

**ROLE DESCRIPTION**  
**January 2023**

**Title & Reporting Relationships**

<b>Position Title:</b>	<b>Fixed Term Two Years</b> <b>Human Resources Administrator</b> <b>Part Time 20 Hours per week</b>
<b>Grade:</b>	SP 10 – 11* <i>appointment will be made pending skills and experience.</i>
<b>Reports to:</b>	Organisational Development Manager
<b>Direct Reports:</b>	Nil
<b>Purpose of the Group and the Position:</b>	<p>The Organisational Development (OD) Team directly supports the Chief Executive by ensuring our organisation is well positioned with appropriately skilled and experienced staff capable of delivering consistent, effective, quality Council services consistent with the organisations values.</p> <p>The OD team is responsible for providing the full range of human resources service delivery including payroll, health, safety and wellbeing, and learning and development. Working within the wider OD team the Human Resources Administrator will support the Organisational Development Manager through delivery of a range of administrative tasks and responsibilities. The role will also be required to provide cover for some aspects of the Health and Safety Coordinator role in their absence and at such times the ability to work full time hours may be required. A primary responsibility for this role will be monitoring the HR Mailbox and on-line recruitment applications.</p> <p>Due to the nature of this role, maintaining confidentiality, exercising good judgement and discretion will be required at all times.</p>
<b>Internal Customers:</b>	<p>This role is responsible for establishing and maintaining effective, co-operative and professional working relationships with all stakeholders including:</p> <ul style="list-style-type: none"> <li>• Organisational Development Manager</li> <li>• Organisational Development team members</li> <li>• Executive Assistant to the Chief Executive</li> <li>• Executive Secretaries</li> <li>• Managers and staff from other Council teams</li> </ul>

**External Customers:**

- Staff from other Local Authorities
- Local Government NZ
- Training & Service providers
- Residents and members of the public/role applicants

**KEY RESPONSIBILITIES AND OUTCOMES**

In the current local government environment the Council must be well positioned and supported to meet the current and future needs of communities for good quality local infrastructure, local public services and performance of regulatory functions in a way that is most cost-effective for businesses and households. The Council needs to be ready for, and respond appropriately to, changes in external operating environments (such as shifts in government policy), which in turn influence how we do things. The Council is working to be well-positioned not only to see what is coming but also to take opportunities to influence the shape of these externally driven changes.

Our behaviours demonstrate our commitment to build and maintain an organisation that is acknowledged and respected for being:

- Caring – we understand our customers' needs, share information and work as a team;
- Dynamic – we bring a can-do attitude to make it happen; and
- Effective – we get it right and deliver consistent, value for money services.

Staff will be aware of political sensitivities, support equal employment opportunities, and demonstrate an understanding of the implications of the Treaty of Waitangi on the operations of a local authority.

**FUNCTIONAL KEY RESULTS**

The role is primarily responsible for providing administration support to the Organisational Development Manager and managing the HR Mailbox and recruitment on-line applications. Due to the structure of the team, when required by the Manager, providing administration support for human resources service delivery activities may be required pending work programs in the team.

This will be a key role within the team and will work collaboratively with HR Advisors and Payroll team to provide assistance to enable effective service delivery of the teams services to our customers. This may include but is not limited to preparing and collating information for reports and reviews, keeping personal files up to date, , assisting with Vault data maintenance (the Councils health and safety management software system), and with the planning and implementation of workplace training and wellbeing initiatives if required by the manager.

**General administration and team support**

- Provide a range of administrative support for the Organisational Development Manager and be the first point of contact for visitors (including staff) to the OD team office.
- Manage the HR Mailbox and ensure emails are allocated to the appropriate HR Advisor.
- Manage the on-line recruitment applications and work collaboratively with the HR Advisors.
- Manage the photo process and issue for staff ID cards.
- and wellbeing initiatives if required by the manager.

**Customer Service**

- Maintain a professional, courteous, and helpful attitude to all customers (internal and external) ensuring communication is accurate, succinct and in a manner which promotes customer service excellence and demonstrates organizational values.

- Maintain confidentiality at all times.

#### **Teamwork**

- Participate willingly and positively in the orientation, training and support of new staff in specific areas, providing coaching/buddy support as required.
- Provide a contribution to or participate in any projects and initiatives as required and the opportunity arises.
- Participate in initiatives and contribute suggestions as to improvements and/or efficiencies to enable ongoing quality improvement.
- Demonstrate a collaborative working style and participate as a member of the team undertaking all tasks maintaining positive working relationships with other staff members and internal and external customers.

#### **Financial management**

- Ensure all financial activity is conducted in accord with current policy and procedures.
- Ensure you work within your financial delegation.

#### **Monitoring and reporting**

- Review, monitor and report on activity or projects as required by the manager.
- Ensure any written reports are produced using Council standard templates and are provided within the required Peer Review timeframes.

#### **Relationship Management**

- Build and maintain effective professional working relationship with all key stakeholders.
- Build and maintain effective working relationships with other council staff members based on a collaborative, collegial and cooperative working style.

#### **Information Management**

- Take responsibility for ensuring Council information is stored with the appropriate accessibility in the designated systems, using processes and tools as described in the current Information Management Policy.

#### **Legislative Compliance**

- Keep up to date with legislation/amended legislative frameworks and be able to demonstrate the application of such changes (in work and or communicate them to others).

#### **Project Management**

- Effectively manage assigned projects to ensure on time and within budget, monitor and report regularly to manage risk and provide updates to key stakeholders.
- Ensure documentation is current, available as required and is prepared using Council standard templates/documentation.
- Ensure Council processes and procedures are complied with.

#### **Personal Key Results**

- Demonstrate commitment to organisational values through behaviour that is consistent with our caring, dynamic and effective approach to customer service.
- Establish and maintain effective and efficient working relationships with all stakeholders.
- Maintain confidentiality and exercise discretion and good judgment at all times when working with staff and information.
- Contribute collaboratively, positively and effectively to the operation of the team, the Group, and the organisation as a whole.
- Take responsibility for your own self development in order to enhance skills and

- knowledge applicable to current and future positions.
- Exhibit behavior which is consistent with the understanding of the Treaty of Waitangi and its application for the Council.

### **Health and Safety**

*All members of the Organisational Development team are expected to be champions of good health, safety and wellbeing practices.*

All employees have a responsibility to work towards keeping a safe and healthy work environment by following all safe work methods, identifying work place risks and hazards and using appropriate safety equipment. This includes but is not exclusive to demonstration of the following:

- taking all reasonable steps to ensure your own safety at work, and that no action or inaction of yours while at work causes harm to any person or the environment;
- reporting any risks and/or hazards you become aware of in the workplace;
- observing all safety policies, procedures and precautions, including wearing and using the protective clothing and equipment;
- notifying your manager/Group Manager/H&S Risk Manager immediately if you have an accident/incident/near miss at work and completing the required forms within 24 hours;
- notifying your manager/Group Manager/H&S Risk Manager within 24 hours of filing any ACC claim for a work related accident or gradual process injury, and provide your manager/Group Manager/H&S Risk Manager with copies of relevant medical information specific to your claim; and
- complying with all policies and procedures that are in place.

At the discretion of the Council, as part of a rehabilitation program, you may be required to return to work to undertake such alternative duties as are available and are as reasonably within your capability and level of fitness as determined in consultation with a registered medical practitioner.

### **Essential Skills, Knowledge and Experience**

- Effective interpersonal skills with a demonstrated commitment to customer service and willingness to and capability for working with a wide range of people within and outside the organization.
- Demonstrated experience across the range of administration service delivery including a robust level of computer literacy with experience and competency working with Microsoft Office applications e.g.: Advanced Word, PowerPoint, and Excel.
- Experience working in an HR environment and demonstrated knowledge of HR activities.
- Demonstrated effective communication skills both oral and written.
- Good time management skills and ability to work effectively without supervision and collaboratively as an effective team member.
- Holder of a current and valid NZ Drivers' licence
- Demonstrated good judgment with ability to identify and anticipate problems and use own initiative in addressing issues.
- Political awareness and ability to operate with high levels of discretion and diplomacy.
- Demonstrated knowledge of tikanga Maori, an awareness of Maori perspectives and of issues relevant to Maori.

### **OTHER INFORMATION**

From time to time, the position holder may be required to perform other duties in conjunction with the role and which are reasonably within their experience and capabilities.

**Civil Defence, Emergency Management and Business Continuity Duties**

All staff of Kāpiti Coast District Council may be required to undertake Civil Defence and/or Emergency Management duties in the event of an emergency. (Training will be given as appropriate.)

Staff will also be required to assist with maintaining business continuity in the event of a disruption to Council business and/or the impact of a pandemic by undertaking duties in accordance with how the Council responds to the interruption.

The Council likewise recognises the staff member's need to ensure their family's needs are adequately catered for.

**Performance Review**

Performance in this position will be assessed in terms of an agreed performance plan.