

Human resources (HR) support

When might HR support be useful?

- » To assist Communities of Learning | Kāhui Ako with the development of processes and systems that support HR activities such as appraisals, inductions and recruitment.

Why might we need one?

- » To have robust processes and professional services that are fair and objective.
- » To ensure the Community of Learning roles are in place in a timely and efficient manner.
- » To assist the NZSTA (New Zealand School Trustees Association) facilitator role and the Community of Learning leader during busy periods of recruitment.
- » To build a Community of Learning's capability in recruitment.
- » To put in place the appropriate agreements that minimise the risk of conflict.
- » To ensure performance appraisal processes support the objectives of the Community of Learning.
- » To build good relationships between team members and ensure the new roles are working effectively.
- » To identify and develop successors to replace key people when they step down.

What might HR Support do?

- » Assist with the production of position descriptions for the Community of Learning roles.
- » Facilitate the engagement of the various parties involved in recruiting Community of Learning roles.
- » Assist with advertising, selection and recruitment in collaboration with NZSTA and NANP (New Appointments National Panel).

- » Put in place agreements for sharing staff resources.
- » Assist with succession planning and induction.
- » Assist with incorporating feedback from the Community of Learning activities into performance appraisals for the new roles.

How can we access one?

- » Your local education advisor will help you access appropriate support.

What skill set should we be looking for?

- » HR support people can have degrees in organisational psychology or management. They could be chartered members of the Institute of Organisational Psychology or professional members of the Human Resources Institute of New Zealand.
- » HR support people must be able to work effectively with NZSTA employment advisers, NANP independent advisers and advise on the relevant collective employment agreements.

What deliverables and outcomes should we expect?

- » Efficient and professional production of position descriptions.
- » Assistance with advertising and recruitment of roles.
- » Support in shortlisting and interviewing people for roles.
- » Development of agreements for the shared use of staff.
- » Performance appraisals that can be used in the reappointment processes.
- » Preparation of succession plans and development plans for successors.
- » Development of induction plans for new staff entering the Community of Learning.
- » Support with staff communications.
- » Support in dealing with conflict.