

Human Resources Coordinator

Reports to:	Human Resources (HR) Manager
Direct reports:	None
Date:	June 2022
FTE:	20 hours per week, preferably Monday – Friday (mornings)
Location:	Wellington

About the New Zealand Infrastructure Commission, Te Waihanga

The work we do at Te Waihanga is critically important to Aotearoa. We have been tasked by Government to play a pivotal role in improving New Zealanders lives through better infrastructure and the services that result from infrastructure.

Infrastructure touches every New Zealander in one way or another. It is our roading systems, electricity, our water, and our mobile networks. To be successful we need to recruit the best of the best from a diverse talent pool.

We also play an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

Our Vision

Infrastructure for a thriving New Zealand

Our Values

- **Free-Thinking** Whakaaro nui – We arrive at creative yet considered solutions
- **Courageous** Māia – We will have honest conversations which reflect our independence
- **Trustworthy** Pono - You can depend on us to behave ethically and impartially
- **Empathetic** Ngākau aroha – We are listening and respectful of different views

Role Purpose

The purpose of this role is to provide people, culture and office support, across Te Waihanga, particularly for people managers, to create a great employee experience and to achieve the objectives of Te Waihanga's People Strategy. Working closely with and supporting the HR Manager and General Manager (GM) Operations, the people and culture work will range from office administration (office supplies and equipment, and oversight of our general office environment), support to HR such as policy and compliance, file management, recruitment and on and off boarding through to engagement, training and development and capability building. This role will also ensure the smooth running of our Wellington office.

Key Accountabilities

Key Accountability:	Detail
<p>People and Culture Support</p>	<ul style="list-style-type: none"> ▶ Provide people and culture support to the HR Manager and managers to develop their capability to manage their people and create a great employee experience, and employees as required. ▶ People and culture support ranges from assistance with HR processes; processing remuneration increases; recruitment (discussed below); onboarding; training and development support; employee engagement and offboarding. ▶ Work closely with the HR Manager and to administer Te Waihanga’s recruitment process including: <ul style="list-style-type: none"> ○ Drafting ads and position descriptions and providing advice about where to advertise vacant positions; ○ Corresponding actively with applicants and candidates throughout the recruitment process. ○ Preparing for and participating in interviews (where required) including providing assistance with selection criteria and organisation fit; ○ Preparing offer documentation; ○ Developing and maintaining effective recruitment toolkits, policies, and processes; and ○ Assisting with the management of relationships with recruitment agencies.

Key Accountability:	Detail
Payroll and Office Administration	<ul style="list-style-type: none"> ▶ Assisting with the processing of payroll to ensuring it's accurate, timely and legally compliant. ▶ Ensure personnel records are kept securely and are legally compliant. ▶ Working closely with the HR Manager and GM Operations to oversee the overall running of the Wellington office including: <ul style="list-style-type: none"> ○ Ordering office supplies and stationery; ○ Liaising with the building manager; ○ Engaging with external contractors when required including postal services, cleaners, deliveries, and maintenance teams. ○ Supporting external guests whilst onsite when meeting with leadership team members ○ Assisting with security pass and locker management ○ Coordination of Fire warden and annual fire drill training ○ Coordination of First Aider training
Reporting and Analysis	<ul style="list-style-type: none"> ▶ Assist with the analysis and preparation of people and culture reports for the HR Manager, and for the business, to help identify any trends, risks and to help manage people liabilities (e.g. exit interview themes, leave reporting etc).
Ability to work with sensitive and confidential information	<ul style="list-style-type: none"> ▶ This role will be exposed to sensitive and confidential information (remuneration, personnel files, employment matters) therefore it is critical that the person who is employed in this role can be trusted to view and manage this information that maintains the integrity of the information.
Relationship management and teamwork	<ul style="list-style-type: none"> ▶ Help to build credibility within the business, and effective and productive relationships, particularly with managers, to maintain an awareness of what is happening across the organisation, and so the business regularly seeks the Coordinator out for advice and support. ▶ Work collaboratively within the Operations team and across the organisation, behaving consistently with Te Waihanga's values.
Te Tiriti o Waitangi	<ul style="list-style-type: none"> ▶ Commit to understanding, recognising, and acting upon the articles of Te Tiriti o Waitangi; Kāwanatanga, Rangatiratanga, Oritetanga.

Key Accountability:	Detail
Health, Safety & Wellbeing	<ul style="list-style-type: none"> ▶ Take all practical steps to ensure your own health and safety (H&S) and the safety of others in the workplace. ▶ Assist the HR Manager with administration of the H&S reporting, training and procedures

Key Relationships

- ▶ People managers
- ▶ Employees
- ▶ Operations Team
- ▶ External supply partners

Skills, Knowledge, Qualifications, Experience

Skills

- ▶ Skilled at building and maintaining rapport and effective and productive relationships including influencing others.
- ▶ Excellent written and verbal communication skills.
- ▶ Highly organised and able to manage a busy and varied workload, including adapting to changing tasks at short notice.
- ▶ Highly self-motivated, able to work independently and directed to achieve results.
- ▶ Committed to meeting deadlines and producing quality work.
- ▶ Team oriented with a collaborative working style.

Knowledge

- ▶ Up to date knowledge of employment legislation and best practices, is desirable.
- ▶ An understanding of Te Tiriti o Waitangi and the Crown's responsibility to act as a good partner is desirable and a willingness to engage with Te Ao Māori perspectives and frameworks

Qualifications

- ▶ Relevant tertiary qualification majoring in human resource management is desirable or a relevant field or experience in human resources coordination.

Experience

- ▶ Experience across the breadth of people, office and culture systems and support.