



## **HUMAN RESOURCES MANAGER**

Thank you for your interest in the above position, a copy of the job description is attached.

The Museum has a workforce of over 130 covering a wide variety of teams and functions. As HR Manager you will work with Directors and Managers across the organisation to ensure we have the right people, with the right skills, in the right places.

You will be responsible for the administration of systems, processes and records for our staff and volunteers including recruitment and selection, training and development, leave and payroll, and everything in-between. You will also assist with the development, implementation and reporting of key organisational policy and planning documents.

Applicants will have excellent written and oral communication skills, highly developed time management skills and relevant qualifications and experience. You will work well with a diverse range of people, have a passion for process and the ability to quickly familiarise yourself with IT systems and applications.

The position is a permanent full-time role, 8.30am–5pm, Monday to Friday. The salary for this position will be between \$50,000 and \$70,000, depending on experience.

Please note that the closing date for applications is **Wednesday 25 July 2018**.

Please apply at [www.otagomuseum.nz/jobs](http://www.otagomuseum.nz/jobs) by selecting the role you wish to apply for, completing the online application form, and uploading a single document cover letter and CV.

If you would like more information please contact the HR and Customer Services Manager at [vacancy@otagomuseum.nz](mailto:vacancy@otagomuseum.nz) or (03) 474 7474.

## **Job Description**

**TITLE:** Human Resources Manager

**SCOPE:** Human resource planning, coordination, administration and training

**REPORTS TO:** Commercial Director

### **PRIMARY PURPOSE:**

- Be responsible for the administration of human resource systems and processes, ensuring policies and practices are implemented effectively, efficiently and consistently
- Be responsible for the administration of the Museum's intern and volunteer systems and processes
- Plan and implement Museum training, sourcing and where appropriate, delivering training

### **KEY RESULT AREAS:**

#### **Human Resources**

- Administrate and coordinate the recruitment, selection and appointment of all Museum staff, participating on interview panels as required
- Ensure that recruitment and retention practices and processes are well administered and executed
- Ensure that Employment Agreements are in place for all staff and maintained according to Museum policy and the current legislative environment
- Administer all Human Resource processes, ensuring necessary recordkeeping is completed as required under current legislation and best practices
- Keep abreast of all Human Resource legislation and ensure relevant staff are familiar with legislation, and correct systems and processes
- Be responsible for staff leave processes
- Advise on and participate in performance, disciplinary and grievance activity as required
- Administer the staff exiting process conducting exit interviews as necessary
- Administer the remuneration review process as required
- Ensure that Human Resource matters are kept confidential complying with the privacy legislation, and that all records are safely and securely maintained
- Administer the purchasing, dissemination and maintenance of Museum uniforms, ensuring that the uniform database is kept up to date
- Oversee administration of the Employee Assistance Programme
- Oversee the review, publication and distribution of an annual Staff Handbook
- Review all Human Resource systems and processes on an ongoing basis, and recommend improvements that maximise efficiency and maintain best practices

#### **Payroll**

- Maintain payroll systems and undertake administrative functions ensuring wage and salary payments are made correctly and on time
- Administer timesheets and leave requests in accordance with Museum guidelines and systems
- Maintain accurate work-time records as required under current legislation and best practices

#### **Volunteers and Interns**

- Administrate and coordinate the recruitment, selection and appointment of all Exchange, Volunteer and Intern staff
- Be responsible for Staff Exchange, Volunteer and Intern systems, administration and documentation
- Ensure all Staff Exchange, Volunteer and Intern staff are well managed and appropriately recognised

#### **Training**

- Be responsible for induction training for new staff
- Ensure that organisational training plans and individual staff training records are kept up to date
- Administer and facilitate in-house training workshops as required
- Proactively keep abreast of training opportunities and bring these to the attention of the Management Team with recommendations as appropriate
- Administer and facilitate training for interns and volunteers as required

**Health, Safety and Security**

- Undertake all necessary hazard management initiatives
- Adhere to current Health and Safety Policy and best practices at all times
- Ensure all visitors are cognisant of health and safety requirements and procedures
- Implement any system for which responsibility has been assigned, liaising with the Health & Safety Advisor

**Budgeting, Resources and Reporting**

- Develop, prepare comparative costings, and proactively recommend expenditure for approval using appropriate Museum processes, ordering, sign-off and monitoring systems
- Confidently and appropriately manage financial and human (paid and unpaid) resources allocated
- Use Museum resources and assets wisely and with care

**General**

- Assist the Commercial Director and provide administrative support within the Finance, Facilities and Commercial Team as required
- Contribute as an effective and supportive member of the Finance, Facilities and Commercial Team, and the wider Otago Museum Team
- Meet the Museum's obligations with regard to statutory and contractual agreements, liaising and reporting as required
- Ensure full familiarity and adherence to Museum health, safety and security policies and procedures
- Provide professional assistance to other Museum staff as required
- Assist the Commercial Director with relevant feedback, ideas and reports for organisational and planning and policy development as required

Any other duties as may be required by the Museum Director.