



# Allied Press Limited

**Vision:** *Allied Press will continuously enhance its position as a quality Media Group.*

**Motto:** *“Optima Durant” – Quality Endures*

POSITION DESCRIPTION	
Job Title	HR Advisor/Generalist
Tenure/Hours	Full time - 40 hours – Monday to Friday
Responsible to	Chief Executive Officer
Delegations	As per Allied Press Ltd HR and Financial delegations’ policy.
Position purpose	The main function of this position is to provide high quality, professional human resources advice to managers and staff across the Allied Press Limited group of businesses, build people capability and implement best practice HR principles.
Date	April 2024

## THE ROLE OF ALLIED PRESS LTD

Allied Press is a media company with interests in daily and community newspapers, regional television station, websites, rental properties and commercial print operations. The company is based in Dunedin and has newspapers across Canterbury, Otago and Southland, and the West Coast, along with print operations in Dunedin, Greymouth, and Alexandra.

The company is dedicated to not only providing comprehensive news and advertising coverage, but also to supporting a wide range of community projects and services.

## FUNCTIONAL RELATIONSHIPS

It is a key responsibility that relationships must be developed and maintained in such a way as to bring about a positive and respectful response from those the team member liaises with.

External to Allied Press Ltd	Internal to Allied Press Ltd
<ul style="list-style-type: none"><li>Members of the Public</li></ul>	<ul style="list-style-type: none"><li>Managers and other Allied Press employees</li></ul>
<ul style="list-style-type: none"><li>HR Consultants, Recruitment Agencies, associated businesses and HRIS providers.</li></ul>	<ul style="list-style-type: none"><li>Health and Safety Committee Chairman and members</li></ul>
<ul style="list-style-type: none"><li>Otago Southland Employers Association</li></ul>	<ul style="list-style-type: none"><li>HR and Health and Safety Advisory team</li></ul>
<ul style="list-style-type: none"><li>Legal fraternity</li></ul>	<ul style="list-style-type: none"><li>Payroll</li></ul>
<ul style="list-style-type: none"><li>Etu Union</li></ul>	

## KEY RESULT AREAS

The position of **HR Advisor/Generalist** encompasses the following major functions or key result areas:

- Providing high quality, professional and responsive generalist HR advice to managers and staff across designated business units.
- Working with managers to help build leadership capability.
- Developing and delivering a range of training and development programmes to support staff professional growth.

The requirements in the above Key Result Areas are broadly identified below:

YOU ARE ACCOUNTABLE FOR	YOU ARE SUCCESSFUL WHEN
<b>HR Advisory</b>	
Ensuring that the business meets all legislative requirements under the Employment Relations and other associated Acts through the provision of high-quality compliance and reporting services.	<ul style="list-style-type: none"> <li>▪ Documentation is completed in accordance with company requirements, is accurate and provided within agreed timelines for turnaround.</li> <li>▪ You ensure that terms and conditions offered are consistent with staff in similar roles and anomalies are discussed with your manager.</li> <li>▪ Employee Staff turnover statistics are complete, correctly analysed, are robust and provide clear information as to risk areas and trends.</li> </ul>
Providing guidance to managers and staff on general HR matters.	<ul style="list-style-type: none"> <li>▪ You work within the boundaries of your own professional knowledge and seek guidance from your manager as required.</li> <li>▪ You remain current with changes in Employment and Health and Safety legislation.</li> <li>▪ Managers report that you are supportive, informative and provide information and tools that can be effectively translated into practice thus building their confidence and capabilities.</li> </ul>
Working with managers and their teams to build team member capability.	<ul style="list-style-type: none"> <li>▪ Manager confidence in front footing people related development initiatives is enhanced.</li> <li>▪ You are regarded as a trusted partner by managers within your areas of responsibility.</li> <li>▪ Improved understanding of the role of HR is evident through discussions with staff and managers.</li> </ul>
<b>Employment and Industrial relations</b>	
Keeping abreast of changes in employment, health and safety legislation, and how it may impact on employer obligations.	<ul style="list-style-type: none"> <li>▪ Managers are appraised of changes in legislation in a timely, informative, and user-friendly manner.</li> <li>▪ Legislation changes are actioned accordingly with all relevant internal documentation updated.</li> </ul>
Supporting people leaders with investigatory, disciplinary and performance process meetings.	<ul style="list-style-type: none"> <li>▪ Prepared correspondence is comprehensive, factual and timely.</li> <li>▪ Managers report increased confidence over time in leading and managing performance and disciplinary processes.</li> <li>▪ Managers report that they have been well supported by their Advisor.</li> </ul>
Assisting internal bargaining teams with preparation for bargaining.	<ul style="list-style-type: none"> <li>▪ Required documentation is prepared in accordance with legal obligations and actions implemented promptly.</li> </ul>
<b>Recruitment, On-boarding and Induction</b>	
Providing support and guidance to managers on best practice	<ul style="list-style-type: none"> <li>▪ Managers are well prepared and confident in leading</li> </ul>

YOU ARE ACCOUNTABLE FOR	YOU ARE SUCCESSFUL WHEN
recruitment and selection enabling sound recruitment decisions.	recruitment and selection processes.
Ensuring that new employees within your portfolio areas are inducted and on-boarded effectively.	<ul style="list-style-type: none"> <li>▪ New employees report positive onboarding experiences.</li> <li>▪ Initial three-month probationary reports are completed by managers and changes implemented to strengthen employee experiences where required.</li> <li>▪ You follow up with new employees during their early months to ensure that their support needs are met.</li> </ul>
<b>Remuneration and reward; Performance and Development</b>	
Assisting with the annual remuneration review process.	<ul style="list-style-type: none"> <li>▪ Managers are provided with details of all staff due for their annual performance review.</li> <li>▪ Correct documentation on remuneration level adjustments is completed and actioned promptly in discussion with Payroll.</li> <li>▪ Employees and managers understand the process and are confident to lead performance and development review discussions.</li> <li>▪ You prepare professional correspondence advising individual staff and CEA members of adjustments to remuneration.</li> <li>▪ You prepare regular reports on outstanding reviews and work proactively with managers to close these out.</li> </ul>
<b>Training and Development</b>	
Preparation and delivery of training and development materials on a wide variety of topics designed to strengthen people capability and performance.	<ul style="list-style-type: none"> <li>▪ Managers report increased confidence in addressing people related matters.</li> <li>▪ Presentations are succinct, relevant and engaging as reported by participants.</li> </ul>
<b>Policies and Procedures</b>	
Contributing to the successful development, implementation, and review of new and existing HR and Health and Safety policies and procedures ensuring they reflect best practice.	<ul style="list-style-type: none"> <li>▪ There is evidence of a solid level of research on policy topics prior to draft policy and procedure development.</li> <li>▪ You work collaboratively with managers and unions to ensure the successful implementation and communication of policies across the business.</li> <li>▪ Policies and procedures are reviewed in accordance with review schedule.</li> </ul>
<b>HR Metrics and reports</b>	
Working with the wider HR team to prepare, analyse and report on employee turnover, remuneration review processes; recruitment trends, Health & Safety incidences and other data as may be required from time to time.	<ul style="list-style-type: none"> <li>▪ Reports are produced, analysed and professionally presented in accordance with agreed timelines.</li> <li>▪ Trends are monitored and areas of concern are highlighted along with proposed solutions.</li> <li>▪ Managers are provided with information that enables them to make informed decisions regarding the management of their staff in relation to leave planning, overtime, remuneration reviews, and absenteeism.</li> <li>▪ Reports requested by the HR and H&amp;S Manager are provided promptly, accurately, and professionally.</li> <li>▪ There is confidence as to the accuracy of the reports.</li> </ul>
<b>Training and development</b>	

YOU ARE ACCOUNTABLE FOR	YOU ARE SUCCESSFUL WHEN
Development and delivery of internal training designed to support the growth and development of both managers and staff.	<ul style="list-style-type: none"> <li>▪ Managers report an increased level of awareness, understanding, and confidence in leadership capabilities.</li> <li>▪ A comprehensive training plan for managers and staff is prepared, implemented, actioned, and monitored.</li> </ul>
Ensuring that current training and certifications are updated prior to expiry.	<ul style="list-style-type: none"> <li>▪ You maintain up to date training and certification records for staff.</li> <li>▪ Managers are advised of impending certification expiry dates and refreshers/new certifications organised.</li> </ul>
<b>Team work</b>	
Working together as part of a team to meet the requirements of your role.	<ul style="list-style-type: none"> <li>▪ You are willing to share your knowledge, experience and ideas for the benefit of the team and wider business.</li> <li>▪ Your communication with others is open, honest and considerate.</li> <li>▪ You demonstrate initiative and commitment to team objectives, actively participating in group activities.</li> <li>▪ You are open and receptive to change.</li> </ul>
<b>Professional Development – self</b>	
Identifying areas for personal and professional development.	<ul style="list-style-type: none"> <li>▪ Your training and development needs are discussed with your manager on an annual basis as part of your annual performance and development review.</li> <li>▪ You take personal responsibility for gaining and applying new skills.</li> </ul>
<b>Other Duties</b>	
From time to time you may be required to undertake duties in addition to those outlined but which fall within your capabilities and experience.	<ul style="list-style-type: none"> <li>▪ You respond positively to requests for assistance in own and other areas, demonstrating adaptability, and willingness.</li> </ul>
Looking for opportunities to improve systems, processes, and work practices – both within your own areas of responsibility and the organisation as a whole.	<ul style="list-style-type: none"> <li>▪ You suggest new ideas and make refinements to systems, processes, and work practices within your own role, and make suggestions for improvement to the organisation as a whole.</li> </ul>

NOTE: The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between you and your manager as part of the performance development process.

**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 the current job holder has). This may be a combination of knowledge/experience, qualifications, or equivalent level of learning through experience or key skills, attributes, or job specific competencies.

	Essential	Desirable
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>Undergraduate degree/Diploma in Human Resources or Business (with a major in HR) or desire to work towards same.</li> </ul>	<ul style="list-style-type: none"> <li>Full NZ Driver’s licence.</li> </ul>
<b>Knowledge, Skills and Experience</b>	<ul style="list-style-type: none"> <li>At least two to three years full time equivalent experience working as an HR Advisor in a generalist capacity.</li> <li>Has knowledge of current HR and Health and Safety legislation.</li> <li>Excellent verbal and written communication skills.</li> <li>A high level of attention to detail.</li> <li>A high degree of competence in the use of Microsoft Office Programs including Word, Excel, and PowerPoint.</li> <li>A high level of organisation and ability to prioritise.</li> </ul>	<ul style="list-style-type: none"> <li>Database experience.</li> <li>Competent user of social media platforms.</li> <li>Member of HRNZ.</li> <li>Previous experience working in a unionised environment.</li> <li>Confidence in designing/delivering staff training workshops</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Dependable, honest, and ethical.</li> <li>A good level of personal judgment and initiative.</li> <li>Is calm under pressure.</li> <li>Acts with discretion at all times.</li> <li>Understands and applies the professional ethics as it relates to HR.</li> <li>Adaptable and flexible – open to change (positive or negative).</li> <li>Independent – able to prioritise work effectively – developing one’s own ways of doing things; guiding oneself with little or no supervision, and depending on oneself to get work done.</li> <li>Cooperative - job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.</li> <li>Focused on going the extra mile to help meet customer requirements.</li> <li>Proactive in looking for ways in which to improve service delivery and in sharing ideas.</li> </ul>	

**CHANGES TO POSITION DESCRIPTION**

From time to time it may be necessary to consider changes to the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. This Position Description may be reviewed as part of the preparation for your annual performance review.

Acknowledged/Accepted:

.....  
Employee

.....  
Date

.....  
Manager

.....  
Date