

Job Description



My Position

Position:	People and Wellbeing Administrator
Section:	People & Wellbeing
Group:	Council Operations
Responsible to:	People & Wellbeing Manager
Job Purpose:	• To provide a professional and effective administration support to the People & Wellbeing Section and wider Council staff that ensures a quality and efficient service is delivered to all customers (internal and external). • To co-ordinate employee on-boarding and off-boarding processes. • To be the Administrator for the HRIS system. • To be the Administrator for the Council's outsourced Payroll service. • To provide HRIS and Payroll training to employees. • To ensure systems, procedures and process relating to People & Wellbeing activities are efficiently maintained and well documented.

Our Council

Our District Vision:	Thriving resilient Tasman <i>Kia manawaroa te tai o Aorere</i>
Our Purpose:	Delivering Public Value <i>Kia whai hua mā te marea</i>

Our Values

We support our Vision and Purpose through living our values.

Auahatanga – Innovation. *I orea te tuatara, ka patu ki waho. A problem solved by continuing to find solutions.*

- We love ideas, big or small
- We delivery differently
- We learn and grow
- We give it a go
- We are brave and challenge the status quo

Kawenga – Responsibility. *Kia ū ki te pai. Stay resolute to that which is good.*

- We honour our commitments
- We act professionally with integrity
- We are honest and open
- We bring the right attitude to work
- Safety and wellbeing come first

Manaakitanga – Caring/ Sharing. *Te tohu o te rangatira, he manaaki. The sign of a leader is how they support, protect and respect others.*

- Helpfulness and respect guide us
- Our mana encourages and lifts others up
- Care and empathy are a priority
- We are always welcoming
- We freely share knowledge

Whanaungatanga – Relationships. *He aroha whakatō, he aroha puta mai. If kindness is given then kindness shall be received.*

- We connect, listen and involve
- We believe in collective success
- Our stories create shared meaning
- We embrace diversity

- We are kind and nurturing

My Group

Role of the Council Operations Group

The Council Operations Group supports the Chief Executive in their role by providing leadership, management and service delivery in several key organisational areas: information technology, governance, enterprise risk and audit assurance, procurement, health and safety, business improvement, legal services, communications and change management, people management and wellbeing.

The Group acts as a 'centre of excellence' for cross-council functions and priorities. As deputy to the, CEO the Chief Operating Officer supports the CEO's priorities and obligations to ensure the timely implementation of Council's plans that reflect Council's policies; providing efficient and effective strategic support and leadership to Council's business operations; and to fulfil the CEO's due diligence responsibilities as an 'officer'.

We achieve this by demonstrating the principles of Te Tiriti, investing wisely in infrastructure, people, and tools and by respecting, supporting, and enabling others. Our systems, oversight and advice empowers our Council and our communities to make wise and enduring decisions.

My Key Result Areas

My Priorities

What am I supposed to do?	How well am I supposed to do it?
People & Wellbeing Administration • Provide administrative support for a range of people and wellbeing activities including: - Scanning and filing of employment documentation into DORIS - Fixed term employment extension letters - Relocation bond letters - After hours call out agreements - Higher duty allowance letters - Resignation acknowledgement letters - Flexible working arrangements letters - User notification emails • Co-ordinate employee onboarding and orientation programmes including scheduling timetable notifications. • Co-ordinate employee offboarding processes. • Manage the HR Administrator Inbox respond to employee queries. • Co-ordinate the delivery of Council's Corporate Clothing orders and recommendations for seasonal options and/or selection changes. • Carry out other administrative tasks and provide support to the Section as required.	People & Wellbeing Administration • All assigned administration services are professionally and efficiently completed, are accurate and within the agreed timeframes. • New employee orientation timetables and sessions are scheduled. Orientation information is actioned and ready for each new employee. • Corporate clothing samples are available and staff have online access for the selection and purchase of items. • Assigned recruitment documentation, correspondence and interview arrangements are accurate and completed within the agreed timeframes. • Assistance and suggestions are offered to the team and positive work relationships exist. • An active approach to own workload management by using good systems to track work demands and deadlines is evident. • Clear discussions about priorities with the People, Safety & Wellbeing Manager regularly occur. • Other tasks and support provided is efficiently delivered and meets the needs of the Section.
HRIS and Payroll Systems • Administer, maintain and improve employee related information and data in the Council's web hosted HRIS including database 'back-end' maintenance. • Administer and maintain employee information for consumption by the Council's outsourced Payroll service.	HRIS and Payroll Systems • All information is accurately recorded in HRIS, is up to date and available to key users. • Reports generated met the needs of the users. • Job holder's contribution to improvements to processes, systems, forms and activities is evident in the work they produce.

- Carry out post-payroll checks for Affinity and regular API function checks. - Prepare reports as requested by various areas of Council. - Assist with the ongoing development and implementation of electronic workflows, processes and other relevant information.	- Payroll checks result in accurate salary payments and any API errors are resolved. - Job holder is responsive to requests to assist with development and implementing electronic workflows and processes.
Business Process Mapping - Create and maintain business process mapping the Section. - Maintain a comprehensive people and wellbeing administration procedures. - Assist with the ongoing development and implementation of electronic people and wellbeing processes and other relevant information.	Business Process Mapping - All key identified activities for the Human Resources Section have an approved business process map. - Administration procedures exists, is up to date and available to key users. - Job holder is responsive to requests to assist with the development and implementing electronic people and wellbeing processes.
Training Support - Provide HRIS and Payroll new user training. - Assist with the co-ordination of people, safety and wellbeing training course or seminar preparation including room set up, scheduling participant's attendance and other preparations. - Maintain training records and renewal cycles as required.	Training Support - All training course information and records are up to date. - Training rooms are booked and set up prior to the course start time.
Communications - Contribute to the people and wellbeing content on the Council's Intranet. - Contribute to the Intranet communications of the Section. - Work proactively with the Communications team to ensure the Section's communications needs are met.	Communications - The Intranet contains relevant and timely people and wellbeing articles and information. - People and wellbeing forms and documents are up to date and available to all users. - Assigned Intranet content is accurate and up to date with relevant information. - The Council's website is accurate and up to date with relevant information.

My Contribution	
Accountability - I take responsibility for my performance, decisions and actions and how these impact on others. - I take ownership of my wellbeing and health and safety responsibilities and seek support if I need it. - I take responsibility for ensuring the digital information, data and records created from carrying out my role are properly stored, maintained and retrievable. - I fulfil other assigned responsibilities, tasks and project work in a professional and timely manner.	
Customer Focus - I focus on the needs of our customers and provide all of them with outstanding service. - I treat all people with respect, and I deliver on the commitments I make. - My actions are fair and build trust with my colleagues, customers and our community.	
Relationship Building - I build and maintain genuine relationships with my colleagues, customers and our community. - I actively listen to others and am supportive, friendly and helpful. - I respect all cultures and act in ways that make others feel included and valued.	
Resilience & Adaptability - I support new ways of working and am able to be flexible and calm when facing change or difficult situations. - I am digitally confident and participant in opportunities to learn how to apply digital business technology and tools to my work. - I am a willing contributor and participant in business process improvement solutions and other initiatives that enhance our service delivery.	
Motivation & Drive - I take responsibility for my own learning and development and welcome feedback to improve my performance. - I effectively plan, manage and prioritise my work and deliver it on time.	

I choose to bring the right attitude to work and I role model behaviours and attitudes that align with the Council's Values.
Collaboration & Inclusion - I actively contribute to the achievement of team goals and objectives. - I collaborate effectively with others and support my colleagues to achieve the Council's strategic goals and objectives.
Civil Defence Emergency Management - I provide assistance and support during civil defence / emergency management activities. - I participate in civil defence and emergency management training.
Working within te ao Māori - I have the appropriate level of knowledge and understanding of the principles and application of Te Tiriti o Waitangi for my role. - I have the appropriate level of knowledge of Tikanga Māori (customs and practices) and Te Reo Māori (Māori language) for my role. - I have the appropriate level of knowledge of Council's engagement protocols with the whānau, hapū and iwi of te Taihū for my role. - I foster a culturally inclusive environment by actively engaging with and respecting Māori perspectives and practices in my work.

My Delegations

I have no staff or financial responsibilities. However, the Council may from time to time delegate to me specified powers and duties which I must exercise with due care and diligence.

My Competencies

My Qualifications and Experience:

- At least three years' work experience in a similar role, or in a personal assistant or an administrative role or a payroll officer role, preferably in a large organisation.
- High level of digital literacy with proven knowledge of Microsoft Office, SharePoint and the use and maintenance of database applications.
- Knowledge of human resources processes, payroll processing and relevant employment legislation.

Desirable

- Experience in providing training to others, preferably HRIS and/or payroll.
- Relevant administration qualification or equivalent.

My Personal Attributes:

- Well developed interpersonal, organisation and communication skills are essential
- Good initiative and judgement skills and a disposition to solving problems.
- An ability to be discreet and maintain complete confidentiality.
- Flexible and change adaptive.
- Excellent administration and organisational skills and an ability to manage and prioritise a diverse workload to ensure deadlines are met.
- An active team member with a passion for customer service and a genuine enjoyment in assisting people.
- An ability to apply attention to detail, with a focus on thoroughness and accuracy.
- A strong attention to detail, a continuous improvement focus and ability to manage priorities within tight timeframes.
- Ability to learn and retain new information quickly and to pass this information on accurately and concisely to others.
- Friendly, positive and approachable.

My Agreement

My Name:

My Signature:

Date: