

JOB DESCRIPTION

Job Title	People & Capability Coordinator
Position Status	Permanent
Business Unit & Team	Corporate Services, People & Capability
Reports to	Manager, People & Capability
Direct Reports	N/A
Base Location	Mangawhai/Dargaville
Salary Grade	Grade 10
Delegations	None
Key Internal and External Partners/Customers	All KDC employees

ABOUT KAIPARA

Kaipara te Oranganui. Two oceans, two harbours.

Kaipara district extends from coast to coast, to the Waipoua Forest in the north and Pouto Peninsula in the south. It includes iconic beaches, kauri forests, rich farmland and rugged landscapes. People come from all over to experience this special part of the world, and we are privileged to play an important part in making Kaipara the place to be.

Our team is committed to Kaipara communities. We deliver essential services including roads, water, waste services, recreational facilities, libraries and regulatory services. Council staff engage our communities to contribute to key projects and plans, and support them to achieve their own. We love what we do, and have a real passion for our people and our place.

At Kaipara District Council, we know there are some important ingredients to develop a strong and supportive culture for our people to thrive, these are our values - mahi tahi (team work), mahia te mahi (make it happen), mana (integrity), whakaute (respect), and pono (trustworthy). These values guide how we work together as a team and alongside our diverse communities.

ROLE PURPOSE

To provide coordination support to all activities relating to the employee lifecycle including recruitment, onboarding, remuneration, contracts, projects, learning & development, exits and other initiatives across the People & Capability portfolio.



Whakaute
RESPECT



Mahia te mahi
MAKE IT HAPPEN



Mahi tahi
TEAM WORK



Pono
TRUSTWORTHY



Mana
INTEGRITY

KEY RESPONSIBILITIES

<p>Support Recruitment and Exit processes</p>	<p>Support recruitment by:</p> <ul style="list-style-type: none"> • Posting job adverts • Scheduling interviews as required • Drafting, issuing and coordinating return of employment agreements • Assisting the team with other recruitment processes as required. <p>Support employee exits by:</p> <ul style="list-style-type: none"> • Coordinating exit process, including advising payroll and other internal stakeholders, scheduling exit interviews, and updating employee records.
<p>Coordinate Onboarding process</p>	<ul style="list-style-type: none"> • Liaise with Payroll and Information & Systems teams and other internal stakeholders to ensure a smooth onboarding for our new staff. • Create employee records, including creating Jemini HRIS profile and updating other employee systems • Schedule new employee induction session 'Welcome to Kaipara!' • Coordinate Active Choice (union membership opt in/out) process
<p>Support Learning & Development</p>	<p>Support learning & development by:</p> <ul style="list-style-type: none"> • Coordinating external training and conference request process. • Assist the team with other learning & development activities as required.
<p>Support People & Capability function</p>	<ul style="list-style-type: none"> • Manage People & Capability inbox, responding to simple queries or forwarding to relevant team member to respond more complex issues. • Raise Purchase Orders and coordinate payment of invoices. • Keep employee records up to date, including in Jemini HRIS and other employee systems. • Provide coordination support for annual processes such as: <ul style="list-style-type: none"> - annual budget holder Conflict of Interest declarations - flexible working reviews - annual remuneration review - close-down leave and on call arrangements - Annual and Pulse Engagement Surveys • Support team to document processes in ProMapp. • Maintain and update registers as required, such as RemWise, Employee Relocation Register, Conflict of Interest Register, Study Assistance and Memberships, Flexible Working Register, etc. • Prepare information for reports as required. • Assist the team with other employee lifecycle processes, as required.

KDC CORE RESPONSIBILITIES

<p>Health, Safety & Wellbeing</p>	<ul style="list-style-type: none"> • Take care of your own health, safety and wellbeing and that of others affected by your work
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	<ul style="list-style-type: none"> • Ensure prompt reporting of all Health and Safety hazards or incidents
Professional Development	<ul style="list-style-type: none"> • Participate in monthly and yearly roadmap planning and chats with your manager • Actively participate in professional development initiatives to keep up to date in your area of expertise and to continuously develop skills and capabilities. • Complete annual mandatory learning.
Other Organisational Responsibilities	<ul style="list-style-type: none"> • Provide CORE customer experience (connected, open, reliable and easy) • Champion our values • Adhere to our ways of working (WoW) • Observe KDC policies, procedures and guidelines • Contribute to continuous improvement by identifying systems, processes or documents to improve and making changes to keep up with legislation, trends or best practice • Maintain records in compliance with the Public Records Act 2005 • Be involved in the readiness for emergencies by attending relevant Civil Defence Emergency Management training as required • Participate in any required Civil Defence exercises to ensure that essential services are maintained during emergencies • Other tasks and/or projects as assigned

COMPETENCIES

<p>Leader of Self</p> <ul style="list-style-type: none"> • Work Together • Deliver Results • Embrace Innovation and Change • Customer Experience Excellence • Informed Decision Making • Effective Communication

SUCCESS PROFILE

Qualifications & Experience

- Demonstrated experience in a coordination role in a complex and diverse environment
- Experience working with Microsoft Office including Word, Excel, PowerPoint, Outlook, SharePoint and the ability to quickly learn other systems
- Recruitment and selection experience, or experience in general HR administration (desirable)
- Experience working with an HRIS (desirable)
- Local government experience (desirable)

Role Specific Skills & Attributes

- Ability to be confidential and discreet with sensitive information
- Takes initiative and is a proactive problem solver
- Strive for continuous improvement and enjoys developing and refining processes
- Excellent time management and able to multitask and prioritize
- Adaptable and flexible.
- Strong attention to detail and accuracy

Other Role Requirements

This role requires:

- regular travel across the Kaipara region
- a full NZ Driver Licence

ORGANISATION CHART

