

TE WHAKAATURAKA MAHI / JOB DESCRIPTION

Position Title <i>Te tūraka mahi</i> : Senior People and Culture Co-ordinator	Area <i>Te Tari</i> : People, Culture and Wellbeing
Reports to (title) <i>Ka whakaratatia e</i> : People and Culture Manager	SP10 placement : C Band

Primary purpose *Te take matua*

To work in partnership with the organisation using a proactive approach, supporting and coaching in line with Otago Polytechnic's strategic goals and objectives.

To be the first point of contact for the People and Culture team, providing high quality, specialized administration and coordination support to internal and external customers, anticipating needs and applying specialist PCW and sector knowledge, initiative, analytical and creative thinking in the delivery of solutions.

- Be the first point of contact for internal and external PCW queries, providing values-based service and first level advice and escalating through the team where appropriate
- To prepare accurate, quality employment related documentation, correspondence and reports in a timely way.
- To coordinate people and culture related activities (including recruitment, professional development and wellbeing) in a friendly, professional and timely way.
- To look for opportunities to streamline and improve processes and systems within People and Culture to continuously enhance the customer experience.

Success in this role will result in future focused, accurate, efficient and effective administration of employment of Otago Polytechnic employees.

Key responsibilities/accountabilities *Ko ngā takohaka matua / ko kā kaweka matua*

In order of importance, state the major responsibilities / accountabilities of the position and what is achieved

Key responsibilities / accountabilities <i>Ko ngā takohaka matua / ko kā kaweka matua</i>	Outcome <i>Kā hua</i>
Employment documentation and related matters	• Employment documentation (including offers of employment and variations) and correspondence for employees is prepared accurately, lawfully and within agreed timeframes. • Proactive and regularly review OP's employment related documentation in light of changes to legislation, OP Policy, and P&C best practice, and recommend changes as required. • Be the first point of contact for any enquiries regarding employment documentation and respond/resolve/refer as appropriate. • Manage and administer the People and Culture email inbox and action items in a timely manner. • Answer employment law and Otago Polytechnic policy related queries and refer/escalate queries to relevant Business Partner as appropriate. • Coordinate employee exit information, payroll notification, documentation and communication including departure checklists and exit survey/interview.

	• Create, update and maintain electronic files including team and personnel files. • Position descriptions are reviewed and updated as required. • Undertake police vetting process for new and existing staff as required, within appropriate timeframes. • Audit at-risk or safety sensitive areas to ensure police vetting and relevant registrations are current.
Recruitment and Selection	• Provide support to the Recruitment Business Partner in administering the recruitment and selection process including preparing advertising, and coordination of selection panels and interviews. • Create and maintain electronic records relating to recruitment processes, and ensure that hard copy and electronic files are destroyed in line with relevant policy and legislation. • Participate in the selection of new kaimahi including interview panels, shortlisting and reference checks as required. • Contribute to the development and maintenance of OP's pool of casual kaimahi.
Professional development / kaimahi capability	• Effectively coordinate professional development opportunities facilitated by P&C, scheduling them well in advance, advertising them appropriately, manaakitaka is ensured, attendance records checked and evaluations are coordinated. • Obtain, track and ensure accurate and up-to-date records of kaimahi development and qualifications (including Driver Agreements) on me@OP and maintaining the development related components of that system. • Effective support is provided to other teams within OP on the administration and coordination of development programmes (e.g. the Certificate in Bi-Cultural Competency and NZCATT).
Employment Relations	• Apply and provide information on the Collective Employment Agreements and Individual Employment Agreements. • Take minutes of meetings for employment related resolution where directed by People and Culture Business Partners and People and Culture Manager. • Prepare and review documentation relating to employment relation matters such as staff reviews, investigations and performance reviews. • Provide support as required on change management processes and ensure key stakeholders are adequately supported. • Regular audit of casual workforce, and provision of information and recommendations to P&C Business Partners and Director People and Culture.
People and Culture Team Support	• Support or lead the coordination of P&C organised events. • Provide support to the HRIS Analyst on training, development and advice for Montage (Employment Matters @ OP) related matters. • Provide support for first day inductions for new kaimahi, and connecting with relevant services and development. • Provide back up support for People and Culture events such as Kaimahi Induction. • Proactively review processes and practices in People and Culture for improved customer experience and efficiency, and implement approved changes

	Undertake P&C team administration tasks, such as coordinating team meetings, maintenance of office supplies, coordinating travel bookings, and creating and monitoring purchase orders for accounts payable
Policy and Procedures and Projects	- Maintain currency and practice in policies, procedures and legislative requirements. - Input into People and Culture policies is proactive and inline with best practice. - Projects and objectives are completed as per the People and Culture team Performance plan. - Provide input and assist with People and Culture projects.
Observe principles and practices of Equal Employment Opportunity and Diversity	Fair treatment in the workplace is delivered and observed
Fulfill Safety and Wellbeing responsibilities, accountabilities and authorities as outlined in Otago Polytechnic Safety and Wellbeing Policies	- Achievement of a healthy and safe work and learning environment - New and existing hazards will be pro-actively identified and managed - Incidents, accidents and occupational illnesses immediately reported - Safe work methods will be adhered to including the use of Personal Protective Equipment
Fulfil our individual and collective responsibilities, accountabilities and expectations as outlined in The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021	- Uphold the responsibilities outlined in The Education (Pastoral Care of Tertiary and International Learners) Code of Practice, contributing to a safe, supportive environment that prioritises ākonga wellbeing and success. Participate in required training to confidently apply the Code within your role. - Integrate Te Tiriti o Waitangi principles and actively support equitable outcomes to create and support opportunities for ākonga voices to be heard, enabling responsive actions that meet ākonga needs and foster their achievement. - Awareness to attain OP as an inclusive environment for all cultures and languages.
Fulfill Information Management responsibilities, accountabilities and authorities as outlined in Otago Polytechnic Information Management Policy	- Create, maintain and store full and accurate records of activities, transactions, and decisions carried out in the course of daily business. - Records are to be disposed of only when legally authorised to do so, as per Disposal Authorities: DA424 and GDA 6 and 7 - Otago Polytechnic records are not to be created or maintained in any personal or private cloud storage services (e.g. DropBox)
Demonstrate organisation's values on a daily basis	- Alignment to organisation behaviours is adhered to ensuring consistency in approach and delivery of outcomes - Our values are consistently demonstrated.
Inherent Requirements:	

Inherent requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job
- Meet the productivity and quality requirements of the position
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

Key working relationships *Kā honoka mahi matua*

Key working relationships <i>Kā honoka mahi matua</i>	Nature and purpose of contact <i>Te āhua me te take o te honoka</i>
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People and Culture Manager	Formal Leader. Provide strategic and operation advice (both ways). Provide assistance and seek instruction on a wide range of matters.
People and Culture Team	Collegial support and advice, work distribution, peer discussions. Work in partnership with others. Seek instruction on a wide range of matters.
Payroll Lead and Finance Team	Collegial support and advice regarding contract for services, employment contracts and employees.
Formal Leaders	Provide operational advice. Seek feedback and input and provide information.
All kaimahi	Provide support, advice, training and communicate on employment contracts and employment related matters.
External partners, including but not limited to industry, community and mana whenua	Work in partnership to understand needs and how we can meet these.
External stakeholders	Provide professional advice and service

Decision making authority *Kā rakatirataka whakatauka*

Decisions expected <i>Kā whakatauka tūmanako</i>	Recommendations expected <i>Kā taunaki tūmanako</i>
Prioritisation of work load and portfolio to bring about maximum organization benefit	Priorities determined
Approvals in accordance with the Delegations of Authority; sign off letter of appointment and variations as required.	Decisions and Expenses approved in line with budget and delegation in a timely and accurate manner. These are as per Otago Polytechnic policies as amended from time to time
Employment contractual type determined	Appropriate agreement distributed in line with legislation and the nature of engagement with Otago Polytechnic
Recruitment	Make up of panel and timing of advertising. Make recommendation on shortlisting and potential candidates

Position dimensions *Kā āhuataka tūraka*

List the relevant financial and staffing dimensions for which this position is accountable.

- Sales/revenue: Nil
- Budget: Nil
- Number of employees reporting directly: Nil

Selection Criteria – Knowledge & Skills *Whakariteka Kōwhiritaka - kā mātauraka me kā pūkeka*

Essential:

- Understanding of and previous involvement in delivery of PCW frameworks, policies and standards.
- Excellent people engagement skills, strong written and verbal communication and the ability to anticipate needs and apply initiative.
- An understanding of and experience in supporting the inclusion and application of Te Tiriti o Te Waitangi practices in a workplace setting.
- Ability to support and advocate approaches that promote equity and prioritise the needs of priority groups.
- Sound knowledge of human resource management best practices including recruitment and selection experience.
- Demonstrated experience in preparing and advising on employment related documentation.
- Demonstrated ability to work well under pressure/handle several tasks simultaneously.
- Demonstrated ability to deal with clients independently and liaise with contacts at all levels.

Desirable:

- Experience in higher education institution.
- Experience in a large organisation.
- Experience using Human Resource Information Systems.

Selection Criteria – Education and Experience	<i>Whakariteka Kōwhiritaka - kā kuraka me kā wheako</i>
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Essential:

- Graduate level tertiary level qualification in a relevant field, Human Resources, Health and Safety, or Business Administration.
- Experience working in a people, culture and wellbeing team providing specialised coordination in support of senior people, culture and wellbeing delivery including a sound knowledge and experience in NZ employment related legislation.

Personal Attributes	<i>Kā Āhuatanga Whaiaro</i>
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- Be an effective Te Tiriti o Waitangi partner by supporting the values and tikaka of mana whenua throughout your mahi
- Facilitative and collaborative leadership style
- High level of professional and ethical conduct
- Effective time management skills
- Initiative, enthusiasm and a positive attitude
- Proven ability to work under pressure.
- Flexible, responsive and customer orientated manner

This position description outlines the key accountabilities/ responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.