

JOB DESCRIPTION
February 2025

Title & Reporting Relationships

Position Title:	Te Kairuruku Pūmanawa Tangata, Human Resources Coordinator
Grade:	SP12
Reports to:	Manager Human Resources Service Delivery
Direct Reports:	Nil
Delegated Authority	Financial: Nil

Purpose of the Group and the Position:

The People and Capability (P&C) Group, comprises: Human Resources Service Delivery, Health, Safety and Wellbeing, Organisational and Development, and Payroll, Reporting and Insights.

P&C is responsible for providing the strategic management and robust effective operation of human resources, health, safety and wellbeing, payroll, reporting and insights and organisational learning and development functions, in compliance with relevant legislation and in accordance with the Kāpiti Coast District Council's (The Council) policies. Through collaboration the team provides support across the organisation, cultivating a thriving and dynamic culture by supporting the development and wellbeing of people through strategic talent management and support services.

The **Human Resources Services Delivery (HR Service Delivery) team** works across the Councils wide ranging functional areas to provide exceptional HR leadership, advice, support and guidance to senior leadership, people leaders and our people.

The HR Service Delivery team partners with all levels of to manage employee relations, talent acquisition, workforce planning, performance management, reward and recognition, and change management. By embedding effective and strategic HR practices and frameworks, the team ensures that the Council's workforce is aligned with business objectives, driving continuous improvement and fostering a people-centred environment.

KEY RELATIONSHIPS

This role is responsible for establishing and maintaining effective, co-operative, and professional working relationships with all stakeholders including:

- Internal Customers:**
- Manager Human Resources Service Delivery
 - Group Manager People and Capability
 - People & Capability Group
 - People Leaders
 - All kaimahi
- External Customers:**
- HR Professionals and Service Providers
 - Unions
 - Other local government HR teams

KEY RESPONSIBILITIES AND OUTCOMES

In the current local government environment, Council must be well positioned and supported to meet the current and future needs of our communities for good quality local infrastructure, local public services, and performance of regulatory functions in a way that is cost-effective for businesses and residents. 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 influences 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.

We require all staff to demonstrate behaviours that underscore 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 Te Tiriti o Waitangi within the context of a local authority.

Functional Key Requirements

The role of the Human Resources Coordinator is to provide high quality administration and project coordination support across a wide range of core Human Resources (HR) and Organisational Development (OD) people practices within the HR Service Delivery team. This role works across a portfolio model at the Council and supports the Business Partner HR and other P&C professionals to deliver improved outcomes for their business groups.

The role reports to the Manager Human Resources Service Delivery.

What you will do:

Project Coordination

- Support the HR Service Delivery projects and activities as well as delivering on day-to-day work that could include the whole range of P&C functions.
- Input and keep project trackers up to date to ensure information is accurate and reflects the project work of the team.
- Assist in the delivery of P&C initiatives that build leadership, capability, culture and organisational performance.
- Support the delivery of various people related frameworks (including Te Ao Maori), methodologies and tools across the business.

HR Coordination and Administration

- Provide high quality coordination and administration support to allocated portfolios and P&C team to ensure all HR/OD processes are delivered to a high standard.
- Assist with the administration and coordination of all HR related documentation ensuring it complies with all people practices and policies.
- Support the embedding of the employee experience through all aspects of our service delivery through ensuring all interactions with P&C are of a high standard.
- Participate as a core member of the HR Service Delivery team, assisting with projects as required to promote organisational and HR effectiveness.
- Prepare and distribute the weekly team meeting agendas, and actions plans.
- Provide administrative support to the P&C team with the management and coordination of the annual remuneration review processes.

Recruitment

- Provide high quality administration and coordination support through the end-to-end recruitment process and demonstrate council's employee value proposition.
- Assist in providing best practice recruitment advice and support to people leaders to deliver on their workforce/people plans.

Customer Service

- Manage the HR communication channel(s), including triaging emails and allocating them to the appropriate P&C team for response, replying to enquiries and requests within agreed timeframes and assisting internal customers to find their own answers.
- Build and manage relationships across all levels within Council as needed and with key external stakeholders.

Continuous Improvement

- Identify opportunities for improvements to processes and services that will positively transform the way we work
- Assist with the development and implementation of HR policies, systems, processes and practices.
- Provide input into the review, design, delivery and development of optimised processes and policies to ensure they are fit for purpose.
- Actively participate as a core member of the HR Service Delivery team, assisting with projects as required to promote organisation and HR effectiveness.

- Build awareness of how the HRSD function affects payroll and have a broad understanding of the payroll system and processes.
- Work collaboratively with other people and in the team to support key team objectives being achieved and share information and support proactively.

There is an expectation that the role accountabilities may evolve over time. You may also be involved in other activities as part of a career and development plan. These will be reflected in your performance and development goals that are set in discussion with your people leader.

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 working relationships with all stakeholders.
- Demonstrates curiosity by actively seeking to understand new concepts, exploring innovative solutions, and continuously asking insightful questions to drive personal and team growth.
- Contribute collaboratively, positively, and effectively to the operation of the team, the Group, and the Council as a whole.
- Take responsibility for your own self-development to enhance skills and knowledge applicable to current and future positions.
- Exhibit behavior which is consistent with the understanding of Te Tiriti o Waitangi and its application for the Council.

Health and Safety

All employees have a responsibility to work towards keeping a safe and healthy work environment by following all safe work methods, identifying workplace risks and hazards and using appropriate safety equipment. This includes, but not limited to, demonstrating 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 Advisor 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 Advisor 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 Advisor 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 programme, 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

Qualifications	<ul style="list-style-type: none"> • Relevant tertiary qualification in Human Resources, and/or equivalent work experience.
Experience and Knowledge	<ul style="list-style-type: none"> • 2 years minimum experience in an administration or a project coordination position, ideally in an HR/OD environment. • Some knowledge of HR and OD principles and practices, including current New Zealand employment legislation. • Ability to pro-actively build and maintain sound working relationships. • Good written and oral communication skills • Highly organized with the ability to prioritise work, think ahead and manage time effectively. • High proficient in the use of Microsoft Office applications. • Demonstrated commitment to the principles of Te Tiriti o Waitangi and an awareness of Māori perspectives and issues relevant to Māori or/knowledge of tikanga Māori and an awareness of Māori perspectives. • Holder of a current and valid NZ Drivers' licence.

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.

Te Tiriti o Waitangi

Kāpiti Coast District Council has a responsibility to contribute to meeting obligations under Te Tiriti o Waitangi. Meeting our commitment to Te Tiriti will contribute towards creating an organisation that is grounded, dynamic and resilient and supports our organisational values of being Caring, Dynamic and Effective in how we work.

Staff will contribute to the promotion of Te Tiriti o Waitangi and the involvement of Māori within the decision-making process for matters related to and important to them within the Council management processes and procedures.

Inclusion of Te Tiriti o Waitangi within all aspects of the role and its outcomes is necessary, while ensuring the engagement processes include appropriate mechanisms to meet the needs and aspirations of our hapori Māori, informed by our mana whenua partners – in an appropriate and safe manner.

To give effect to our responsibilities and achieve our respective outcomes – Tiriti training will be appropriate and organised through Te Rōpū Hononga ā-Iwi / Iwi Partnerships Group.

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.