

People and Wellness Administrator

Purpose | Te arotahi mātua

The People and Wellness Administrator is responsible for working collaboratively and cohesively within the People and Wellness team to provide general assistance and administration support.

Role dimensions | Te ahu mahi

Responsible to: People and Wellness Manager
Responsible for: Nil
Primary location: Stratford
Position grade:

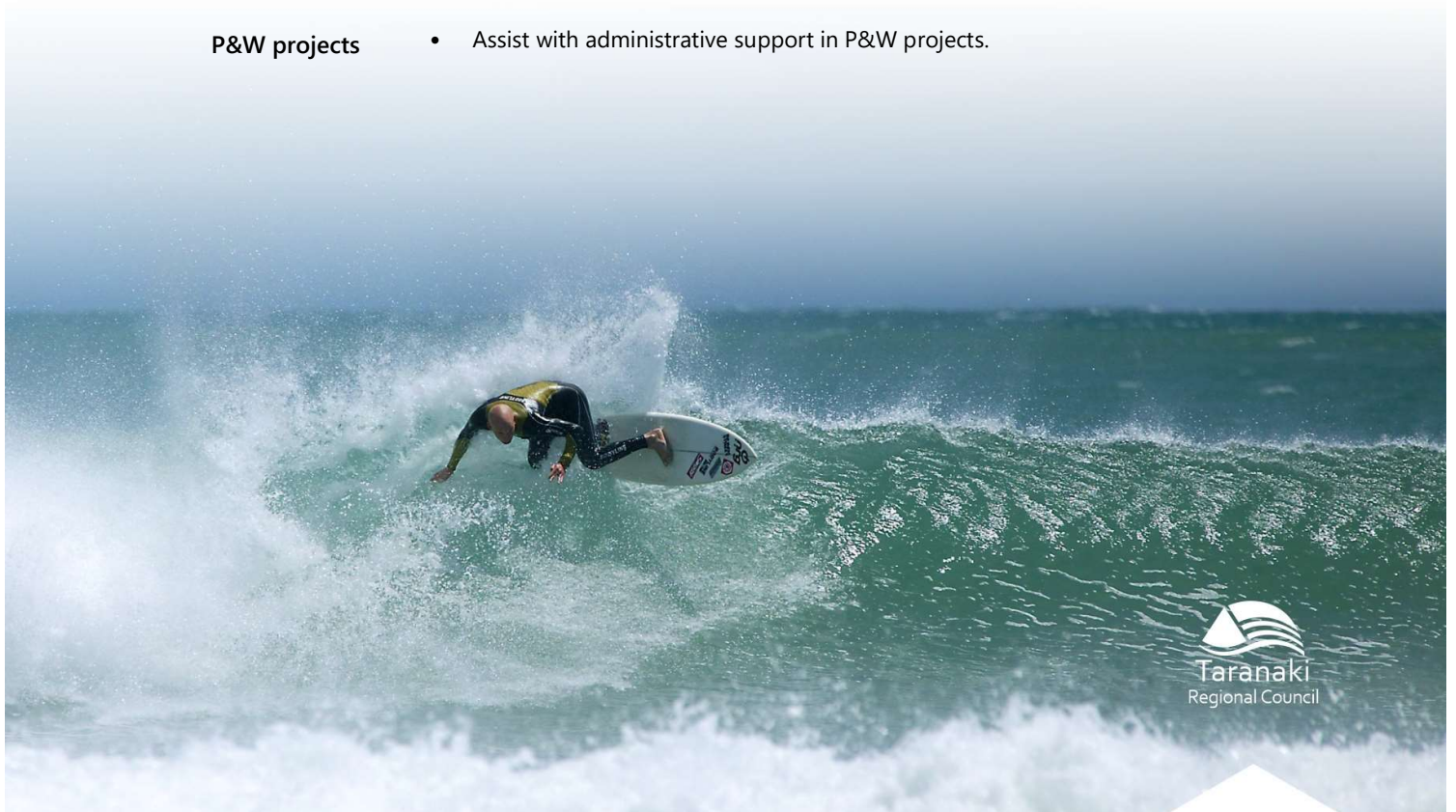
Organisational context | Te horopaki whakahaere



Role specific areas of responsibility | Whakaritea ngā wāhanga kawenga

The key responsibility areas are provided as a guide only. Performance measures for this job will need further discussion between the job holder and People Leader/Manager as part of the performance development process.

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| Administrative assistance | <ul style="list-style-type: none">• Administrative assistance for the Human Resources function, including but not limited to assisting with recruitment administration, performance review administration, document scanning and systems documentation (Promapp).• Assisting with Health and Safety administration.• Responsible for the administration of all parts of the employee life-cycle, excluding up to their first day induction.• Continuous review and improvement of all People and Wellness administrative processes, looking for efficiencies and best practise.• General administrative tasks and support work as required from other departments within the Council, including responding to questions from staff on HR matters. |
| Organisation of Council-wide training | <ul style="list-style-type: none">• Responsibility for the organisation of Council-wide training, including scheduling courses, booking flights and accommodation, maintaining taxi card and airport parking cards, and maintaining training records. |
| Employee information | <ul style="list-style-type: none">• Maintaining employee details on personnel databases (Vault and Excel)• Issuing and amending RMA and Biosecurity warrants to field staff.• Updating employee personal files (online) with relevant documents. |
| Purchase orders | <ul style="list-style-type: none">• Create and receipt purchase orders for People and Wellness related invoices. |
| Wellbeing | <ul style="list-style-type: none">• Assist with the organisation and implementation of initiatives; i.e. Wellbeing. |
| P&W projects | <ul style="list-style-type: none">• Assist with administrative support in P&W projects. |





Organisational areas of responsibility | Ngā wāhanga whakahaere

- **Be a team player** – Contribute to the greater team and organisational goals by completing projects and tasks in an efficient and effective manner, including any additional activities as directed by your People Leader.
- **Be flexible and adaptable** – Flexible work arrangements meet the needs of our customers, the Council and the individual and may include the need to work outside normal office hours from time-to-time.
- **Look after yourself and others** – Work within the Council’s health and safety systems, policies and procedures at all times to limit risk and keep yourself and those around you safe.
- **Work with integrity** – Maintain high professional and ethical standards that align with relevant legislation, Council policies and our values.
- **Develop yourself and others** – Proactively seek out opportunities for your own professional development and work alongside others to develop them, including actively taking part in Our TRC.
- **Be culturally aware** – Show appreciation and understanding of Māori culture and values and put these into practice in your work.
- **Be an agent for change** – Always be on the lookout for ways to do things better, faster or smarter and be an active participant in the continuous improvement culture.
- **Be digitally savvy** – Understand and be competent in the use of digital technologies relevant to your role, including processing and storage of Council information in line with relevant policies.
- **Emergency planning and response** – Where required, participate in emergency management training exercises and support Council during an emergency management response, having due regard to the safety of your family.
- **Live our values** - Be aware of and demonstrate our values in ways that support inclusivity in every aspect of our work.

Delegations of authority | Te tuku mana

Delegations for all roles are set out in the **Taranaki Regional Council Delegations Manual** as appropriate.

Personal specifications | Ngā whakaritenga whaiaro

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|----------------------------|--|
| Qualifications | <ul style="list-style-type: none">• A level 4 diploma qualification in administration, ideally in Human Resources study. |
| Experience | <ul style="list-style-type: none">• At least two years' experience in administration, preferably in an HR environment.• Have technical and practical proficiency and competency relevant to this role's specialisation.• Experience with building and maintaining effective relationships and gaining the cooperation of a wide range of internal and external stakeholders.• Experience in dealing with confidential information. |
| Skills | <ul style="list-style-type: none">• Taranaki Regional Council has a skills pathway framework enabling people to plan their development and grow their skills. The core skills required for this position are aligned with He Pukenga Ara Skills Pathway, and a summary table is included in Appendix 1.• Intermediate to advanced skills and experience in Microsoft suite.• Competent business writing skills.• Ability to ensure staff and People Leaders follow P&W processes and procedures, with the confidence to have firm conversations when required. |
| Knowledge | <ul style="list-style-type: none">• Working knowledge of key TRC technologies, relevant to successfully undertake the role. This currently includes Vault, Promapp, Ozone and Cognology. Mel to provide.• Awareness and understanding of HR processes and procedures and employment law and any relevant employment legislation, including Holidays Act, Maternity and Parental Leave. |
| Personal attributes | <ul style="list-style-type: none">• Self-motivated• Adaptable• Strong initiative• A can-do attitude• Self-awareness• A problem solver and innovative with solutions• Learns from their mistakes• Proactive• Committed to getting the job done |



Functional relationships | Te whanaungatanga mahi

Build, maintain and role model meaningful effective and sustainable relationships with;

- Internal**
 - All Taranaki Regional Council staff
 - People leaders
- External**
 - Training providers
 - Air NZ
 - Accommodation providers
 - Job applicants

Changes to job description | Ngā huringa ki ngā whakaahuatanga mahi

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment. Such changes, including technological requirements or statutory changes, may be initiated by the manager of this job with due consultation with the position holder. This job description should be reviewed as part of the preparation for performance planning for the annual performance cycle.



Our key messages | Ko ā mātou kōrero mātua

Taranaki Regional Council works with the Taranaki community:



Improving lifestyles
Supporting livelihoods
Taking Taranaki forward

Our mission | Tō tātou mīhana

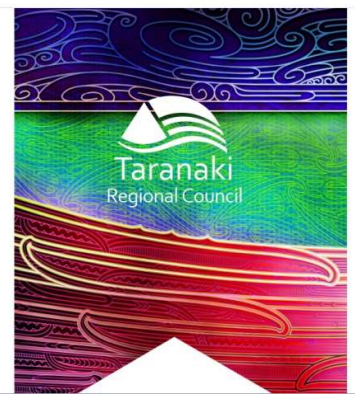
To work for a thriving and prosperous Taranaki by:

- Promoting the sustainable use, development and protections of our natural and physical resources.
- Safeguarding Taranaki's people and resources from natural and other hazards.
- Promoting and providing for significant services, amenities and infrastructure.
- Representing Taranaki's interests and contributions to the regional, national and international community.

We will do this by leading with responsibility, working cooperatively, encouraging community participation, and taking into account the Treaty of Waitangi.

Our values | Tō tātou whanonga pono

- **Integrity** | We do what it is right, rather than what is easy.
- **Teamwork** | We are one TRC team, working together with courage and purpose.
- **Care & Respect** | We demonstrate care and respect for ourselves and others; we treat everyone with dignity.
- **Agility** | We strive for excellence, embracing change as an opportunity for innovation.



Our health and safety | Tō tātou Hauora me te haumaru

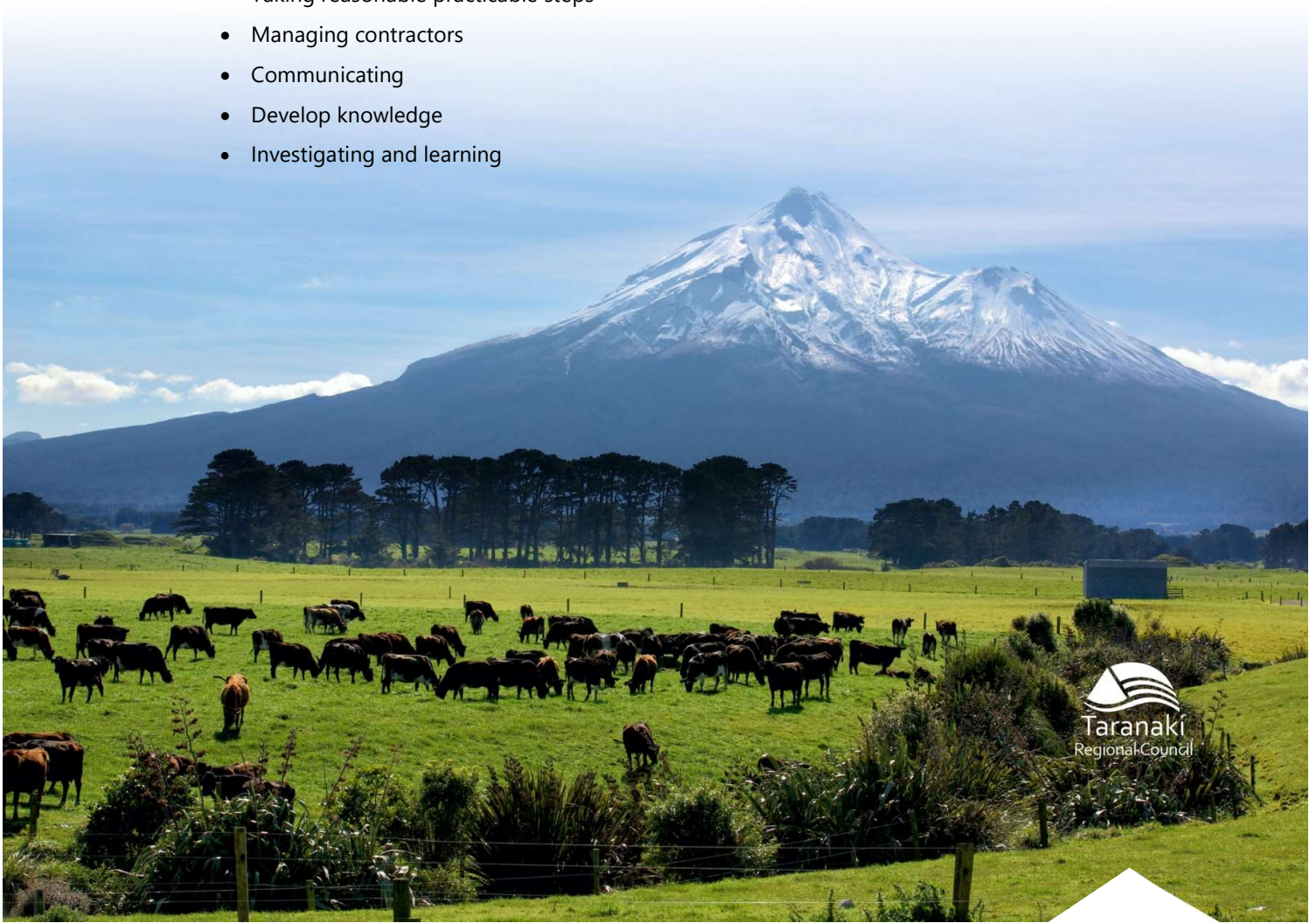
The Taranaki Regional Council is committed to a process of continuous improvement in order to achieve excellence in the management of health and safety at all of our workplaces. We recognise the positive impact that the values and benefits of enhanced health and safety bring to the organisation, our employees and our communities.

There are two key points to health and safety:

- 1 The safety of our people and the communities in which we operate always comes first.
- 2 We are all empowered and expected to challenge any unsafe situation at work.

We will achieve these by:

- Building a positive culture
- Aiming for zero harm
- Taking reasonable practicable steps
- Managing contractors
- Communicating
- Develop knowledge
- Investigating and learning



He Pūkenga Ara Skills Pathway

Skill Area	Capabilities
Service Delivery	<ul style="list-style-type: none"> • Service Standards • Customer Service • Judgement and Decisions
Organisational Impact	<ul style="list-style-type: none"> • Aligns Work • Collaborates • Assesses Impact and Value • Promotes Change
Self-Awareness	<ul style="list-style-type: none"> • Knows Self • Develops Self and Others • Builds Trust
Communicates Effectively	<ul style="list-style-type: none"> • Clear Messages • Adapts Style • Tact and Diplomacy
Digital Technology	<ul style="list-style-type: none"> • Systems Knowledge • Works Efficiently • Data Management
Wellness and Risk	<ul style="list-style-type: none"> • Policies and Procedures • Manages Risks • Proactive Wellbeing • Site Safety
Cultural Awareness	<ul style="list-style-type: none"> • Reo • Tikanga • Whakawhanaungatanga • Local context • Mātauranga Māori • Regulatory Environment