

POSITION DESCRIPTION

Position	Senior Human Resources Business Partner
Team	Human Resources Team
Reports to	Chief People Officer
Group	Strategy and Corporate
Date	1 September 2017

Crown Law Overview

Crown Law provides legal advice and representation services to the government in matters affecting the executive government. The services provided include matters covering judicial review of government actions, constitutional questions including Treaty of Waitangi issues, the enforcement of criminal law and the protection of revenue. Crown Law also administers the prosecution process in the criminal justice system, in particular, trials on indictment before juries and provides leadership to several Government networks.

Crown Law's purpose is summarised in the following statements:

- **Legal experts:** We are experts in public, criminal, constitutional and Treaty of Waitangi law; enabling Government to pursue its policy objectives according to law.
- **Kaitiaki of the rule of law:** We support the Law Officers (the Solicitor-General and Attorney-General) to determine the Crown's view of the law.
- **System leaders:** We provide leadership for the networks of Crown Solicitors, public prosecuting agencies and in-house Government lawyers.

Crown Law's vision is to provide collaborative, indispensable, legal service.

Role context

The Strategy and Corporate Group is responsible for leading the development, and supporting the implementation, of Crown Law's organisational strategy through the delivery of specialist services. These services include human resources, finance, organisation performance, legal support and facilities and information and research.

Primary Purpose of Position

The role of Senior Human Resources Business Partner reports to the Chief People Officer who has the leadership responsibilities for all people matters and culture at Crown Law.

Crown Law consists of a Strategy and Corporate Group and three Legal Groups. The purpose of this role is to partner with and contribute to the leadership of the assigned business group or groups and assigned teams by providing operational HR advice, identifying opportunities and driving activities that improve business outcomes. Fundamental to the success of the role is the provision of timely, grounded professional advice and services to those within Crown Law with people accountabilities, sensibly contextualised to their needs.

As a senior business partner, the primary purpose of the role is to ensure that managers are effectively supported with their HR needs. They are the 'go to' person for managers and staff on people issues, providing trusted advice and support across a broad range of HR matters and connecting to specialist resources (including the Chief People Officer and the other Senior Human Resources business partner) as needed.

In addition, each of the two business partner roles will have portfolio lead responsibilities in some of the following areas;

- Leadership and learning and development programmes
- Work environment initiatives
- Staff engagement surveys and action initiatives
- People capability / career management
- Health and safety
- Remuneration
- Policy development.

Where the Senior Human Resources Business Partner has a portfolio lead responsibility, they will lead and drive the processes, and process improvements, necessary to ensure Crown Law advances its people needs consistent with the People Strategy. The two business partners will be expected to work together very closely, providing back-up and support for when the other is away, and contributing their portfolio expertise for the overall good of Crown Law.

Key Accountabilities

The job holder will:

- Provide timely, accurate, best practice advice and first point of call advice to managers across a broad range of workplace relations and people matters – including workforce planning, recruitment, induction, employment relations, remuneration, recognition and reward, Health and Safety, leadership development, training opportunities and change management. Ensure managers are supported in all their HR needs.
- Build effective relationships with managers so as to influence managers in the execution of their staff responsibilities. Work with managers to provide timely, proactive and responsible solutions to assist them to develop and maintain an effective people management and leadership environment within their area of responsibility.
- As determined by the Chief People Office, have lead responsibility for particular areas of HR

practice, such as induction, remuneration, leadership development, training, and health and safety. This may include facilitation of workshops, presentations and training sessions for specific teams or groups.

- Work closely with the other Senior Human Resources Business Partner, including providing back-up and support as needed, to ensure managers are fully supported and a seamless service is provided to Crown Law.
- Advise and support/coach managers in the delivery of their obligations relating to employment legislation, Crown Law policy and employment agreements, providing timely advice and seeking expert opinion, including from the other Senior Human Resources Business Partner and the Chief People Officer, as required.
- Diagnose HR related organisational culture, capability and performance issues/opportunities, and develop initiatives and action plans to support and effect change.
- Keep abreast of external factors which may impact on the workforce/HR strategy/ employee engagement and culture.
- Improve HR understanding and lift capability of those who manage staff.
- Access expertise from specialists to ensure that the advice, support and solutions provided to managers are considered best practice and consistent with organisational policy and direction.
- Influence and advise on best practice and approach, and how best practice can be used and adapted to best fit the Crown Law culture and environment.
- Monitor the impact of new initiatives and programmes post-implementation to ensure desired outcomes are achieved.
- Contribute as a key project team member to a wide range of organisational projects or portfolios to ensure that people issues are recognised and acknowledged.
- Work effectively, collaborate and communicate with other members of the HR team and Strategy and Corporate teams to ensure that the work of HR is integrated and co-ordinated, and meets the needs of Crown Law managers seamlessly.
- Collaborate and engage with the wider HR team to ensure the Crown Law People Strategy is achieved and to ensure the HR team is cohesive, works closely together and supports each other with advice, information and assisting with the overall workload.
- Complete or assist with any other duties consistent with the position required from time to time by the Chief People Officer.

Key Working Relationships

Internal:

- Deputy Chief Executive
- Group management teams
- All other business groups relating to Portfolios

External:

- Other government agencies
- Public Service Association delegates
- Providers of HR products, services and systems

Person Specification

- At least 5 years' experience in human resources preferably with a strong generalist background.
- A tertiary qualification and professional achievement in business or human resources management or related discipline.
- Experience in working in partnership with other leaders to build strong and successful organisations
- Sound knowledge of current HR principles, best practice in at least four of the following areas: employment relations, recruitment and selection, remuneration, performance management, change management, organisational development, professional learning and development, and health and safety.
- Excellent interpersonal, written and oral communication and presentation skills.
- Excellent skills in relationship building, influencing, persuading, coaching and negotiating.
- Strong skills in planning, organisation, prioritising

Expectations of all Staff

- lend a hand when others need help
- be conscientious
- be resilient
- keep yourself informed about what is going on
- get involved with organisation events

CROWN LAW STRATEGY

MISSION

/ present

VISION

/ future

