



POSITION DESCRIPTION

Position Details	
Position Title	HR Coordinator (Whitireia or WelTec)
Business Area / Division / Unit	People Services
Reports to	Manager, People Services
Date	September 2017
WelTec & Whitireia: Our Purpose	

Whitireia Community Polytechnic (Te Kura Matatini o Whitireia) and Wellington Institute of Technology (WelTec) (Te Whare Wānanga o te Awakairangi) are highly respected institutes of technology established under the Education Act. In 2012 the institutes formed a strategic partnership to build on the strengths of the existing institutions through greater collaboration. The key driver of the partnership is putting students first and together we serve around 15,000 students every year in the Wellington region and across New Zealand.

WelTec and Whitireia change lives. We provide professional, vocational, and foundation education where students learn the real skills they need to build careers and successful productive lives. We work collaboratively with employers to ensure our training is relevant and we contribute to the economic and social well-being of our communities by providing people with the applied and life skills needed for success. We do this for school leavers, those in employment who are upskilling, and those returning to work or changing careers. We offer all levels from foundation courses to specialised Masters degrees, and in a huge range of subjects – from arts to veterinary nursing.

What we do is important and we are proud to be able to say that we do it very well – Whitireia and WelTec are consistently among the highest performing institutes of technology in New Zealand.

Our Guiding Principles

We put people at the heart of everything we do. Key principles that underpin the way we operate include:

Te Tiriti o Waitangi – taking all practical steps to create and maintain a culturally sensitive environment for all who are part of what we do.

Flexibility – providing for the diverse needs of learners through blended and adaptable teaching and learning models and engaging and valuing students as individuals with unique needs and aspirations.

Community engagement – engaging actively with Iwi and priority groups to encourage participation and success; alignment with secondary schools to provide seamless transitions into tertiary study; close involvement with local communities and economic bodies.

Active collaboration – working hand-in-hand with industry and employers to ensure the relevance of ITP education to the needs of industry. Providing real-world learning experiences for students, increasing industry productivity through sharing knowledge and research and collaborating with Government to align with broader New Zealand objectives and resources.

Leadership – providing a framework and a vision for the ITP sector in New Zealand that garners support from education providers, Government, industry, learners, their influencers and the communities we serve.

Advancement of New Zealand – providing measurable economic and social benefit to New Zealand through increasing capability and employability of students, actively driving growth in international student engagement (onshore and offshore), building economic resilience, entrepreneurial capability and a skill base that is transferable and transportable on a global basis.

Position Purpose

The HR Coordinator is responsible for efficient support of the HR function through provision of effective administrative support and services to the wider HR team and line managers in other areas.

This role also acts as a first point of contact for general HR related enquiries from staff members at all levels and requires a strong focus on customer service.

This role also provides support across Whitireia & WelTec when required.

Key Accountabilities

The responsibilities of this position are expected to change over time to encompass the WelTec and Whitireia strategic partnership. Any changes will be discussed and agreed with the incumbent.

Customer Service

- As the first point of contact in the Human Resources team you must be well presented and have an approachable and integral manner over the phone and in person.
 - Have a high level of professionalism especially when under pressure.
 - Promptly attend to customer enquiries in a courteous and effective manner.
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Human Resource Support

- Act as a first point of contact for general HR related enquiries from staff members and respond to queries or forward them to the appropriate team member for response.
 - Prepare HR related correspondence including mail merge letters, format reports, organisation charts (and recruitment related correspondence as set out below)
 - Maintain confidentiality of documentation and information as required and appropriate.
 - Develop and implement ideas to improve HR practices, systems and processes within the organisation and contribute to the promotion of HR best practice.
 - Manage the office administration for the team which includes ordering stationery, filing, photocopying and intranet updates etc.
 - Administrative support to the HR team including facilitating travel bookings, stationery orders, tracking and processing of invoices etc.
 - Contribute to the HR Team by assisting with and/or leading projects from time to time.
 - Maintain relevant and appropriate documentation for administrative purposes and according to the Public Records Act 2005 requirements.
 - Casual support for payroll (data entry, checking) for annual remuneration changes or when main payroll staff on leave
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Recruitment

- Manage the end to end recruitment process which will involve:
 - Setting up and tracking vacancies via the electronic applicant database
 - Advertising vacancies through various media e.g. seek, newspapers, intranet etc.
 - Liaising with recruitment agencies as required;
 - Prepare recruitment material for managers
 - Generate and track employment agreements, variations etc.
 - On-boarding new employees
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Policy and Procedures

- Support and assist the review and updating of policies and procedures to ensure that they reflect HR strategies, employment agreements, changes in legislation, and HR best practice.
 - Assist with providing support and guidance where appropriate to line managers with regards to the HR policies and procedures
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Human Resource Systems and Procedures

- Assist with the monitoring, maintenance and reviewing of HR systems and processes. This may include entering data, reporting and proposing changes eg analyse / extract themes from exit interviews
 - Assist in developing and maintaining information databases, and produce up-to-date reports, statistics and information on HR activities.
 - Set up and maintain effective electronic and paper filing systems and procedures relevant to HR processes and develop new systems as required, enabling quick access to information.
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Health and Safety

- Maintain knowledge of Health and Safety procedures, and actively support safe work practices in your work area
 - Take all practicable steps to ensure you don't harm yourself or anyone else
 - Comply with health and safety procedures as outlined in Taikura, in particular reporting all incidents and proactively identify hazards and support their management
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Collaborative Relationships

- Develop and maintain strong, positive and collaborative relationships that enhance the strategic partnership of WelTec and Whitireia
 - Work with others collaboratively and constructively to achieve successful outcomes
 - Support the work of the Team and wider Institute campuses by actively learning and developing, and responding to constructive feedback in order to continually improve the quality of work produced.
 - Develop and maintain the trust, respect and confidence of colleagues
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Valuing and Nurturing Diversity

- Recognise and positively respond to the different needs of particular groups and individuals within the Institutes' communities
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Culture

- Support and maintain a culturally safe environment and recognise the role of the Treaty of Waitangi (Te Tiriti o Waitangi) in providing a framework for this in Aotearoa/New Zealand
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Any other duties as requested by your Manager and Director.

Position Dimensions	
Financial delegations	No delegation
HR delegations	No delegation
Direct Reports	<i>Nil</i>
Key Internal Relationship	<ul style="list-style-type: none"> • Joint Leadership Team • Managers across WelTec and Whitireia • People Services Team • All staff
Key External Relationships	<ul style="list-style-type: none"> • Contractors/Consultants • Recruitment Agencies • Job Seekers • ITPs • Unions • Government Agencies
Person Specifications	
Qualifications & Experience Essential	<ul style="list-style-type: none"> • Knowledge of key human resources systems, processes and relevant employment legislation including payroll and leave management services • Practical up-to-date knowledge and skills in computing packages • High standard of oral and written communication skills. • Proven interpersonal skills
Qualifications & Experience Desirable	<ul style="list-style-type: none"> • Relevant tertiary qualification or study towards Human Resources or Communication or equivalent experience.
Personal Attributes	<ul style="list-style-type: none"> • High level of personal initiative and motivation • Demonstrated integrity, respecting confidentiality and sensitivity of information • Sense of humour and ability to work with a high degree of diplomacy and cooperation • Enthusiastic • Open minded • Ability and willingness to learn