



# HR Administrator

Business:	Grounds & Services Ltd
Version:	3
Date:	Dec 2024
Review Period:	As required
Approved:	People & Culture Manager

## Primary Role Purpose

Responsible for providing HR assistance and administrative support on a day-to-day basis and contributing to the implementation and maintenance of HR initiatives and projects.

<b>Reporting to</b>	People & Culture Manager	<b>Location &amp; Position Size</b>	Christchurch, Fulltime
<b>Key Internal Relationships</b>	All Team Members, Managers, Business Function Support Teams	<b>Key External Relationships</b>	Employment consultants, suppliers, D&A agency, Training providers

## Key Areas of Accountability

<b>HR Administration</b>	<p>Manage the HR administration for the People &amp; Culture function across recruitment, induction, remuneration, performance management, HR policies and procedures, learning and development and terminations:</p> <ul style="list-style-type: none"> <li>• Maintain all records on the HR system in line with the required changes ensuring complete accuracy and confidentiality</li> <li>• Provide administrative, coordination and candidate management during recruitment campaigns for the Hiring Manager</li> <li>• Organise DL checks, D&amp;A testing and background checks for new team members</li> <li>• Prepare Employment agreements and other HR employment documentation as required</li> <li>• Provide HR Metrics, employee data reports and organisational charts</li> <li>• Maintain and update the HR documentation and administration on the People &amp; Culture Sharepoint site</li> <li>• Provide administration support and minute taking at Operations Meetings or as required</li> <li>• Provide HR administration and support with the exiting and termination process with the applicable Manager</li> <li>• Monitor the HR emails and manage queries, both internally and externally</li> </ul>
<b>HR Coordination</b>	<p>Provide support and guidance on People &amp; Culture policies, procedures and events with team members at all levels of the business:</p> <ul style="list-style-type: none"> <li>• Conduct new employee Inductions in conjunction with the Hiring Manager</li> <li>• Organise team and people events such as midwinter celebration, Christmas functions, Raise Awareness campaigns and Career Expos</li> <li>• Conduct Exit Interviews as required</li> <li>• Coordinate health monitoring, baseline tests and annual influenza vaccinations events as required</li> <li>• Coordinate team training events in conjunction with the Manager and update training records</li> </ul>

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<b>HR Systems and Process Management</b>	<p>Maintain all records on the HR system (People Inc) in line with changes to agreements, salary reviews, pay rates, team member information, training &amp; development records and any other information that is relevant to this system, whilst ensuring complete accuracy and confidentiality:</p> <ul style="list-style-type: none"> <li>• Enter data and supporting documents into People Inc to ensure all HR records remain up to date</li> <li>• Provide support and guidance on HR policies and procedures to managers and team members</li> <li>• Provide advice and support to the People &amp; Culture Manager on system management, review and improvements</li> <li>• Monitor and track compliance for all employment documentation to meet required standards and audit purposes</li> <li>• Create and generate reports from the People Inc HR system</li> <li>• Assist with the creation of 'how-to' guides, process maps/flow charts for the People &amp; Culture function</li> <li>• Keep policies and procedures up to date as required by the People &amp; Culture Manager</li> <li>• Support the People and Culture Manager with the development and implementation of the People Toolkit project and other projects as required</li> </ul>
<b>Internal Communication</b>	<p>Communications to all team members are clear, concise and timely:</p> <ul style="list-style-type: none"> <li>• Provide administrative support and updates for the company website, intranet and social media platforms</li> <li>• Provide administrative support in the development and generation of internal communication</li> <li>• Maintain and update the outside Vacancies board as required</li> <li>• Maintain privacy and confidentiality in strict adherence with the Privacy Act</li> <li>• Compile and edit content for the Omah Group's 'About Us' newsletter</li> <li>• Assist with facilitating internal workshops and learning interventions as required</li> </ul>
<b>Health and Safety</b>	<p>Lead and motivate team members to commit to and comply with, the policies, principles and procedures that ensures excellence in health and safety work practices:</p> <ul style="list-style-type: none"> <li>• Compliance to all relevant Acts and Regulations that apply to the working conditions in our industry</li> <li>• Promote a safe and healthy working environment for all team members.</li> <li>• Ensure the provision of education and training in the correct use of all tools, equipment and material</li> <li>• Contribute to an annual review of processes and systems that support our health and safety commitment</li> </ul> <p>Demonstrate a personal commitment and responsibility to a safety culture:</p> <ul style="list-style-type: none"> <li>• New work place hazards are identified and reported to the Health and Safety Representative</li> </ul>



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	<ul style="list-style-type: none"> <li>Incidents and accidents (including near misses) are reported in a timely and accurate manner</li> <li>Excellence in Health and Safety or on-job innovation is reported to the Health and Safety Representative</li> <li>Participate in all workplace health and safety management practices</li> </ul>
<b>Company and Team Advocate</b>	<p>Foster a culture that creates individual accountability and enables team members to be motivated and supported to perform in their completion of tasks:</p> <ul style="list-style-type: none"> <li>Communicate effectively in order to develop and maintain positive and professional relationships with all team members</li> <li>Activity promote and lead by example, the company values and principals</li> <li>Portray a professional image at all times when dealing with team members, clients and the public</li> <li>The company uniform is worn within the company policy and guidelines</li> <li>Provide excellence in customer service to all internal and external customers</li> <li>All company vehicles and equipment are maintained in optimum working order and are kept clean and presentable.</li> </ul>
<b>Personal Development</b>	<p>Be an ambassador of personal development personally and for others:</p> <ul style="list-style-type: none"> <li>Training is undertaken to ensure knowledge and skills are up to date with legislative and compliance requirements.</li> <li>Any training undertaken is obtained and applied within agreed timeframes.</li> <li>Ensure all team members are actively involved in personal development to facilitate high levels of operational performance</li> <li>Actively look for team members who show potential to grow within the company and make recommendations for additional responsibility and training</li> </ul>

**Variation of Duties** The duties and responsibilities outlined within this Job Description is not intended to be a complete or limiting description of the functions that the team member may be reasonably requested to undertake. These duties and responsibilities may be amended from time to time by addition, deletion or modification to reflect changing circumstances or shifts in organisational requirements.

## Expected Outcomes

- First stage candidate selection and screening is completed using considered and sound judgement based on the HM and company requirement
- Scoping roles and the recruitment campaigns are managed concisely and within the required timelines
- Employee documentation is uploaded into the HR System People Inc as required
- The quarterly About Us newsletter is completed to the deadline



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### Promotional Opportunities

People & Culture Manager, other business support function roles, operations roles, training role

### Qualifications

Relevant tertiary qualification in HR, Business Management or a related discipline required

### Experience and Skills

- 3+ years' experience in a generalist HR administration role essential
- Knowledge and understanding of NZ employment law
- Knowledge of the HRIS system People Inc or similar
- Advanced skills and experience using Microsoft Office programs and Sharepoint essential
- Adobe InDesign and Illustrator an advantage

### Attributes

- Attention to detail with a high level of accuracy
- Demonstrates outstanding relationship building, influencing and communication skills
- Highly approachable manner that relates to a wide range of team members at all levels of the business
- Ability to work autonomously and part of the greater team
- Resilient with the ability to work under pressure in an environment that requires meeting deadlines
- Ability to be flexible and adaptable to change
- Understands and listens to the internal customer requirements and delivery focused
- Sound judgement, investigative and decision-making skills
- Ability to proactively seek ways to continually improve on the delivery of our services
- Sets a high standard of work performance and ethics for self and others
- Ability to provide timely guidance and feedback to help others strengthen knowledge and skills
- Willing to self-evaluate and work towards continuous improvement
- Ability to interpret and handle confidential information and data



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### Disclaimer

I have read and understand the above position description and accept all the above responsibilities incorporated herein.

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**Employee Name**

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**Employee Signature**

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**Date**

Signed on behalf of Grounds & Services Ltd:

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**Name**

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**Signature**

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**Date**

This position description serves to provide an overview of the primary responsibilities inherent in this role. It is acknowledged that in order to remain current, this position description will be reviewed on a regular basis and amendments may be required.

This document will be supported by a performance agreement which will be completed by the incumbent in association with their Manager on a regular basis to provide clear goals and objectives, against which individual performance will be managed.