



People & Culture Advisor (Kaitohutohu Tangata me te Ahurea)

*He aha te mea nui o te Ao?
he tāngata, he tāngata, he tāngata*

What is the most important thing in the world?

It is people, it is people, it is people

Just like you, we believe that people are the most important thing in the world. And without **our people** we could not operate Residential, Respite and Community Support mental health services for Youth through to Older Persons for 500+ Tangata Whaiora/consumers each week.

We are looking for a qualified and competent People & Culture Advisor to join our small team of passionate HR professionals.

We want you to:

- Help us in our mission to provide exceptional, seamless and professional People & Culture (P&C) services to support those who support our Tangata Whaiora
- Advise on people issues and on finding ways to continuously improve the efficiency and effectiveness of P&C services
- Flex your creative muscles in designing and implementing a first-class recruitment strategy
- Create and execute learning strategies and programmes.

You will need to have:

- A tertiary level HR qualification
- At least 3 years' experience as a Generalist HR Advisor
- A warm personality in person and over the phone
- Intermediate computer skills, with the ability to pick up new systems fast
- A demonstrated ability to stay calm in high pressure situations
- A passion for our area of work – mental health.

What we can offer:

- A competitive salary
- Paid birthday leave (after 6 months employment)
- A friendly, tight knit and supportive team
- A place to learn and grow in your expertise.

It is vital that you are able to align to the vision, mission and core values of Stepping Stone Trust, as outlined on our website - www.stepstone.org.nz

To apply for this job go to: <http://steppingstonetrust.recruitment.co.nz/Vacancies> & enter ref code: 5649785.

Enquiries to 03 338 6390 or email hadmin@stepstone.org.nz.

Applications close 5pm, Monday 4th October 2021.