



**New Zealand Intelligence Community**

*Te Rōpū Pārongo Tārehu o Aotearoa*

[nzic.govt.nz](http://nzic.govt.nz)



# Position Description

## Senior HR Policy Advisor

<b>Business unit:</b>	People and Capability (P&C) Intelligence Community Shared Services (ICSS)
<b>Responsible to:</b>	Chief People Officer
<b>Position purpose:</b>	<p>The role of the Senior HR Policy Advisor is to provide high quality technical and operational HR policy development, advice and support to the P&amp;C team and managers in the Intelligence Community.</p> <p>The Senior HR Policy Advisor is also responsible for the design, implementation and continuous improvement of the HR policy framework within the Intelligence Community; and the on-going monitoring of the effectiveness of HR policies that reflect best practice.</p>
<b>Direct reports:</b>	Nil
<b>Financial delegation:</b>	Nil
<b>Directorate overview:</b>	<p>ICSS's vision is "Supporting and enabling the New Zealand Intelligence Community's shared outcomes through the provision of timely and trusted corporate advice and specialist services".</p> <p>The ICSS Group provides strategic leadership in the provision of corporate support to enable NZSIS and GCSB to jointly and individually deliver the outcomes as defined in the Joint Statement of Intent, joint 4 year budget plan and the strategic plans of both agencies.</p>

ICSS enables the business through alignment of its service delivery with the organisations' strategic framework and supports the achievement of mission focussed outcomes. ICSS provides effective and efficient common structures, systems and services to support high performance in NZSIS and GCSB.

The People and Capability team is organised around HR Partners having the primary relationship with people managers, and centres of expertise focused on strategy and capability, sourcing, operations and improvements, and employment relations.

**Business unit overview:** A full range of HR services are offered from the provision of high value P&C strategy development and advice feeding into long term workforce planning; specialist organisational development, learning and development, recruitment, and employment relations advice; through to process improvement and operational payroll and P&C co-ordination services.

**Remuneration indicator:** Band I

**Date evaluated:** 1 November 2017

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## GCSB mission and values

### Our mission

*Protecting and Enhancing New Zealand's Security and Wellbeing.*

### Our values

*Respect, Commitment, Integrity, Courage.*

## Functional relationships

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### External contacts:

- Other Government agencies including State Services Commission

### Internal contacts:

- Office of the Director and Senior Leadership Team members
  - People & Capability team members
  - Intelligence Community managers
  - Legal team members
  - Compliance team members
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## Objectives

The position of Senior HR Policy Advisor encompasses the following major functions or objectives:

- Provide high quality HR policy support and advice to P&C team members and NZ Intelligence Community managers
- Develop, lead, monitor and support the effective development, implementation and regular review of HR policies, and contributing to other organisational policies where required
- Provide advice to the development of procedures, tools and systems that support current HR policies
- Undertaking effective stakeholder engagement and relationship management
- Working effectively and constructively across the entire P&C team, ensuring effective sharing of relevant information and a high level of communication
- Undertaking other duties and projects as required

The requirements in the above objectives are broadly identified below:

<b>Jobholder is accountable for:</b>	<b>Jobholder is successful when:</b>
<p><u>Provide high quality HR policy support and advice to P&amp;C team members and managers</u></p> <ul style="list-style-type: none"> <li>Coaches, mentors and supports the P&amp;C team and managers in HR policies and their application</li> </ul>	<ul style="list-style-type: none"> <li>P&amp;C team members and managers are aware of HR policies and successful application of HR policy intent</li> </ul>
<p><u>Develop, lead, monitor and support the implementation and regular review of HR policies, and contributing to other organisational policies where required</u></p> <ul style="list-style-type: none"> <li>Development and implementation of HR policies that are relevant, up to date, reflect best practice and the current legislative environment; and support the strategic direction of the Agencies</li> <li>Develop and implement a HR Policy framework that supports the strategic direction of the Agencies and reflects best practice</li> <li>Provide input to the development of other organisational policy, including sitting on governance groups, as required</li> </ul>	<ul style="list-style-type: none"> <li>HR policies are implemented with a clear linkage and support to overall business strategy</li> <li>Seamless and successful introduction of HR policies across the Agencies</li> <li>A robust HR policy framework is in place that aligns with HR best practice and the Agencies strategies</li> </ul>
<p><u>Provide advice to the development of procedures, tools and systems that support current HR policies</u></p> <ul style="list-style-type: none"> <li>Supports the development of resources and systems that align with HR policies</li> </ul>	<ul style="list-style-type: none"> <li>Successful implementation and on-going continuous improvement initiatives of HR systems, procedures and tools that align with current HR policies and framework</li> </ul>
<p><u>Undertaking effective stakeholder engagement and relationship management</u></p> <ul style="list-style-type: none"> <li>Demonstrates commitment to fostering relevant engagement at all levels of the Agencies and within P&amp;C</li> </ul>	<ul style="list-style-type: none"> <li>Key stakeholders feel engaged in HR policy initiatives and supported in their business</li> </ul>

- Develops and maintains effective working relationships with key internal and external stakeholders, acting in a manner which is consultative, non-territorial and collegial
- Effectively communicates with the P&C team to work in synchronisation with P&C as a whole, and other parts of the business
- Develops and maintains strong internal and external networks in order to keep them informed and share knowledge
- Effective and productive relationships are built and maintained throughout the business, at the right level of influence
- P&C is viewed as joined up/connected from a stakeholder perspective
- Learnings are effectively communicated and shared across functions to facilitate continuous improvement within P&C and the wider organisation

Working effectively and constructively across the entire P&C team, ensuring effective sharing of relevant information and a high level of communication

- The entire P&C team is appropriately informed and communicated with on areas of relevance to their work

Undertaking other duties and projects as required

- Completes to a high quality and in a timely manner all other duties which are requested, including participation in P&C projects
- Participates effectively as a P&C team member

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Precise performance measures for this position will be developed in discussion between the jobholder and manager as part of the performance development and review process. It is also expected that you will undertake other duties that can be reasonably be regarded as relevant to the position, your experience and capability.

## Person specification

*This section is designed to capture the expertise required for the role at the 100% fully effective level. (This does not necessarily reflect what expertise the current jobholder has.) This may be a combination of knowledge, experience, key skills, attributes, job specific competencies, qualifications or equivalent level of learning.*

### Qualifications

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#### Essential:

- A business or HR degree, or qualification in a relevant discipline such as operational or public policy, or an equivalent level of relevant knowledge and experience
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#### Desirable:

### Knowledge/experience

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#### Essential:

- Significant experience in the development and delivery of policy and operational policy documents
  - Proven experience in leading and developing successful future focused policies, including a policy framework
  - Experience operating at a strategic level in a medium sized organisation
  - Proven relationship management experience, including the ability to establish and maintain effective working relationships across all levels of an organisation
  - Excellent facilitation and presentation skills
  - Proven ability to engage and influence people
  - Ability to develop clear, actionable steps from the overall strategy
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#### Desirable:

### Personal attributes

- Self-motivated with excellent planning and organisational skills; and the ability to prioritise tasks to meet deadlines and effectively manage changing priorities
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- Professional customer orientation with a strong commitment to provide a high standard of customer service
- Demonstrated problem-solving skills with the ability to think strategically and laterally to make effective recommendations
- Proven ability to work independently using sound judgement and initiative
- Proven ability to work collectively as part of a team to achieve successful outcomes
- Ability and willingness to travel outside of the Wellington area, when required
- Skilled in the use of the Microsoft Office suite of applications, particularly Excel, Word, Outlook
- Agile, adaptable and flexible
- Demonstrated high levels of integrity and an ability to obtain and maintain a TSS security clearance

## Changes to position description

Positions in the GCSB may change over time as the organisation develops. Therefore we are committed to maintaining a flexible organisation structure that best enables us to meet changing market and customer needs. Responsibilities for this position may change over time as the job evolves. Such change may be initiated as necessary by the manager of this position. This position description may be reviewed as part of planning for the annual performance cycle.

## Health and safety

GCSB is committed to providing a healthy and safe work environment and management practices for all employees. Employees are expected to share this commitment as outlined in the current Health and Safety legislation by taking all practicable steps to ensure:

- a. The employee’s safety while at work; and
- b. That no action or inaction of the employee while at work causes harm to any other person.

## Knowledge management

Employees are responsible for ensuring that all business records created are accessible and stored in the correct manner according to GCSB record keeping policy, standards, and procedures.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Manager: \_\_\_\_\_

Date: \_\_\_\_\_