

POSITION DESCRIPTION

HR ADMINISTRATOR

DETAILS	
Location	Masterton
Business unit	People and Capability
Reporting to	People and Capability Manager
Directs reports	Nil
Delegated responsibility	As per the delegations register
Salary range	TBC

OUR COUNCIL

Working at Masterton District Council means being part of a motivated, professional and customer-focused team in one of New Zealand's most beautiful districts. Our people play an integral role in delivering services for our community and we are focused on both 'what', and 'how' we achieve our goals. Our values help us build a workplace culture that is challenging but fun, because enjoying coming to work is important!

We want to be the best provincial Council in New Zealand.

Key to this:

- We are an employer of choice in the Wellington Region
- Our staff recommend us to their family and friends

OUR VISION

Masterton/Whakaoriori: Providing the best of rural provincial living.

OUR VALUES

A	Accountability
C	Creativity
T	Teamwork
I	Integrity
O	Open communication
N	No excuses
S	Service

TE TIRITI O WAITANGI

We are committed to the principles of Te Tiriti o Waitangi / Treaty of Waitangi: partnership, participation and pro-active protection. We recognise Tikanga Māori values in the workplace and community and know we can do more.

MY DEPARTMENT

People and Capability

The People and Capability team is a small, tight unit with big portfolio of work. We have a focus on service delivery, quality, continuous improvement and productivity.

Our team provides oversight of health, safety and wellbeing for the organisation, and delivers human resources strategies, policies and initiatives to increase individual, team and organisational effectiveness, aligned to the Long-Term Plan and Council goals.

MY ROLE

To provide high quality administrative support and coordination for the Human Resource functions at Masterton District Council.

MY KEY RESULT AREAS

Recruitment Support and Coordination

Internal and external job advertisements are posted to nominated websites and job boards when finalised by HR Adviser or People and Capability Manager.

People and Capability inbox is monitored regularly with acknowledgements sent to candidates within 24 hours of receipt. Applications filed into applicable Vacancy folder in the council's Document Management System (EDMS).

Applications via Seek are downloaded into the applicable Vacancy folder once applications have closed.

Applicants who have not been shortlisted for interviewed are advised as unsuccessful via email within one week of application closing date.

Coordinate the setting up of interviews – including scheduling of panel member's diaries, meeting rooms, booking in candidates including email confirmations and set up of meeting rooms.

Prepare interview packs for panel members – interview guide, CV and Position Description.

Ensure interviewed candidates complete an Application for Employment form in person or electronically.

Recruitment documentation for successful candidates is saved into the DMS. Unsuccessful candidate information is securely destroyed after three months.

All applicants and candidates receive a positive experience which supports the council as an 'employer of choice.'

Employee Documentation

Employment agreements and Variations are drafted from information provided by HR Adviser or People & Capability Manager.

All agreements and variations are reviewed by another member of the People and Capability team and a member of the Payroll team prior to distribution.

All employment documents are saved securely into EDMS.

Onboarding

Proof of identity and verification of eligibility to work in New Zealand is completed prior to the employee's first day of work.

MOJ or Police Vetting checks are completed and forwarded through to the relevant agency.

New employee documentation is completed and sent to Payroll prior to start date.

	<p>HR responsibilities under the Onboarding Procedure are actioned with guidance provided to Managers/Team Leaders on their responsibilities.</p> <p>Coordination of organisation-wide induction sessions and powhiris.</p>
Offboarding	<p>Resignation acceptance letters drafted, and all resignation documentation forwarded to Payroll.</p> <p>Exit interview scheduled with departing employee and HR Advisor/P&C Manager.</p> <p>Coordination of Offboarding Procedure in conjunction with departing employee's manager.</p>
Learning and Development	<p>Coordination of inhouse training courses including preparation of materials, participant registrations, room bookings and catering.</p> <p>Register is maintained of in-house training that has been held and participants who have attended.</p> <p>Employee training records e.g. certificates are filed.</p>
Health, Safety and Wellbeing	<p>Coordination and distribution of health and safety committee meetings including scheduling, agendas and drafting of minutes.</p> <p>Health and Safety information including lists of First Aiders, Fire Wardens and Health & Safety Committee members is kept up to date.</p> <p>Assistance with the coordination of activities under the Wellbeing programme.</p>
Maintain HR information	<p>HR related records – including recruitment, learning and development, position descriptions, performance appraisals health and safety are maintained and filed under the appropriate security setting for the information.</p>
General HR Administration	<p>Maintenance of organisation chart.</p> <p>Position Descriptions updated as required.</p> <p>HR information for staff is maintained and updated in EDMS e.g. current position descriptions, health & safety information.</p> <p>Invoice processing.</p>
HR Projects	<p>Assistance with administrative tasks associated with HR projects as directed by the People and Capability Manager.</p>

MY HEALTH AND SAFETY RESPONSIBILITIES

Health, Safety, Wellbeing

Monitor work practices to ensure all work is performed in accordance with requirements of Health and Safety policies, procedures and legislation and respond to identified risks in a timely manner.

Ensure that the system for the reporting and dealing with all incidents, hazards and risks within the facility is followed by all staff.

Ensure all incidents, hazards and risks are reported.

Ensure that all staff are properly trained in all relevant aspects of health and safety applicable to their role.

Ensure that contractors meet all requirements for Health and Safety and monitor for on-going compliance.

MY OTHER RESPONSIBILITIES

Self-Management, Training and Development	Set realistic goals for own performance
	Undertake change based on regular self-evaluation and feedback
	Identify opportunities for personal and professional development and growth
	Undertake both internal and external training identified as relevant to the role
Policies and Procedures	Comply with Council's Code of Conduct, Staff Manual including its Policies and Procedures at all times.
	Ensure the implementation and compliance with Council's Code of Conduct and Policies and Procedures, within all areas of responsibility.
Other duties	All duties must be carried out to the prescribed timeframes, systems, quality and standards and to the satisfaction of the People and Capability Manager.
	Duties and responsibilities described above should not be construed as a complete and exhaustive list as it is not the intention to limit in any way the scope of functions of the position. Duties and responsibilities can be amended from time to time to meet changing conditions.
Legislative	All Human Resource functions are carried out in line with legislative requirements including (but not limited to) Employment Relations Act 2000, Privacy Act 2020, Health and Safety Act 2015.
Participate in Council's civil defence emergency response	Participation in relevant emergency response training and duties as requested by the Chief Executive.
	Such other duties as may be required from time to time by the People and Capability Manager.

MY KEY RELATIONSHIPS

Internal	MDC Managers, Team Leaders and employees.
External	External applicants and candidates
	Recruitment, training and wellbeing providers.

MY COMPETENCIES/KNOWLEDGE/SKILLS/EXPERIENCE

Competencies

High degree of customer service skills.

Proven experience in providing high quality administration support.

Computer literate, including intermediate knowledge of Microsoft Office applications.

Excellent written and oral communication skills.

Strong relationship management skills with the ability to relate to a wide range of people.

Interest and/or study of Human Resource Management.

Ability to understand and apply HR related legislation including (but not limited to) Employment Relations Act 2000, Privacy Act 2020 and Health and Safety at Work Act 2015.

Personal Attributes

Ability to listen, respond to, and deliver solutions to customers using sound judgement.

A solution-focused, proactive approach to identifying and solving problems.

A self-starter, with the ability to work autonomously without close supervision.

High attention to detail.

Effective and confident interpersonal skills, including a high level of emotional and social intelligence.

Strong customer service ethos.

Resilient and calm under pressure.

Discretion, maturity and a commitment to keeping information confidential.

Ability to represent council's interests in a constructive manner and to be an advocate on its behalf.

An initial review of performance will be conducted after three months, with an annual performance development planning session annually thereafter. This is in the context of regular discussions and a 'no surprises' annual review.

POSITION DESCRIPTION AGREEMENT

My name	
My signature	
Date	

POSITION DESCRIPTION VERSION CONTROL

Author	Version	Comments	Date
People & Capability Manager	1.0		19/08/2020

ATTACHMENT A

Masterton District Council Organisation Structure

