



Saunders
Robinson
Brown

Job Profile

People and Capability Manager

Employer: Saunders Robinson Brown (SRB)
Position Title: People and Capability Manager
Reporting To: General Manager
Responsible for: HR Advisor (.8 FTE)
Location: Christchurch based (with an office in Rangiora)

Functional Relationships:

Internal
Managing Partner
General Manager
Partners
SRB Employment Team
Business Services Staff

External
External recruitment support including external legal advisors
HRIS providers

Position Purpose:

To ensure a high performing, sustainable and caring culture is fostered and maintained.

To grow SRB's people management and leadership capabilities and ensure professional development in line with the SRB People Strategy.

To support and embed SRB Law's core guiding principles of:

1. Doing the right thing and being great to work with **(Character)**
2. Getting the best results for great clients **(Clients)**
3. Committed to the success of our clients, the firm and each other and getting stuff done **(Commitment)**
4. Excellence is our standard – better never stops **(Capability)**.

Key Outcomes:

1. **Contribution to an Inclusive and High Performing Culture**
 - Role model leadership consistent with the 4 Cs in the people team and across the wider firm.
 - Strengthen and enhance the firm's culture by supporting leaders to promote and model behaviours consistent with the 4 Cs.
 - Encourage and support an ethos of continual professional development, working hard, playing responsibly and maintaining a fun environment.

2. Planning and Reporting

- Develop and implement a People Strategy, in consultation with the General Manager and Managing Partner, ensuring alignment with the firm's strategy, supporting the achievement of strategic goals and objectives.
- Translate the People Strategy into actionable plans that includes consideration of productivity needs and fee targets.
- Conduct and report on pulse survey data and culture/climate information to assist the firm monitor its performance and identify future initiatives for the People Strategy.
- Manage the relationship with HRIS providers to optimise right information at the right time for decision makers.
- Ensure an effective and efficient HR Admin service is in place to provide accurate and timely information.
- Provide timely advice to the General Manager and Managing Partner on remuneration that is relevant to SRB and industry benchmarked.
- Report regularly on progress against the People Strategy to the General Manager and Managing Partner.

3. Recruitment and Induction

- Apply approved best-practice selection tools to assist recruitment decision-making.
- Manage the recruitment for Summer Clerk and Graduate programmes.
- Manage the Summer Clerk and Graduate Programmes with well-defined personal pathways to success for participants.
- Manage the onboarding programme for new staff that sets out the firm's guiding principles, systems and processes and performance expectations.
- Ensure the SRB brand reflects the firm as an employer-of-choice.

4. Learning and Development

- Develop, implement and maintain a professional learning and development programme creating clear progression opportunities for all staff to develop their technical, management and people skills to support and enhance the firm's growth and success.
- Ensure the Continuing Professional Development programme is being effectively delivered.

5. Performance and Engagement

- Develop a retention and succession plan.
- Work alongside partners to develop well resourced, professional teams with clearly defined individual performance plans describing both 'the what' and 'the how'.
- Mentor and coach SRB people to improve their leadership capability including initiating important/difficult conversations.
- Support partners to reinforce performance expectations.
- Work alongside partners to help identify and resolve issues and implement appropriate responses.
- Stay up to date with their own professional practice through continual professional development for self and HR advisor.

- In collaboration with the employment law team, identify all SRB compliance requirements for the firm and ensure all staff are aware of the relevant policies and expected actions in response to those requirements.

6. Wellbeing and Care of Individuals

- Develop and maintain a wellbeing and care programme.
- Ensure events and activities within the programme are well communicated and people have an opportunity to participate.
- Ensure staff are aware of, and have easy access to, external EAP providers.

7. Health and Safety of the Firm

- Actively participate in the H&S Committee alongside the Employment Team.
- Monitor and evaluate existing, new and upcoming Health and Safety legislation and implement any training/new initiatives as required.

Qualifications and Experience:

- Relevant tertiary degree in Human Resources.
- Previous experience in progressive HR leadership positions, preferably in a professional services environment or similar.
- Experience in designing and implementing a people strategy in a professional service environment.
- Sound New Zealand employment relations experience, including knowledge of legislation affecting HR functions.
- Experience designing and delivering professional development initiatives.
- Experience in designing and implementing OD and L&D initiatives.

Skills and Knowledge:

- Exceptional interpersonal skills and leadership capability.
- Exceptional communicator, both written and verbal.
- High level of digital capability
- Ability to conduct difficult conversations with diplomacy and tact.
- High level of influencing ability and adaptability.
- High level of organisational and administration/systems competency ie document management and version control capability.
- Ability to translate theoretical knowledge and strategy into practical and pragmatic solutions that achieve results.
- Ability to quickly establish credibility, have the interpersonal skills to build excellent working relationships with a wide range of stakeholders.
- Having a partnership approach to coaching and development.
- Able to identify and implement capability building opportunities to raise performance.
- Ability to work through complex people issues in a logical and fair way.
- Strong situational awareness, able to assimilate different sources of information and weigh up the relative merits of different approaches.