

# POSITION DESCRIPTION

Oranga Tamariki—Ministry for Children



Title:	Human Resources Co-ordinator
Group:	Corporate Services
Reports to:	HR Operations Manager - South
Location:	National Office, Wellington
Direct Reports:	No
Budget:	No

## OUR ORGANISATION

### About us

Oranga Tamariki—Ministry for Children is a Ministry dedicated to supporting any child in New Zealand whose wellbeing is at significant risk of harm now, or in the future. We also work with young people who may have offended, or are likely to offend. Our belief is that in the right environment, with the right people surrounding and nurturing them, any child can, and should flourish.

### Our vision

Our vision is: New Zealand values the wellbeing of tamariki above all else.

### Our purpose

Our purpose is: To ensure that all tamariki are in loving whānau and communities where oranga tamariki can be realised.

### The Oranga Tamariki way

We're introducing a new way of doing things. A way of looking at the world that guides everything we do:



### Our core outcomes

Our core outcomes are:

- All children and young people are in loving families and communities where they can be safe, strong, connected, and able to flourish
- Improved outcomes for all children, especially tamariki and rangatahi Māori.

## POSITION PURPOSE

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Our desired future is one where we demonstrate that our people matter, and that we cannot realise our vision without them. We want our staff to feel listened to, valued and empowered. We want to make things easy for them, to have the right skills, and feel supported to put tamariki first. We have three focus areas to support our people to live the Oranga Tamariki vision, purpose and the Oranga Tamariki way. These are:

- Make our people processes effective and easy so they can focus on oranga tamariki
- Build our capability so we can realise oranga tamariki
- Create an environment where our people are empowered to put tamariki first

This role sits within the People and Leadership (P&L) team and will be responsible in providing administrative help and coordination across our HR Advisory team to deliver an exceptional employee experience across Oranga Tamariki. The Human Resources Co-ordinator is responsible for day-to-day HR administrative support, as well as assisting in the development and implementation of HR initiatives and projects.

This position contributes significantly to the overall success of the P&L team by supporting the business with sound HR administration.

## KEY ACCOUNTABILITIES

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Key Result area	Key Accountabilities
<b>Administrative support</b>	<ul style="list-style-type: none"><li>- Provide administrative support for the whole HR advisory function across induction, remuneration, performance management, HR policy and procedures, and employment exits</li><li>- Act as the first point of contact for HR-related queries from the business</li><li>- Work collaboratively with members of the HR advisory function to ensure the maintenance of accurate records on positions, position descriptions, remuneration ranges, organisational structure charts and maintaining our central databases</li><li>- Proactively follow up on upcoming fixed term/secondment end dates and other HRIS work flows</li><li>- Create regular reports and presentations on HR metrics (e.g. turnover rates)</li><li>- Participate in HR projects as required</li><li>- Promote and role model the values and goals for Oranga Tamariki including good employer principles and practices and expected high standards of integrity, ethics and behaviour in all operations of Oranga Tamariki.</li></ul>
<b>HR system and process maintenance</b>	<ul style="list-style-type: none"><li>- Develop, implement, review and maintain HR administrative systems and processes to ensure effective provision of service and accuracy</li><li>- Maintain all records on the HR systems in line with changes to contracts, salary reviews, pay rates, market information, and any other information that is relevant to this system, whilst ensuring complete accuracy and confidentiality.</li></ul>

<b>Key Result area</b>	<b>Key Accountabilities</b>
	<ul style="list-style-type: none"> <li>- Provide advice and support to the HR Hub Manager on system management, review and improvements.</li> </ul>
<b>Relationship Management</b>	<ul style="list-style-type: none"> <li>- Responsible as the first port of call and main contact for general HR queries, ensuring the most accurate and relevant advice is provided. Control and ensure timely responses are provided to day-to-day enquiries.</li> <li>- Ensure communications to all employees are clear, concise and timely</li> <li>- Develop and maintain knowledge in a range of areas within HR to provide support as and when required to the other members of the team, the wider HR population and a broad range of staff groups.</li> <li>- Be pro-active in internal and external liaison to gather and exchange information to ensure the smooth running of the work of the HR team, to resolve problems as they arise and to ensure that staff within and external to the department are informed of relevant information in a timely fashion.</li> </ul>
<b>Cultural competency</b>	<ul style="list-style-type: none"> <li>- Demonstrate understanding of, and commitment to, our Māori cultural framework.</li> </ul>
<b>Risk Management</b>	<ul style="list-style-type: none"> <li>- Supports the identification of any people related, reputational and/or organisational risks, propose appropriate mitigation and escalate where necessary.</li> </ul>
<b>Being part of the Oranga Tamariki team</b>	<ul style="list-style-type: none"> <li>- Actively and positively participate as a member of the team</li> <li>- Proactively look for opportunities to improve the operations of Oranga Tamariki</li> <li>- From time to time, you may be required to perform other reasonable duties as requested by your manager</li> <li>- Comply with and support all health and safety policies, guidelines and initiatives</li> <li>- Ensure all incidents, injuries and near misses are reported into our H&amp;S reporting tool</li> <li>- Comply with all legislative and regulatory requirements, and report any breaches as soon as they become known</li> <li>- Adhere to all Oranga Tamariki procedures, policies, guidelines, and standards of integrity and conduct</li> <li>- Demonstrate a commitment to and respect for the Treaty of Waitangi and incorporate these into your work.</li> </ul>

## KEY RELATIONSHIPS

<b>Internal</b>	<ul style="list-style-type: none"> <li>- Managers across Oranga Tamariki</li> <li>- People &amp; Leadership team</li> <li>- Executive Assistants and Team Administrators/Coordinators</li> <li>- Other Oranga Tamariki staff</li> </ul>
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- External**
- Payroll
  - External providers

## QUALIFICATIONS & EXPERIENCE

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- Qualifications**
- A tertiary qualification in Human Resources or related discipline is desirable or relevant experience

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- Knowledge and Experience**
- Previous experience providing support to a busy team
  - Ability to juggle and prioritise multiple tasks
  - Excellent customer focus – you'll delight in anticipating and meeting customer needs and be a superb relationship manager
  - Knowledge and understanding of:
    - o Employment legislation and best practice
    - o HR operational policies and procedures
    - o human resources systems (HRIS)
    - o office and administration procedures
    - o project coordination

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- Skills**
- Adaptable to change and a motivation to learn
  - Sound judgement and uses approaches that are appropriate for the situation
  - Discretion is your middle-name, you know what is and is not appropriate to share with others
  - Tech savvy, able to use Microsoft Office suite of programmes with advance Excel skills a bonus
  - A good eye for detail – it's not often you get it wrong
  - Ability to work autonomously and get on with the work
  - Awesome communications skills tailored for your audience – you can convey information and ideas clearly to a broad range of people
  - Incredible organisational skills with the ability to multi-task, and work to tight and competing deadlines - you've got a 'can-do' attitude
  - Satisfaction in delivering a job well done at pace
  - An inclusive and approachable working style, you understand that diversity adds value.
  - Understanding and appreciation of cross cultural issues and concerns, in particular, knowledge of tikanga Māori, and Pacific peoples' culture.
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