

Role Title:	HR Advisor
Reports To:	National HR Manager

PURPOSE OF THE ROLE

This role provides practical HR advisory and operational support across Corys, working closely and collaboratively with the HR team. Supporting Corys people across the employee lifecycle, including recruitment, onboarding, performance, employee relations, engagement, HR processes and reporting.

The HR advisor will manage HR matters, provide coaching and guidance to managers, and support the National HR Manager with complex employee relations, change processes, people initiatives and HR projects. The role helps ensure Corys' people practices are consistent, fair, legally compliant and aligned to business needs.

KEY TASKS	DELIVERABLES
HR Advisory	• Provide practical HR advice to managers and employees. • Coach managers on conduct, performance, attendance, leave, workplace expectations and employment obligations. • Support managers to address people issues early, fairly and consistently. • Interpret employment agreements, HR policies and NZ employment legislation. • Identify people risks and escalate or high-risk matters. • Maintain accurate records, file notes and HR documentation.
Employment Relations	• Support and advise managers on disciplinary, performance, attendance, conflict and workplace behaviour matters. • Prepare meeting invitations, scripts, investigation documents, outcome letters and other correspondence. • Attend employee meetings with managers as required. • Support the National HR Manager with complex ER matters, investigations, restructures, medical incapacity matters and personal grievances. • Ensure processes are managed in line with good faith, natural justice, Corys policy and NZ employment law.
Recruitment and Onboarding	• Support and manage recruitment processes for agreed branch and support office roles together with P&C Coordinator. • Work with hiring managers to confirm recruitment needs and approvals as required. • Support drafting advertisements, shortlisting, phone screens and interviews as required. • Provide guidance to managers on fair and consistent recruitment practices. • Work with P&C Coordinator to ensure onboarding is completed accurately and on time.

	• Support exit processes, including exit interviews and reporting.
Performance & Capability	• Support the annual performance review process. • Coach managers on objective setting, feedback, performance conversations and performance improvement plans. • Support development plans, manager tools and training initiatives. • Identify common capability gaps and raise these with the National HR Manager.
Culture, Engagement and Change	• Support engagement initiatives, surveys and action planning. • Promote respectful and constructive workplace behaviour. • Support the National HR Manager with change processes, including restructures, role changes and redeployment. • Prepare consultation documents, meeting notes and employee correspondence as required. • Escalate risks, concerns or process issues promptly.
HR Operations and Reporting	• Prepare and review employment agreements, variation letters, remuneration letters and other employment documents. • Liaise with payroll to ensure employee changes, employment documentation and payroll instructions are accurate, timely and supported by appropriate approvals. • Support employee lifecycle activity, including onboarding, internal movements, parental leave, extended leave, exits and payroll-related changes. • Work with the People & Culture Coordinator to ensure HR records, employee files and payroll information are accurate. • Support HR reporting as required. • Assist with HR forms, policies, procedures, templates and process improvements.
Health and Safety	• Support and champion health, safety and wellbeing across the business. • Work with the National HR Manager and Health & Safety Business Partner on people-related wellbeing matters. • Support wellbeing initiatives, return-to-work matters and employee support processes. • Raise health and safety concerns promptly.

KEY RELATIONSHIPS

Internal

- HR team
- CEO and Senior Operational Leadership team
- Branch Managers and team members
- Support Office teams

External

- Suppliers
- Training providers
- Recruitment agents

PERSON SPECIFICATION

BEHAVIOURAL COMPETENCIES	
Building Trust	Interacting with others in a way that gives them confidence in one's intentions and those of the organisation
Coaching	Providing timely guidance and feedback to help others strengthen specific knowledge/skills areas needed to accomplish a task or solve a problem
Customer Focus	Ensuring that the customer perspective is a driving force behind business decisions and activities; crafting and implementing service practices that meet customers' and own department's needs
Initiating Action	Taking prompt action to accomplish objectives; taking action to achieve goals beyond what is required; being proactive
Managing Work	Effectively managing one's time and resources to ensure that work is completed efficiently
Quality Orientation	Accomplishing tasks by considering all areas involved, no matter how small; showing concern for all aspects of the job; accurately checking processes and tasks; being watchful over a period of time.

KNOWLEDGE, EXPERIENCE AND SKILLS REQUIRED
Experience/Skills • A minimum of three years' experience in human resources, preferably in an advisory or generalist role. • Experience advising and coaching managers. • Practical experience supporting ER, performance management and recruitment processes. • Strong knowledge of NZ employment legislation and HR practice. • Understanding of HR/payroll interfaces, payroll documentation requirements and the importance of accuracy, confidentiality and approval controls. • Payroll processing or payroll checking experience would be advantageous. • Strong written communication and documentation skills. • Highly organised, with strong attention to detail. • Confident working with confidential and sensitive information. • Proficient in Microsoft Office, particularly Word, Excel, Outlook and PowerPoint. • Experience in a multi-site, sales, distribution, wholesale, retail or operational environment would be advantageous. • Clean, valid driver's licence. Qualification • A tertiary qualification in a human resources related discipline is preferred. • Equivalent relevant HR experience may be considered.

OCCUPATIONAL HEALTH & SAFETY

PHYSICAL CONSIDERATION

Corys Electrical is committed to ensuring that employees' Health and Safety is not compromised either by the work environment or by work process and procedures.

The company makes every effort to –

- Provide a safe and healthy work environment; and
- Reduce the risk to employees arising from identified hazards.

The company takes all reasonably practicable steps to ensure that individuals are not appointed to positions which will endanger their health. It also ensures that all significant hazards associated with positions are identified.

As part of its occupational health and safety practices, the company may require a prospective employee to complete a health questionnaire prior to any offer of employment, in order to ensure that potential risks to employees are identified.

POTENTIAL HAZARDS

ACTIVITY	HAZARD
Computing	• Use of computer monitor • Occupational overuse syndrome
Transport/distribution operations	• Moving vehicles • Use of fork hoists
Telephone use	• Cradling of receiver rather than using a headset
Driving	• Traffic • Road conditions • Fatigue • Mobile Phone Use