

He kōrero mō te tūranga | Job Description

Tūranga Job Title:	Human Resources Co-ordinator
Tīma Team:	Human Resources
Rōpu Group:	Te Kāhui Tangata Corporate Services
Mā wai e tiaki Reporting to:	Manager Human Resources
Wāhi Mahi Location:	Wellington
Rahi o te Utu Salary band:	13
Wā whakarite Date:	October 2021

Te Aronga o te Ratonga Tūmatanui / Public Service Purpose

Mahi tōpū ai ngā Kaimahi Tūmatanui e whai tikanga ai te noho a ngā tāngata o Aotearoa. Hei tā te Public Service Act ko te pūtake o ngā Kaimahi Kāwanatanga, ko te tautoko i te kāwanatanga whai ture me te kāwanatanga manapori; ko te āwhina i te Kāwanatanga o te wā nei me ō anamata ki te whakawhanake, ki te whakatinana hoki i ā rātou kaupapa here; ko te tuku i ngā ratonga tūmatanui e nui ana te kounga, e nahanaha ana anō hoki; ko te tautoko i te Kāwanatanga e tūroa ai te whai oranga o te marea; ko te huawaere i te whai wāhitanga o te kirirarau ki te ao tūmatanui me te whakatutuki i ngā mahi i runga i tā te ture i whakahau ai. E hiranga ana te wāhi ki a mātou ki te tautoko i te Karauna i ana hononga ki ngā iwi Māori i raro i te Tiriti o Waitangi. Ahakoa he nui ngā momo tūranga mahi, e tapatahi ana ngā kaimahi tūmatanui i roto i te whakaaro nui ki te hāpai i ngā hapori, ka mutu, e arahina ana ā mātou mahi e ngā mātāpono matua me ngā uara o ngā Kaimahi Tūmatanui.

The public service works collectively to make a meaningful difference for New Zealanders. The Public Service Act states that the purpose of the public service is to support constitutional and democratic government, enable both the current Government and successive governments to develop and implement their policies, deliver high quality and efficient public services, support the Government to pursue the long-term public interest, facilitate active citizenship and act in accordance with the law. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi and te Tiriti o Waitangi. Whilst there are many diverse roles, all public servants are unified by a spirit of service to the community and guided by the core principles and values of the public service in our work.

Ō mātau uaratanga | How we do things – our values

KEI ROTO MĀTAU | INVESTED - We are committed and responsible

HE MĀIA | BOLD - We are courageous, shaping our place in the world

MAHI NGĀTAHI | COLLABORATIVE - We are connected and journey with others

He whakamana i a Aotearoa kia momoho | Enabling New Zealanders to flourish – our purpose

Our purpose statement goes beyond describing what our organisation does. It succinctly and powerfully captures the value that we will deliver to New Zealanders.

- **Flourish:** A living organism flourishes when it grows or develops in a healthy or vigorous way, especially as the result of a particularly congenial environment. We think that's what transport should do for New Zealanders.
- **New Zealanders:** New Zealanders are central to what we do. This includes New Zealand Inc, the business sector, and our international connections, but at the heart of all of it people.
- **Enabling:** We are here to help create the transport ecosystem that will enable society and businesses to flourish and grow.

Human Resources Co-ordinator

The Ministry of Transport is the Government's system lead on transport. Our purpose is to enable New Zealanders to flourish, reflecting transport's role in shaping our society, economy and environment.

The Corporate Services Group is responsible for leading the development of and supporting the effective implementation of the Ministry's organisational and policy strategy, through the effective delivery of specialist corporate services.

This role is part of the Human Resources (HR) Team. The HR Team provides strategic and operational guidance, advice and support on all aspects of HR for the Ministry, including employee relations, recruitment and retention, induction, workforce planning, organisational development, learning and development, change leadership, staff engagement, payroll and HR reporting, health, safety and wellbeing, remuneration, policies and people management.

The role of the HR Co-ordinator is to provide high level administration and coordination support to the Manager - Human Resources and the wider HR Team, as well as assisting in the development and implementation of HR initiatives and projects.

Hei aha kei tō raurau | What you will do to contribute - key responsibilities

The HR Co-ordinator role has responsibility for providing high level administration and coordination support to the HR team and Managers.

This role is responsible for:

Administration of the HR function

- Providing administrative support for the whole HR function across recruitment and selection, induction and on-boarding, learning and development, remuneration and job sizing, performance management, HR policy and procedures, collective bargaining and employment exits
- Work collaboratively with members of the HR team to ensure the maintenance of accurate records on positions, job descriptions, remuneration ranges, organisational structure charts and maintaining our central databases
- Proactively follow up on upcoming fixed term/secondment end dates and other workflows
- Participate in HR projects and initiatives
- Promote and role model the values and goals for the Ministry including good employer principles and practices and expected high standards of integrity, ethics and behaviour
- Providing input into HR team responses in respect to Official Information Act requests (OIA), Parliamentary Questions (PQ), Select Committee Questions (SCQ), annual review and estimates, and other Parliamentary requests, as required

HR system and process maintenance

- Develop, implement, review and maintain HR administrative systems and processes to ensure effective provision of service and accuracy
- Maintain all records on the HR systems in line with changes to contracts/agreements, salary reviews, salary ranges, market information, and any other information that is relevant to this system, whilst ensuring complete accuracy and confidentiality
- Maintain paper based and electronic personnel files
- Enter data into HR systems as required to ensure all HR records remain up to date
- Develop proficiency and provide support for employees using our payroll system Jadestar - be the Ministry expert – with help from the provider Fusion 5
- Provide administrative support and coordination during projects and initiatives

- Coordinating monthly and quarterly HR reporting material for the Ministry
- Maintaining the integrity of the payroll information we hold
- Assisting with event management where required
- Assisting with induction and on boarding processes, including Health and Safety
- Facilitating on boarding and exit interviews where required.
- Ensuring compliance with all required policies, practices and formats of all HR and payroll documentation

The duties and responsibilities in this document are not exhaustive. The incumbent may be required to perform other work which is consistent with the nature of the role

Tō oranga i te wāhi mahi nei | Your health, safety and wellbeing

At the Ministry we expect all employees to:

- Work safely and take responsibility for keeping self and colleagues free from harm
- Report incidents and hazards promptly
- Know what to do in the event of an emergency
- Ensure personal health and safety standards are adhered to when at work or offsite when working

Kia mahi koe ki a wai | Who you will work with to get the job done

Internal	Finance
	Senior Leadership team
	All managers and staff
External	HR Professional bodies
	Unions and staff representatives
	External Providers/Consultants
	Government agencies and other organisations

Ngā kaimahi māu e tiaki | Direct Reports

- Nil

Ōu pūkenga | What you will bring specifically

Experience:

Essential:

- Proven customer service experience
- Proven interpersonal, relationship building and networking skills
- Ability to use discretion, you know what is and is not appropriate to share with others
- A good eye for detail and accuracy
- Ability to work under pressure, set priorities and manage tight timelines
- Excellent written and verbal communication

Desirable:

- Proven experience in a coordination/administration role

- Experience of working in government, a sound understanding of the role of the public service and of working with Ministers and other government departments and agencies
- Experience in managing external supplier relationships

Knowledge & Skills:

- High level of proficiency in Microsoft Office tools and products (e.g. word, excel, outlook, powerpoint, visio)

Other requirements:

A tertiary qualification (or working towards one) preferably in Human Resources or relevant experience

Ka tāea te aha | Capabilities

We use the Leadership Success Profile (LSP) to help guide our people, including those not in management positions, towards the skills and capabilities needed for success within the Ministry and across the public sector.

Honest and courageous

Deliver the hard messages and makes difficult decisions in a timely manner to advance the longer-term best interests of customers and New Zealand.

Curious

Show curiosity, flexibility, and openness in analysing and integrating ideas, information, and differing perspectives; to make fit-for-purpose decisions.

Self-aware and agile

Leverage self-awareness to improve skills and adapt approach; to strengthen personal capability over time and optimise effectiveness with different situations and people.

Resilience

Show composure, grit, and a sense of perspective when the going gets tough; to help others maintain optimism and focus.