

Job Description

Job Title:	People and Culture Advisor
Department:	People and Culture
Reports to:	Director of People and Culture
Reports:	n/a
Key Internal Collaborators:	EA / HR Administrator, People and Culture Consultant(s), CFO and Finance team, Executive Director, Artistic Director, Technical Director and Director of Marketing and Development
External stakeholders:	Union officials, EAP provider, Immigration Services provider, Consultants
Contract Type and Hours:	Full time – 5 days/week
Location:	This role is based in the RNZB offices at St James Theatre Wellington.
Travel:	This role does not involve travel

About the RNZB

Founded in 1953, the Royal New Zealand Ballet is New Zealand’s national ballet company. The RNZB is based in Wellington and tours throughout New Zealand and internationally, presenting at least 70 performances a year. The company’s annual subscription season takes classical and contemporary ballets to theatres in nine main centres, while Tutus on Tour takes small-scale works to more than a dozen regional centres.

The company’s repertoire includes 19th and 20th century classics as well as many commissioned works, including those by New Zealand choreographers and telling New Zealand stories. RNZB Education presents a lively and inclusive programme of community and education activities throughout New Zealand.

The RNZB is funded through the Ministry for Culture and Heritage, Manatū Taonga, and through ticket sales, sponsorship, grants and personal donations. For more information please follow this link: [RNZB-Strategic-Plan-2020-2024.pdf](#)

Purpose of the Position

The People and Culture Advisor works with the Director of People and Culture and EA/HR Administrator to ensure HR services are delivered across the organisation to the highest possible standard. This position provides operational HR guidance, advice and support, which is in line with our values and supports the achievement of the RNZB Strategic Plan.

Areas of Responsibility:

Responsible for supporting the Director of People and Culture in the provision of a full range of HR services across the organisation, including:

- HR Advisory – With the Director of People and Culture developing and maintain strong and trusted relationships with people managers across the organisation. Providing pragmatic, sound HR advice and guidance to managers and staff, including remuneration, advising on interpretation of employment related legislation, company policies and employment agreements.
- Organisation Culture – with the Director of People and Culture lead the Employee Survey, facilitating workshops with staff and managers and identifying / recommending actions that will drive a positive RNZB culture. Taking ownership for ensuring actions are implemented and reporting on progress.
- Wellbeing – with the Director of People and Culture, identifying and driving practices throughout the organisation which contribute to the wellbeing (physical, mental, emotional) of our people. Leading the Wellbeing Committee to implement relevant initiatives. Managing relationship with our EAP provider.
- Health and Safety – coordinating with the manager responsible for Health and Safety, providing HR expertise and input into Health and Safety matters and attending the Health and Safety Committee. With the Director of People and Culture providing HR guidance in supporting injuries, particularly those of Dancers, and ensuring appropriate holistic support is provided.
- Recruitment - managing recruitment processes in conjunction with the Director of People and Culture and line managers. Managing the RNZB induction programme and exit interviews.
- Immigration - Working with RNZB immigration consultants to ensure new artists/employees are legally able to enter the country.
- Performance Management - supporting and guiding managers and staff through the performance review programme, ensuring quality conversations take place that are worthwhile and supportive for all participants.
- Employment Relations - supporting managers with ER issues. Supporting the Executive Director and Director of People and Culture in the CEA bargaining process and in managing the relationship with RNZB's union, Etū, and RNZB's union delegates ensuring a positive collaborative partnership is maintained.
- Policy and Process – with the Director of People and Culture developing and implementing HR policies, ensuring relevant policy reviews are completed and preparing new company policies as needed. Creating tools and templates in order to operationalize policies in a way which is efficient, effective, and relevant for our organisation.
- Analytics - conducting relevant analysis to identify key learnings/trends/issues to inform people management strategies throughout the organisation
- Projects – contributing, as required, to strategic projects, working alongside the Director of People and Culture and ensuring those projects are embedded into the ongoing People and Culture operations, so that project benefits to the organisation are sustainable and maximised.
- HR system implementation – working with the Chief Financial Officer and the Director of People and Culture, support the implementation of a new HR system.
- Entity Emissions Reduction Strategy – working with other key members across the organisation, be the main project manager for the creation and implementation of the RNZB's Entity Emissions Reduction Strategy.

Essential experience and skills:

- Around 3 to 5 years' experience in a generalist Human Resources role
- Exceptional relationship building skills, able to quickly build productive relationships across a range of jobs from entry level to Director
- Thorough knowledge and understanding of the broad range of HR practices and processes
- Sound knowledge of NZ employment law and recent legislation changes and the ability to apply experience and judgment to assess business implications and act on them
- Excellent communication skills, both verbally and in writing, with a wide range of people at all levels
- Ability to review systems, processes and policy, using data and your own experience to improve the way we operate
- Takes initiative and able to work independently
- Demonstrates sound judgment and confident decision-making

The following would be beneficial:

- Relevant HR qualifications
- An understanding of Te Ao Māori and its application to Human Resources
- An interest and/or experience in the Arts sector and/or the Not-for-Profit sector