

## Human Resources Coordinator – Position Description

### New Zealand Playcentre Aotearoa Vision/Mission:

Whānau Tupu Ngātahi - Families growing together.

Playcentre is a family organisation where:

- we empower adults and children to play, work, learn and grow together
- we honour Te Tiriti o Waitangi and celebrate people's uniqueness
- we value and affirm parents as the first and best educators of their children so that whānau are strengthened and communities enriched

### Purpose of the Position

The Human Resources Coordinator role is a pivotal role in the HR team, working collaboratively with other members of the HR Team and Playcentre Managers undertaking all end-to-end recruitment and the maintenance of employment records. This role will contribute to the development of and recording of HR processes and policies.

Please note this position description may change from time to time as reasonably required by Playcentre Aotearoa. You may be required to undertake additional responsibilities for which you are suitably experienced and that you could reasonably be expected to perform.

### Place of Work

National Office, Porirua or a Regional Office

### Reporting

The Human Resources Coordinator reports to the Human Resources Lead

### Direct Reports

- nil

### Key Relationships

- HR Team
- Payroll Team
- Communications Team
- Regional Support Teams
- External stakeholders

### Key accountabilities



“Whānau tupu ngātahi – families growing together”

<p>Role Specific</p>	<ul style="list-style-type: none"> <li>• Draft and generate letters of offer, and variations to employment agreements in a timely and accurate manner</li> <li>• Support recruiting managers with end-to-end recruitment of new staff, answering queries and providing advice and guidance as required in the use of HR processes.</li> <li>• Assist in drafting position descriptions, advertisements and interview questions for Playcentre roles.</li> <li>• Contribute to the development and mapping of HR Policies and Procedures.</li> <li>• Provide support and guidance to Regional teams and SLT in the use of HR Processes.</li> <li>• Administer organisation structure records and ensure the Organisation charts are updated and published in a timely manner</li> <li>• Coordinate the assigning of tasks from the HR Inbox</li> <li>• Assist in the development of an HR Information System</li> <li>• Maintain employee records and data</li> <li>• Support managers in the induction of new employees</li> <li>• Complete miscellaneous administration tasks to support the day-to-day running of the HR function.</li> <li>• Collaborate with payroll to ensure that staff are paid correctly and on time.</li> <li>• Contribute to HR projects as agreed from time to time</li> <li>• Support and identify opportunities for the improvement and automation of HR systems and processes</li> <li>• Provide administrative support for Health, Safety and Wellbeing Lead on an ad hoc basis – ensuring that all requests are processed with accuracy and in a timely manner.</li> </ul>
<p>Bi-cultural partnership</p>	<ul style="list-style-type: none"> <li>• Participate in ongoing Treaty and Bicultural related training and other appropriate professional development.</li> <li>• Encourage and understand the importance of the dual heritage of New Zealand/Aotearoa.</li> <li>• Recognise the principles of Te Tiriti o Waitangi and how they relate to Playcentre.</li> </ul>
<p>Centre focused</p>	<ul style="list-style-type: none"> <li>• All Playcentre employees have responsibility for ensuring that their role and contribution (whether directly or indirectly) in the development, co-ordination and provision of services or support, proactively helps centres to be able to undertake their work upholding and promoting Playcentre Aotearoa values and philosophy.</li> </ul>
<p>Health and Safety</p>	<ul style="list-style-type: none"> <li>• Undertakes work safely complying with the Health &amp; Safety at Work Act 2015 and taking responsibility for your own actions.</li> <li>• Complies with all H&amp;S information, instruction, Playcentre policies and procedures, training and supervision.</li> <li>• Reports any health &amp; safety hazards, risks and incidents in the workplace immediately.</li> <li>• Complies with all requirements of return to work and rehabilitation plans.</li> </ul>

<b>Key competencies</b>	
Pou Hono: Valuing Māori	<ul style="list-style-type: none"> <li>Actively engages in promotion of Māori cultural values.</li> <li>Recognise that others will bring/apply their cultural perspective to all discussions, decisions and actions.</li> <li>Identifies cultural perspectives and bias in others and challenges their views in a manner that would cause them to self-reflect.</li> </ul>
Analytical thinking	<ul style="list-style-type: none"> <li>Makes considered decisions and establishes clear goals and priorities to achieve desired outcomes.</li> <li>Approaches problems analytically, from a variety of perspectives, identifying immediate and long-term consequences.</li> </ul>
Building relationships	<ul style="list-style-type: none"> <li>Ability to establish trust and confidence of stakeholders.</li> <li>Honest, respectful and open in delivery of communication.</li> </ul>
Communication with influence	<ul style="list-style-type: none"> <li>Earns respect through competence in role and acting with honesty and integrity.</li> <li>Solution focused.</li> <li>Be available for the Playcentre community to find common ground and viable solutions that meet their needs as well as the needs of the centres.</li> </ul>
Consultation & collaboration	<ul style="list-style-type: none"> <li>Provide reliable advice to support stakeholders (internal and external) and build trust.</li> <li>Draws on own knowledge and expertise to provide relevant advice to stakeholders.</li> </ul>
Delivering results	<ul style="list-style-type: none"> <li>Is action oriented, having the energy, motivation, positivity and commitment to excellence to ensure achievement of results.</li> <li>Consistently achieves priority goals, seizes challenges, deals with any knock backs, and keeps themselves and others focused on achieving the required outcomes.</li> </ul>

## Person Specification

### Skills and Attributes

- Confident in use of IT and experience in using systems – ideally an HRIMS
- Enjoys working collaboratively with a 'can do' attitude.
- Excellent relationship management skills- proven ability to interact effectively and confidently with a range of stakeholders.
- Excellent communication skills, both oral and written.
- Recognises the "big picture" in issues while also attending to detail.
- Organised - excellent time management abilities, planning work around deadlines and tight timeframes with ability to multitask.
- Proficient in use of Microsoft Suite and Technology
- Motivated and results orientated.
- Positive attitude with proven customer focus.
- Committed to Playcentre philosophy and values.