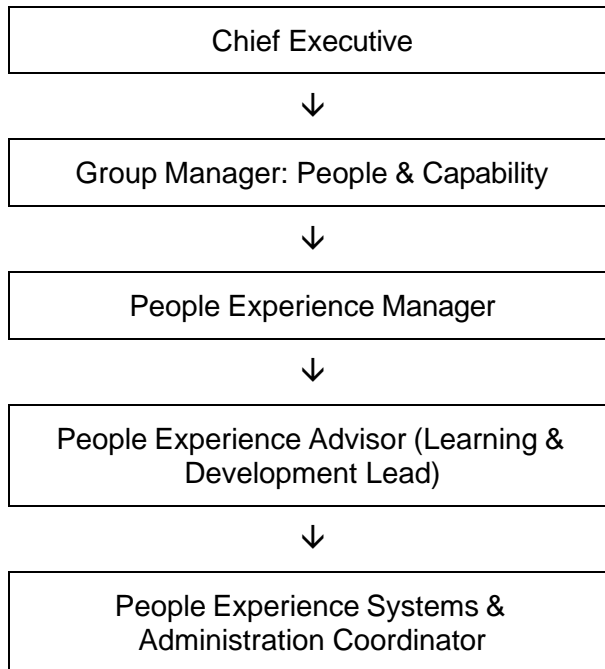


## POSITION DESCRIPTION

**Position:** People Experience Systems & Administration Coordinator  
**Group:** People & Capability (P&C)  
**Responsible To:** People Experience Advisor  
**Responsible For:** Nil  
**Organisational Context:**



# Tirohanga Whānui - Council's Vision for the Community

Heretaunga Whenua Houkura, Heretaunga Hapori Ora

Fertile Land, Prosperous People

## Kaupapa Mātāmua - Our Organisational Mission

E mahi ngātahi ana hei painga mō te iwi me te kāinga, i tēnei rā, āpōpō hoki

Working for our people and our place, today and tomorrow

## Ngā Uara – Our Values

### Te Mahi Tahi - Working Together

- We work collaboratively
- We are flexible and creative
- We celebrate our successes and have fun

### Mana Tangata - Respecting Others

- We are inclusive
- We are honest and reliable
- We act with integrity and professionalism

### Te Whakaaweawe - Making a Difference

- We strive for excellence
- We are all accountable
- We serve our community with pride

### Oranga Tangata - Supporting Wellbeing

- We encourage life balance
- We care for our work whanau
- We bring a positive attitude

## Working effectively with Māori

Hastings District Council aspires to a kaitiakitanga conducted in good faith at all times with respect to the aspirations and expectations of Maori. We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.

## Context

Our vision for the Hastings District represents the foundations of our community: land and people. We are focused on protecting and enhancing our fertile land and the life-giving waters which support it, and helping the people of this place to fulfil their aspirations and prosper together.

Across the local government Community Wellbeings, we are seeking:

- Economic - a sufficient and supportive economy
- Environmental - a healthy environment and people
- Social – a safe and inclusive place
- Cultural – a vibrant place to live, play and visit.

The Hastings District Council organisation emphasises capabilities such as working together, a can-do attitude, a spirit of service, enabling, community engagement and partnership development alongside traditionally valued technical and management skills and capabilities. Excellence in performance from the organisation as a whole and from individuals is needed.

## Purpose of Position

This role is part of the People & Capability Group. The Group includes Payroll Services, People Experience and Health, Safety & Wellbeing.

The purpose of this position is to provide administrative support and coordination to the People Experience Manager and wider People Experience team to deliver an exceptional employee experience across Council by:

- Providing efficient, quality driven administration support
- Providing Organisational Learning & Development Training Coordination
- Supporting all HRIS systems (needs analysis, research, design, testing, quality control, deployment, training, and administration) and People Experience and other end users in the use of HRIS applications and relevant desktop tools
- Assisting with bulk recruitment, induction, People Experience initiatives, reporting and projects and day to day People Experience administration

## Other

- We all have responsibility for Health and Safety, therefore the staff member in this role shall:
  - Ensure compliance with the provisions of the Health and Safety at Work Act 2015, and all applicable regulations, Codes of Practice, standards and guidelines.
  - Observe all occupational safety and health policies, procedures and rules stated by Council which are pertinent to the duties carried out by the officer in this position and in all operational areas of the organisation.
  - Promptly and accurately report and record any workplace injuries and incidents.
- Civil Defence and Incident & Emergency activities as required. Local government is responsible for looking after communities in the event of a Civil Defence situation. This means that once you have ensured the safety of your family and property, you may need to assist with civil defence or critical incident management.
- Council has an Employee Handbook which includes a Code of Conduct – staff are expected to comply, along with all other organisational policies and procedures.
- Such other duties as may be allocated by the manager from time to time.

## **Key work areas for which this position will have a responsibility are:**

### **Organisational Learning & Development Training Co-ordination**

- Developing and maintaining training course schedules and training provider agreements
- Regularly reviewing training courses, delivery, costs, and services for budget consideration and continuous improvement opportunities
- Coordination and scheduling of training sessions, liaising with suppliers/providers and staff members
- Collecting, capturing, collating, managing, and maintaining all data and records relating to Organisation wide staff training
- Coordinate and delivery of pre and post course administration and material
- Administer Council's Learning Management System, ensuring all learning records are captured and course catalogue details are correct and up to date
- Regular reporting on all LMS activity and budget tracking
- Research e-learning library for appropriate HDC content, review, update and publish content as per planned schedule
- Provide administrative and coordination support to the subject matter experts in:
  - Allocating categories to each learning outcome
  - The placement of learning outcomes within the organisational learning framework
  - Identifying best delivery method i.e. online or face to face and learning level
  - Creating course content that is on brand
- Manage the logistics and set up for venues, Outlook appointments and catering as required
- Working with subject matter experts, coordinate the development of functional learning materials, delivery methods and help identify the level learning should be pitched.
- Assist staff with the learning registration process

### **Delivery of Operational People Experience Systems Administration**

#### **Systems Administration**

- Lead responsibility with monitoring, updating and maintenance of relevant HRIS modules (which may include Onboarding, LMS, Recruitment, Survey, HR Core, Performance and Analytics), ensuring data integrity
- Support the continuous evaluation and evolution of our HRI Systems
- Coordinating with Information Technology and the user community to identify areas of improvement, recommend changes, and implement functional solutions for existing systems where possible
- Curate and publish system dashboards and internal communications updates
- Provide system reports and ensure processes and backend documentation is accurate and up to date
- Maintaining and administering ad hoc report writing tools for end users; training and assisting users of those ad hoc report writing tools
- Troubleshooting as required
- Assist with maintaining all records on the HRIS systems in line with changes to contracts, salary reviews, pay rates, performance reviews and any other information that is required to be kept for employees, whilst ensuring complete accuracy and confidentiality
- Provide system support to organisational subject matter experts, keeping them informed of system changes, updates, tips and tricks
- Train system users on functionalities and new features

## **People Experience Coordination & General Administration**

- Provide administration support to the wider People Experience team as and when required – this may include such things as administrative support during bulk recruitment campaigns, including arranging and sending interview invitations, room bookings, pre-employment checks and uploading of all relevant documentation to candidate profile's, conducting and monitoring new staff inductions, greeting candidates and visitors to the People Experience office, raising purchase orders and supporting P&C projects, maintaining and updating Job Descriptions
- Monitor and assist with managing People Experience Recruit inbox and room booking calendar, providing first level response assistance to queries where appropriate
- Maintaining confidential People Experience documentation within the People Experience HRIS
- Enter & filling data into HR systems as required to ensure all personnel records remain up-to- date
- Reviewing, designing, and formatting of People Experience procedures and documents\
- Other general administrative duties such as taking and distributing meeting minutes, processing accounts, mail, filing, photocopying, binding of correspondence and staff materials, word processing, stationery ordering, other relevant administrative tasks as required

## **Important Functional Relationships**

### External

Suppliers  
Contractors  
Training Providers

### Internal

People Experience Staff  
People & Capability Staff  
Managers & Team Leaders  
All other staff

### Committees/Groups

## **Person Specification**

### **Qualifications**

- Relevant vocational qualification (e.g., National Certificate or Diploma in Business Administration/HR) OR relevant experience and an ability to learn quickly.
- A current NZ Class 1 Drivers Licence.

### **Knowledge/Experience**

- At least three years previous administrative experience in a HR or related environment preferred.
- Proficiency with computers, system administration and data entry a must have. HRIS experience desirable.
- Experience with ELMO software would be an advantage
- Intermediate to advanced knowledge and experience with MS applications: Word, Excel, PowerPoint, Outlook, Teams.
- Experience in managing conflicting work priorities.
- Experience in dealing with a wide range of stakeholders to create a win-win scenario is critical

## **Key Personal Competencies**

- Effective verbal and written communication skills
- Demonstrate a commitment to ongoing learning and development, to improve the way in which Council delivers its services
- Proven ability to establish and maintain good working relationships
- Ability to maintain confidentiality and handle sensitive information with discretion
- Detail and process driven
- Excellent time management and organisational skills
- Ability to handle multiple tasks, work under pressure and prioritize work to meet deadlines
- Able to work independently and to work as part of a team
- Ability to identify opportunities to improve systems
- Networking skills to build relationships necessary for effective performance

## **Personal Attributes**

- Well organised, consistent, and accurate
- Good sense of humour
- Enthusiastic and self-motivated
- Be willing to carry out a wide range of duties to develop skills
- Team player