards change, improvement and new ideas.*
- *Commercial acumen, operational credibility, exceptional communication skills and ability to build trusted relationships at all levels.*
- *A strong results focus, achievement orientation and ability to meet deadlines.*
- *A high level of professionalism and integrity.*
- *Critical thinking and problem solving skills.*
- *Planning and organisation.*
- *Influencing and delegation..*
- *Sets high standards of performance*
- *Has original ideas for continuous improvement*

Qualifications and Experience:

- *A relevant tertiary qualification in Human Resources Management is desirable.*
- *3-5 years experience in HR generalist role.*

Mission

Our ongoing success is grounded in the strength of our client relationships, the quality of our work and our desire to always improve and to do good by you and the wider community

Vision

To be the most respected advisor, for the strength of our work, relationships and people.