

Enatel

Position Description

Position: Senior People & Capability Advisor

Department: People & Capability

Reports to: Director, People & Capability

The key purpose of the Senior People & Capability Advisor is to provide People & Capability support to the business in order to effectively manage risk, enhance the capability of people resources in order to achieve Enatel's strategic objectives. The role provides comprehensive guidance to managers on all People & Capability related matters, including employment relations, compliance, employment law, health and safety.

Key tasks may include, but are not limited to:

- General People & Capability advice and support. A knowledge of People & Capability legislation such as the ERA, HSAW, Holidays Act and related legislation is required.
- Review and draft policy documents, employment agreements, ensuring they are accurate and produced within agreed timeframes.
- Assist with the Enatel recruitment programme as required, primarily focused on organisational capability and senior recruitment.
- Overseeing the performance management programme, including SMART goals, competencies, professional development planning and performance improvement plans.
- Prepare People & Capability reports and provide analysis of People & Capability trends/information and their organisational implications. Provide reports and recommendations to the senior leadership team and IDEAL Industries (Parent Company) accordingly.
- Support managers in developing learning and capability in staff management through in-house Enatalent training, external training and customised Professional Development Plans (PDPs).
- Help the People & Capability Team deliver staff training seminars and workshops.
- Prepare and analyse surveys - such as employee engagement and salary surveys.

Health & Safety:

- Experience with Health and Safety legislation, policy writing and compliance.
- Ensure all Health, Safety & Wellbeing policies and procedures are followed, with all tasks completed in a safety conscious manner.
- Adhere to all health and safety policies whether at our Christchurch premises or elsewhere.
- Assist with H&S internal and external audits.

General:

- Uphold the Enatel company values.
- Perform any other tasks as required by your manager and/or the business.
- Contributes to the achievements of department goals and objectives.

Environmental:

Enatel is committed to minimising the environmental impact of our operations and products.

- Ensuring Environmental policies and processes are followed.

Key Relationships:

Internal	External
<ul style="list-style-type: none"> • People & Capability Manager 	<ul style="list-style-type: none"> • Training Partners
<ul style="list-style-type: none"> • Senior Leadership Team 	<ul style="list-style-type: none"> • Training Providers
<ul style="list-style-type: none"> • All Enatel Employees 	<ul style="list-style-type: none"> • Recruitment Agencies
<ul style="list-style-type: none"> • People & Capability Team 	<ul style="list-style-type: none"> • IDEAL Industries (Enatel parent company)

Person Specification:

Attribute	Essential	Desirable
Competencies	<ul style="list-style-type: none"> • Functional/Technical Skills - has the functional and technical knowledge and skills to do the job at a high level of accomplishment. • Action orientated - enjoys working hard and is full of energy for the things he/she sees as challenging. • Process Management – good at figuring out the processes necessary to get things done. Can simplify complex processes. • Learning Agility - the ability to learn quickly in a new environment. • Problem Solving – looks for opportunities to resolve issues and solve problems. Learns quickly when facing new problems. • Integrity and Trust – is seen as a direct, truthful individual; is widely trusted. • Ethics & Values - Has an appropriate and effective set of core values and beliefs, and acts in line with those values always. 	<ul style="list-style-type: none"> • Competent Trainer and capable of running staff seminars • Skilled and has proven leadership in Health & Safety
Experience & Knowledge	<ul style="list-style-type: none"> • 7 years plus experience in People & Capability • At least 2 years in a Senior People & Capability role 	<ul style="list-style-type: none"> • Experience in a manufacturing environment
Qualification / Licenses	<ul style="list-style-type: none"> • A degree in People & Capability or similar 	