

# KiwiRail | Position Description

## HR Associate Business Partnering Team

### **Purpose:**

The HR Associate Business Partnering Team supports the Senior HR Business Partner roles through the provision of operational and transactional HR advice, business partnering and supports a range of HR processes, activities and services to the business.

In conjunction with the Senior HR Business Partner, the HR Associate is responsible for working with the broader HR team and the business to ensure the delivery of HR strategies, policies and processes. This position will support the full range of HR activities and may also include project work as required.

To succeed in the role, you'll need to be dedicated to meeting the expectations and requirements of customers – both internal and external, to maintain effective relationships at all times, to ensure timeliness and to display good attention to detail.

This role works proactively in close collaboration with other HR Business Partners and the wider HR functional teams to ensure the provision of a flexible, comprehensive and value-add HR service.

Health and Safety is an important part of how KiwiRail operates. You will be a safety leader and will be expected to "walk the safety talk".

### **Dimensions:**

**Reports to:** Senior HR Business Partner

**Location:** Various Locations, with the ability to travel as necessary

**Budget:** Nil

**Internal Contacts:** Lead HR Business Partners  
Business unit management teams  
KiwiRail Employees  
Senior HR Business Partners and HR Business Partners  
Group HR Leadership teams  
Zero Harm

**External Contacts:** Unions: RMTU, MUNZ, AMEA & MSG  
Government Agencies (e.g. MBIE, Immigration)  
EAP

## **Key Accountabilities**

### **Operational Performance & Delivery**

- Work collaboratively with the wider HR functional teams to identify, understand and prioritise key business issues and opportunities and implement initiatives to enable business outcomes, our values, culture and employee engagement.
- Support onboarding and induction activities and plans alongside the Lead HR Business Partner.
- Apply KiwiRail HR Policies and Guidelines and monitor understanding and adherence of these Policies and Guidelines throughout the business.
- Contribute as a key project team member to a wide range of projects focused on the development initiatives, programs and policies across all aspects of our HR strategy.
- Ensure written communications, advice and guidance to the business are communicated in a timely and effective manner.
- Support the wider HR team with HR functions e.g. remunerations review, engagement survey, graduate programme etc.
- Maintain current knowledge of HR and business legislative and industry activities.
- Assist the Lead and Senior HR Business Partners to support, coach and guide managers to develop their leadership capability.

### **Business Partnering Support**

- In conjunction with the Senior HR Business Partners assist to ensure that all HR services, projects and initiatives are appropriately planned, communicated and implemented and meet the needs of the business.
- Provide quality and timely advice to managers and staff and support the HR Business Partners to deliver HR operational and transactional services, advice and support with employee relations activities.
- Support variations to employment agreement and peer review employment agreements.
- Grow competencies in operational HR activities and processes with the support and guidance of the Senior HR Business Partners.
- Proactively identify and recommend opportunities for process and systems improvement and work with relevant parties to develop and implement improvements.
- In conjunction with the Senior HR Business Partners, work with managers to identify opportunities for performance, productivity and engagement improvements and initiatives in their business areas.

## **Relationship Building**

- Establish internal relationships and act as a customer point of contact for day to day activities to ensure the business' needs are communicated and addressed in an effective and timely manner.
- Proactively keep all staff, relevant stakeholders and other teams informed, using effective communication approaches.
- Establish trust and respect as a HR partner and advisor with the wider HR team, leaders and employees.
- Proactively work with internal and external stakeholders to deliver end to end HR support to assist in building the reputation of the team.
- Build and maintain strong working relationships with key stakeholders and customers across all Business Units, wider KiwiRail HR team and external organisations.
- Establish and maintain cooperative and collaborative working relationships with the wider HR teams to build a cohesive and efficient unit.
- Develop an understanding of the KiwiRail business beyond the HR function to assist with successful service delivery.

## **Reporting, Records Management & Administration**

- Support with timely reporting on trends and provide feedback on HR related issues and statistics to Lead and Senior HR Business Partners.
- Support maintenance and accuracy of HR iKon and intranet related content.
- Assist to maintain all employee records, databases and files in an accurate and responsive manner both paper and electronic.
- Ensure administrative processes are understood and adhered to.
- Other administrative duties as required.

## **Zero Harm**

- Responsible for complying with all rail safety system standards, procedures and statutory requirements within your area of responsibility
- Responsible for your own safety and that of other KiwiRail employees, contractors and visitors within your work environment
- Responsible for the identification, reporting and initial control of any safety or environmental hazard identified within your area to your immediate manager
- Adhere to KiwiRail's health and safety requirements and take responsibility for maintaining a proactive approach regarding both personal wellbeing as well as that of fellow employees, associated client personnel, sub-contractors and members of the public.
- Report all accidents and incidents to your immediate supervisor within one hour.

## **Previous Experience**

<b>Essential:</b>	<b>Desirable:</b>
<ul style="list-style-type: none"><li>• Minimum 2 years' experience in providing HR administrative/ coordination support in a government organisation or large commercial organisation.</li><li>• Experience fostering and managing relationships with other teams / business groups</li><li>• Expertise with documentation, forms and templates</li><li>• Sound filing and records management experience</li><li>• Strong knowledge of Microsoft products (Word, Excel, PowerPoint etc.).</li></ul>	<ul style="list-style-type: none"><li>• An understanding of the HR function, practices and systems</li><li>• Previous exposure to HR systems (Jade, SAP, Snaphire)</li><li>• Previous experience working in a highly unionised workforce</li><li>• Knowledge of relevant employment legislation</li><li>• Experience with process documentation and improvement</li></ul>

## **Person Profile**

<b>Essential:</b>
<ul style="list-style-type: none"><li>• Tertiary qualification in HR or related field or relevant work experience.</li><li>• Interpersonal and relationship building skills including the ability to engage with the business.</li><li>• Strong and professional verbal and written communication skills.</li><li>• Sound judgment and problem-solving ability.</li><li>• Confident in resolving staff issues</li><li>• Drive to foster a culture of collaboration and constructive feedback.</li><li>• High-level of initiative and ability to work autonomously.</li><li>• Organised, detail oriented, responsive and dependable</li><li>• Willing to go the extra mile</li><li>• Flexible to team and business needs</li><li>• Engaged with KiwiRail values</li></ul>