



**Our Vision:** People who experience mental illness and addictions living well.

**Our Mission:** To contribute positively to the recovery of people who experience mental illness and addictions through the provision of quality community services, social housing and by supporting mental health sector development.

## Job Description

**Title:** HR and Safety Advisor

**Location:** Christchurch

**Reports to:** GM People and Capability

### Main Purpose of the Function:

The purpose of the People & Capability function is to provide HR services and advice at a strategic, governance and operational level. The function is accountable for core HR deliverables that include capability and development; standards and policy setting and monitoring; compensation; health, safety and wellbeing; employee relations; HR systems, data and analytics; and employee life cycle management. The function is also accountable for organisation and culture development. The function ensures best practice HR processes, practices and systems are in place and implemented across the Organisation.

### Main Purpose of the HR and Safety Advisor Position:

Reporting to the GM People and Capability, the purpose of the HR and Safety Advisor position is to support the People and Capability function to achieve the People and Capability objectives.

The HR and Safety Advisor works in partnership with Managers and Team Leaders providing senior-level expertise and technical guidance in a range of HR and Safety related areas such as employment relations, Health and Safety, recruitment and selection, training and development, remuneration, change management, HRIS assistance, and reporting and effective implementation of HR policies, procedures and best practice.

The HR and Safety Advisor will be integral in Comcare's Health, Safety and Wellbeing framework, policy and programmes providing assurance of compliance through monitoring, reporting, and implementing initiatives that achieve improvement of Health, Safety and Wellbeing obligations for Comcare

### Functional Relationships:

Internal	External
GM People and Capability	External Suppliers and Contractors
CE and ELT	Auditors
Functional Line Managers	Union Partners
Team Leaders	WorkSafe
All Staff	ACC



	NGO Groups
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**Authorities:** As per delegated authorities' policy




Functions	Key Responsibilities
Human Resource Functions	<ul style="list-style-type: none"> <li>• Promote excellent “good employer” practices and policies.</li> <li>• Ensure efficient and effective HR processes, procedures and systems are in place (ER, Recruitment, Performance Management, Remuneration) in line with the People and Capability function and respective employment legislation.</li> <li>• Oversee the provision of HR advice and assistance to functional line managers and Team Leaders on matters relating to:               <ul style="list-style-type: none"> <li>○ employment relations and legislation</li> <li>○ recruitment</li> <li>○ change management.</li> <li>○ people management</li> <li>○ performance management</li> <li>○ training and development</li> </ul> </li> <li>• Ensure the organisation is compliant with employment law and other relevant legislation relevant to HR.</li> <li>• Drive and administer HR projects and initiatives in collaboration with the GM People and Capability.</li> <li>• Provide oversight of the HR administration and documentation to ensure the organisation meets legislative and policy guidelines/compliance.</li> <li>• Ensure the secure storage of accurate, centralised and cohesive employee records.</li> </ul>
Health, Safety and Wellbeing	<ul style="list-style-type: none"> <li>• Lead health and safety initiatives, ensuring a proactive approach to Health and Safety risk management and compliance with Health and Safety legislation.</li> <li>• Facilitate Health and Safety committee meetings, fostering engagement and accountability</li> <li>• Support the design, development and implementation of Comcare-wide health, safety and wellbeing initiatives and projects.</li> <li>• Monitor, report, and provide advice on health and safety performance and compliance</li> <li>• Ensure safety procedures and policies are being followed throughout the organisation.</li> <li>• Hold positive relationships with WorkSafe, ACC and other related external stakeholders</li> <li>• Ensure accidents, incidents and hazards in the workplace are investigated and remedial actions are carried out in a timely manner.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure Health and Safety Reps are appropriately trained and have clearly defined roles and responsibilities.</li> <li>• Ensure relevant changes in Health and Safety legislation, regulations and codes of practice are understood.</li> <li>• Use quantitative and qualitative people data to identify health and wellbeing trends and priorities.</li> <li>• Support the development of approaches which meet the wellbeing needs of employees.</li> </ul>
Employment Relations	<ul style="list-style-type: none"> <li>• Support and coach Managers/Team Leaders to navigate through change and dispute resolution management, including facilitating resolutions.</li> <li>• Provide advice on employment relations and ensure compliance with New Zealand employment laws.</li> <li>• Proactively engage with Managers and Team Leaders to support them to and resolve employee related cases and issues. e.g. performance improvement, disciplinary matters, health and wellbeing concerns, disputes.</li> <li>• Advise and coach managers to actively create a positive work culture</li> <li>• Provide Managers and Team Leaders practical and relevant support across the full range of people related strategies in line with applicable employment agreements, and related employment legislation.</li> <li>• Ensure advice to Managers and Team Leaders is based on relevant employment legislation, case law and recent studies</li> <li>• Build and maintain effective working relationships with Union Officials and delegates.</li> </ul>
Recruitment and Retention	<ul style="list-style-type: none"> <li>• Accountable for Employee Lifecycle Management: Oversee recruitment, onboarding, offboarding, and employment changes, ensuring processes are efficient and compliant.</li> <li>• Ensure Comcare has an effective induction and orientation programme in place for staff that is updated regularly to meet organisational needs.</li> <li>• Ensure end to end recruitment lifecycle data is captured and interpreted, including exiting staff, to inform continuous improvement.</li> </ul>
Learning and Development	<ul style="list-style-type: none"> <li>• Support and contribute to the development and delivery of a range of HR training and development programmes for staff to meet both current and future capability requirements.</li> <li>• Support the implementation of a learning and development strategy and framework to meet current and future organisational requirements and support staff to develop skills that will serve them well.</li> <li>• Measure and report on learning investment and outcomes.</li> <li>• Contribute to the selection and contracting of external training programmes and consultants.</li> </ul>



HR Analytics and Reporting	<ul style="list-style-type: none"> <li>• Maintain HR dashboards and reports to track key metrics such as employee engagement, turnover, and performance.</li> <li>• HRIS Administration: Maintain and update the HRIS, ensuring data accuracy and integrity.</li> <li>• Data Analysis: Analyse HR data to identify trends and provide insights.</li> <li>• Maintain accurate HR and H&amp;S records</li> <li>• Policy and Compliance: Assist in developing, reviewing, and implementing employment policies aligned with relevant laws and regulations.</li> </ul>
Change Management	<ul style="list-style-type: none"> <li>• Support change management processes, ensuring compliance and mitigate risk.</li> <li>• Assist in the development of programmes to support staff and teams to adapt to new ways of working ensuring leaders and staff have the skills and capacity to adapt to change, ensure everyone understands the change and how this may impact on everyday work.</li> </ul>
Performance Management	<ul style="list-style-type: none"> <li>• Support the continued implementation of an effective organisation wide Performance Management System.</li> <li>• Support the coordination of the annual Performance Management Review process.</li> </ul>
Reward and Recognition	<ul style="list-style-type: none"> <li>• Support the Administration of the Remuneration Review process.</li> <li>• Provides subject matter expertise on job evaluation and remuneration advice to Managers and Team Leaders.</li> </ul>
Workforce and Organisational Development	<ul style="list-style-type: none"> <li>• Assist in workforce planning to prepare for the current and future capability needs.</li> <li>• Contribute to projects as aligned to the people and capability strategy and deliverables.</li> <li>• Keep abreast of internal and external factors which may impact on the workforce/ employment model/ staff engagement and workplace culture.</li> <li>• Assist in the development and implementation of a competency framework that clearly outlines the competencies Comcare requires, including cultural competence.</li> <li>• Support key cultural and engagement interventions to align culture with organisational goals.</li> <li>• Promote diversity, equity, and inclusion practices, ensuring these are embedded in all aspects of people and capability delivery.</li> </ul>
Stakeholder Management	<ul style="list-style-type: none"> <li>• Identify and build strong and collaborative relationships with partners, and stakeholders. In particular relationships with:             <ul style="list-style-type: none"> <li>○ Union partners</li> <li>○ Recruitment agencies</li> <li>○ WorkSafe</li> <li>○ ACC</li> </ul> </li> </ul>

Honouring te Tiriti o Waitangi	<ul style="list-style-type: none"> <li>• Promote diversity, enhancing understanding on inclusion issues and embedding Te Tiriti o Waitangi principles into integrated frameworks, policy, process, and practice to enable Comcare to deliver on its foundational strategic aim.</li> <li>• Develop approaches for partnering with mana whenua, Māori with lived experience of mental health and addiction services and their whanau.</li> </ul>
Development	<ul style="list-style-type: none"> <li>• Actively participate in professional development to meet identified learning needs that promote and support excellent performance in the position,</li> <li>• Over time employees will, through the natural process of gaining confidence in their ability and understanding of the systems, operate more quickly and efficiently in the job they hold. This will free up time that could be used to develop and enhance their skills, knowledge and abilities. As a consequence of this, and because Comcare is interested in developing each employee to their full potential, each employee will from time to time be asked to take on extra duties that are designed to upgrade their skills, knowledge and abilities.</li> </ul>
General Health and Safety	<ul style="list-style-type: none"> <li>• Proactively support and follow our Health and Safety programmes, Policies and Procedures,</li> <li>• Ensure services are delivered in line with Comcare's Health and Safety Policies and Procedures,</li> <li>• Ensure the Wellbeing of Comcare's clients, tenants and staff are at the forefront of any decision taken,</li> <li>• Assess and mitigate and manage risk, including no cultural harm,</li> <li>• Ensure accidents and incidents in the workplace are reported in a timely manner and any required appropriate actions/controls are identified and implemented to prevent recurrence.</li> </ul>
Anei ā mātou whanonga pono / Our Values	 <p><b>We Statement</b> 'We offer a safe space to enable tāngata whaiora to find their own empowerment and support them to be leaders of their own journey.'</p>
	 <p><b>We Statement</b> 'We take a person-centred approach and nurture a sense of belonging through shared experiences and strengthening ties between whānau and communities.'</p>

	 <p><b>We Statement</b> ‘We ensure that our mahi reflects a mana enhancing approach to strengthen hope for tāngata whaiora, with aroha, respect, integrity and trust.’</p>
	 <p><b>We Statement</b> ‘We support the mana of each other through respect, collaboration and communication.’</p>
	 <p><b>We Statement</b> ‘We protect and preserve taonga for whānau and generations to follow.’</p>

This Job Description is intended to describe the duties/responsibilities that the staff member will be expected to undertake in this position. It should not be considered as a complete and exhaustive list of all responsibilities, duties, or skills required of the position holder. From time to time, the position holder may be required to perform duties outside of their normal responsibilities as needed. This job description will be reviewed regularly in order for it to continue to reflect the changing needs of Comcare.

Person Specification
<p><b>Qualifications/Background:</b> Degree level qualification in Organisation Psychology, Human Resources, or related field or the equivalent expertise gained through experience.</p> <p>New Zealand specific Health and Safety qualifications/certifications or the equivalent expertise gained through experience.</p> <p><b>Experience / Knowledge / Skills:</b></p> <ul style="list-style-type: none"> <li>• Demonstrated operational HR experience and knowledge across generalist HR practices, including recruitment, employment relations, learning and development and HR analytics.</li> <li>• Detailed knowledge and understanding of the requirements of the Health and Safety at Work Act 2015.</li> <li>• Experienced in Health &amp; Safety management with the ability to promote workplace safety standards and ensure compliance with health and safety policies and processes.</li> <li>• A thorough understanding of health and safety legislation and related risk management</li> </ul>



- Adept in leading Health and Safety incident investigations and ensuring thorough follow-through
- Skilled in leading health and safety committee meetings and supporting staff engagement
- Experience in injury management and return to work
- Confident working with HR systems, software applications such as Microsoft Office Suite and know how to utilise data, e-learning tools, and web technology.
- Proven experience in HR analytics and people reporting with the ability to analyse HR data, identify trends, and make recommendations.
- Able to build relationships with Union officials and delegates and have prior experience with negotiations.
- Change management experience
- Strong self-management and organisational abilities, adept at prioritising tasks, problem-solving, and meeting deadlines.
- Excellent communication skills, both written and verbal, allowing you to work with people from different fields, cultures, and positions in the organisation.
- Excellent interpersonal skills, confident speaking to groups.
- Ability to produce quality correspondence, reports, proposals, and presentations.
- Experience in advocating for and supporting the inclusion of Te Tiriti o Waitangi practices, te reo, tikanga, and Mātauranga Māori in the workplace.
- Skilled in supporting the development of policies and procedures

**Desirable:**

- Experience with Strategic Pay or other job evaluation and remuneration systems.
- Experience of Tikanga Māori process.
- Experience in Not for Profit or Health Sector type organisation.

**Date: February 2025**

**Signed by:**

**Date:**

<b>Employee:</b>		
<b>Employer:</b>		