



Human Resources Advisor

National Office, Auckland

- Progressive and Innovative Education Environment
- Providing human resources expertise and support
- Permanent, full-time role based in Onehunga

With eleven campuses across New Zealand, Westmount School is a Year 3-13 independent special character school. Westmount is truly unique – delivering the New Zealand curriculum to over 1,700 students across 16 sites, small classes with motivated and high-achieving students, modern well-equipped learning spaces, an innovative approach to education and a strong focus on self-directed learning.

Reporting to the New Zealand HRM, the HR Advisor is responsible for providing a wide range of HR generalist advice and services at a national and regional level. As a critical member of the HR Team, you will provide advice on people management practices, including employee on-boarding, performance management, employee relations, remuneration, and learning and development.

With a relevant tertiary qualification and a minimum of three years' experience as a HR generalist, you will have excellent communication, consultation and motivational skills to drive employee engagement at all levels of the organisation. You will also possess a sound working knowledge of HR practices and legislation, with an understanding of its practical implications.

Key responsibilities of the role include:

- To support performance through the delivery of HR service and solutions;
- To identify resourcing issues, build and maintain resource plans, and provide input onto strategy regarding workforce supply and demand;
- Collaborate at all levels to influence reward and resourcing which attract, engage and retain talent;
- Manage internal projects in conjunction with the New Zealand HR and Leadership team to drive employee engagement;
- Maintain awareness of developments in HR policies and procedures and how they should be applied across the organisation; and
- Build and maintain strong internal working relationships with all Westmount employees and stakeholders.

For further information or to apply in confidence, please contact Iain Longden on recruitment@westmount.school.nz

Closing Date: Friday, 20 April 2018

Please note that all applicants will need to have the right to live and work in New Zealand. While all applications will be considered, only those who meet our criteria will be contacted.

