

Job Description

INTERNAL AFFAIRS

Te Tari Taiwhenua

Job Title	HR Co-ordinator
Branch	Shared Services Branch
Business Group	Human Resources
Reporting to	Team Leader HR Co-ordination
Location	Wellington
Grade	\$51,546 - \$69,739
Date Graded	

Purpose

The purpose of this position is to:

- Provide high quality co-ordination and administration services across the HR function
- Ensure all administration activities are completed to a high standard and within the required timeframes
- Identify and manage the support requirements for the HR team
- Identify and action areas where HR processes can be improved

Key Tasks

Employment Documentation

- Generate all employment documentation with complete accuracy and to required timeframes
- Generate all documentation required for any changes to an employee's role
- Ensure all templates are up to date and comply with employment law and best practice
- Create documentation for termination/resignation
- Management of security vetting process and documentation
- Co-ordination and administration of the job evaluation process,
- Maintain up to date policy and process documents, and ensure these are available to DIA staff e.g. through intranet

Recruitment

- Coordination of recruitment activities including advertising, interview panels, notifications to candidates, and management of recruitment database

Information and Records Management

- Personnel information is to be kept accurately and securely in appropriate HR systems
- Set up and maintain personal files, both hard and soft copy information
- Collect data, monitor, and analyses as directed
- Ensure excellent information and records management
- Undertake research as directed

Health and Safety Information

- Co-ordination of health and safety work programmes and initiatives including management of the Incident Database

Learning and Development

- The provision of training and development administration services to the Department including coordinating development programmes/courses
- Co-ordinating and administering DIA induction

General Administration

- Respond to requests for information from staff and managers, or refer to appropriate HR position and follow up to ensure request is actioned
- Establish and maintain appropriate access for HR staff to systems
- Support the HR function with administration support such as booking meetings and rooms, writing agendas and minutes
- Support the Director HR and HR managers with administration services

Continuous Improvement and Best Practice

- Maintain an excellent knowledge of HR processes and procedures
- Identify and implement opportunities for continuous improvement for the HR team systems, processes and knowledge

Health & Safety (for self)

- Takes personal responsibility for keeping self free from harm
- Follows safe working procedures
- Reports incidents promptly
- Reports hazards promptly and suggests appropriate remedies
- Knows what to do in the event of an emergency
- Co-operates in implementing rehabilitation plans

Health & Safety (for the team)

- Ensure staff are informed of Health and Safety requirements in the workplace, and are adequately trained to carry out their work safely.
- Ensure the prompt and accurate reporting, recording and investigation of all workplace incidents and injuries.
- Ensure all hazards are promptly assessed for their significance, and managed

Key Relationships

Internal

- DIA staff
- HR team
- Shared Services business group

External

- Suppliers

Person Specification

Jobholders may either have a solid background in administration with specific experience with HR processes, or be starting a career in HR with a tertiary qualification including a theoretical understanding of HR and an aptitude for administration processes, including attention to detail.

	Essential	Desirable
Experience		
Demonstrated experience in an administration capacity	Yes	
A history of achievement in delivery of high quality HR services	Yes	
Knowledge		
A working understanding of the Privacy Act and relevant employment legislation	Yes	
Knowledge and understanding of a range of business administration processes	Yes	
Experience and demonstrated knowledge of job evaluation systems		Yes
Skills		
High level of accuracy	Yes	
Time management and ability to self manage	Yes	
Capacity and aptitude for developing and running structured processes	Yes	
Understanding of HR practice	Yes	
Understanding of MS Office applications and HR databases		Yes
Education and Professional Memberships		
A tertiary level qualification – in HR related discipline		Yes
Other		
Nil		

DIA Competencies

Competencies are behaviours that drive job success. They are observable and measurable characteristics that can be seen when a job is being done well.

The competencies required for this job are listed below. Each competency falls within a competency cluster, which are broad themes of skills, behaviours and abilities.

Competency Cluster	Competency
Integrity	Integrity and Trust Ethics and Values
Intelligence	Learning on the Fly
Emotional Maturity	Self Knowledge Composure
Talent to Execute	Organising Priority setting Process management Planning Written Communications
Positive Energy	Perseverance Action oriented
Edge	
Managing Diverse Relationships	Interpersonal Savvy Customer focus
Managing Complexity	
Managing and Developing People	
Achieves Effectiveness for Māori	Effectiveness for Māori

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Competency Clusters

- **Integrity**
This is the ability to accept personal accountability for actions and decisions; to be reliable, trustworthy, and honest in all aspects of our work; and to uphold the values and principles of the Department.
- **Intelligence**
This is the ability to learn, understand and think things out quickly. It is demonstrated in our ability to reason, solve problems, think creatively, understand ideas that can be complex, and learn quickly from experience. It is the ability to make sense of a changing environment and figuring out what to do.

- **Emotional Maturity**
 This is the ability to control one's emotions, to recognise their impact and to adapt to changing circumstances, particularly during stressful times. It includes the ability to sense, understand, and react to others' emotions. It is about knowing one's strengths and weaknesses and continuously looking to improve oneself. It also requires individuals to demonstrate resilience and sound judgment in dealing with challenges.
- **Talent to Execute**
 This is about getting the job done. It is the ability to achieve results for the Department and provide an outstanding service, with and through others. It also describes continuously searching for innovation and ways to add value in order to position the Department for future success.
- **Positive Energy**
 This is the demonstration of an upbeat attitude through good times and bad, and the desire to strive for the best outcomes for the Department. Individuals who demonstrate this trait are able to positively affect the behaviour of others, motivating them with a sense of purpose and spirit of cooperation. It encompasses the capacity to care deeply for the work that we do and for the principles and values of the Department.
- **Edge**
 This is the ability to make tough calls and to demonstrate courage and confidence in challenging situations. It encompasses expertise in risk management and decision-making. Those with edge provide stability and clarity when crisis and confusion arise.
- **Managing Diverse Relationships**
 This is the ability to work with a diverse range of people and to build mutually beneficial relationships and networks, sometimes in complex environments. It is the ability to value the contribution of others, respecting each other's views, beliefs and customs, united in a common purpose.
- **Managing Complexity**
 This is the ability to operate effectively in an ever-changing environment, scanning the horizon for looming issues and providing solutions. This requires individuals to take an organisation perspective when resolving problems, ensuring the Department maintains a strong culture of innovation and togetherness.
- **Managing and Developing People**
 This is the ability to select, manage, develop and retain an excellent workforce within an environment that values diversity and individuality. It includes the promotion of continuous learning and the development of others to ensure the Department is an employer of choice.
- **Achieves Effectiveness for Māori**
 Achieves Effectiveness for Māori describes working effectively with and for Māori colleagues, clients and stakeholders, to ensure their specific needs are identified and met, and to create a positive work environment for Māori. It relates to our Effectiveness for Māori (EfM) strategies, policies and guidelines and supports our vision to be recognised as an EfM leader in public service.