

<b>POSITION TITLE:</b>	People and Capability Coordinator		
<b>GROUP:</b>	Executive Advisory	<b>SECTION:</b>	People and Capability
<b>REPORTS TO:</b>	Team Leader People and Capability Advisory		
<b>RESPONSIBLE FOR:</b>	N/A		
<b>FAMILY:</b>	OS7	<b>GRADE:</b>	11

## HBRC STRATEGY

### Our Vision:

We want a healthy environment and a resilient and prosperous community.

### Our Purpose:

We work with our community to protect and manage the region's precious taonga of rivers, lakes, soils, air, coast and biodiversity for health, wellbeing and connectivity.

### Our Values:

- **Partnership and Collaboration:** We work with our community in everything we do
- **Accountability:** We hold ourselves to account to deliver results, be responsive to community expectations, and the best use of ratepayers' funds and assets
- **Transparency:** We report on what we do and the value this delivers for our community
- **Excellence:** We set our sights and expectations high, and never stop striving to do better

### Our Focus:

- **Water quality, safety and climate-resilient security** ~ *Te kounga o te wai, te haumarutanga me te mārohirohi ā-āhuarangi o te whakamarutanga.*
- **Climate-smart and sustainable land use** ~ *Kia koi, kia toitū hoki te whakamahinga o te whenua.*
- **Healthy, functioning and climate-smart biodiversity** ~ *kio ora, kia āhe, kia mārohirohi ā-āhuarangi hoki te rerenga rauropi.*
- **Sustainable and climate-resilient services and infrastructure** ~ *kia toitū, kia mārohirohi ā-āhuarangi hoki ngā ratonga me ngā hanganga ā-whare.*

## POSITION SUMMARY

This role is responsible for the overall coordination of all human resource (HR) processes and activities undertaken by the People & Capability (P&C) team. It is a broad and varied role that requires effective communication and relationship building skills across the wider organisation. The role provides administrative support and ensures effective database management for the P&C team, taking ownership of employee-related data and the maintenance of employee records. The position holder will require a breadth of knowledge across human resource activities, employment legislation and demonstrate strong administrative and organisational skills to ensure the People and Capability Team achieves its overall objectives.

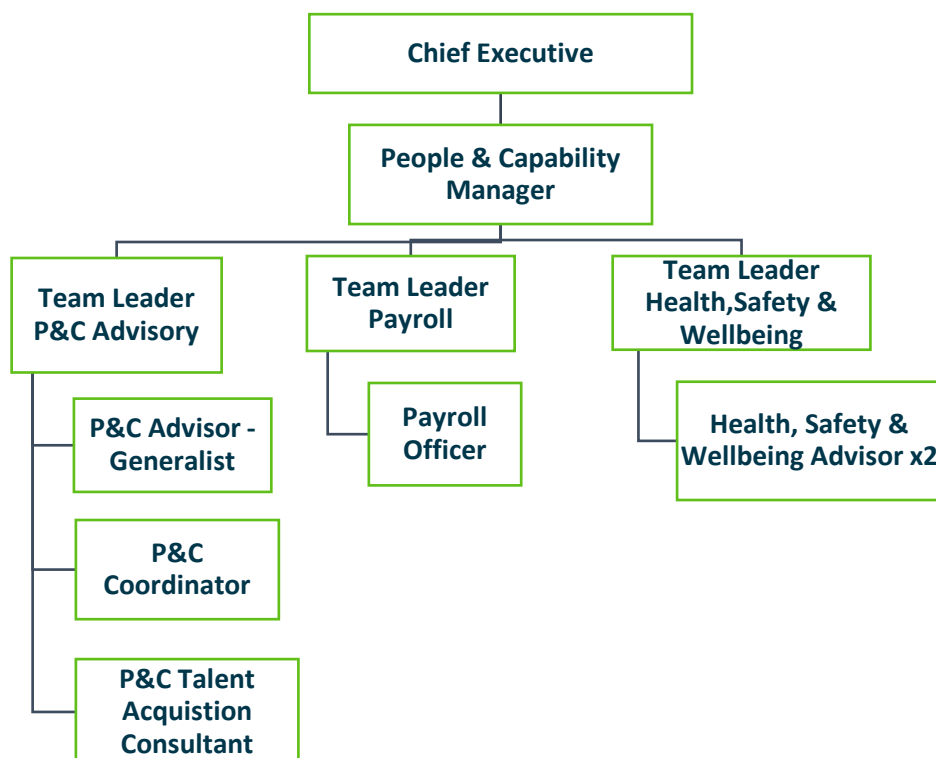
## GROUP AND TEAM GOALS:

The People and Capability Team are responsible for establishing and embedding the People and Capability Strategy, ensuring the organisation is supported and People & Capability best practice is followed.

The People and Capability Team provide following roles and functions to Hawke's Bay Regional Council:

- Providing insight and expertise that allow our people and HBRC to be successful.
- Understand the organisation and apply business acumen in order to understand where HBRC is going and to actively contribute to discussions.
- Ensure managers and staff have confidence in the team's capability to match valued solutions to needs.
- Oversee implementation of a people and capability integrated competency framework that leads recruitment, induction, training development and performance in respect of applied: Treaty of Waitangi Principles, iwi consultation and engagement, applied use of Te Reo Māori and incorporated practice of Māori values and mātauranga.
- Build culture including a safe and trusted environment where HBRC people can thrive.
- Be proactive about HBRC talent needs today, while focusing on the long-term strategic need.
- Mitigate risk to HBRC to ensure the wellbeing of our teams and stakeholders.
- Ensure appropriate staff policies and best practices are in place related to HR and H&S matters.
- Align staff policies with organisational needs and values.
- Ensure a sound recruitment process is in place and utilised appropriately.
- Manage and facilitate appropriate staff, and organisational development initiatives and opportunities.
- Champion the development of leadership incentives and People & Capability HR 'best practice'.
- Develop and maintain an effective and appropriate remuneration process and associated policies.
- Monitor and make recommendations to promote and maintain a positive culture throughout the organisation.
- Maintain and promote a health and safety and wellbeing culture that is effective and of a high standard.
- Ensure advice, processes and procedures are available to meet the requirements of the Health and Safety at Work Act.
- Deal with industrial issues requiring People and Capability intervention.

## ORGANISATIONAL CONTEXT



## JOB SPECIFIC ACCOUNTABILITIES

- Provide efficient coordination and administration support across the People and Capability function, including booking team meetings and supporting any learning and development bookings as required.
- Manage the HBRC onboarding process, including document management, booking inductions and ensuring new employees to Council have the support and information required for their role.
- Assist the People and Capability team with specific requirements related to their responsibilities, for example preparing documentation/spreadsheets in relation to the annual performance and remuneration process, staff changes, and exit documentation.
- Take responsibility for managing the teams' purchase orders and requisition for services in TechOne. Ensure accounts/invoices are accurately coded and described for approval.
- Take ownership of the data flow for HBRC insurance and income protection benefits – ensuring information regarding new staff is provided promptly and supplying any data required regarding our coverage.
- Take responsibility for HRIS data in relation to role such as employee-related data and the maintenance of employee records.
- Effectively manage the hr@hbrc.govt.nz email inbox for the team, ensuring accurate and timely responses and referring on to other team members as appropriate.
- Respond to enquiries from staff and managers where appropriate and within your delegation. Provide guidance around policy and procedure, support staff to access information they need in their roles and escalate more complex issues to the advisors.
- Take responsibility for set up and maintenance of employee personnel files, PDP files, employment sets and personal details in HBRC systems.
- Support the use of CultureAMP (our survey platform) across the organisation, maintain the employee data for this platform so that it is up to date.
- Provide relevant People and Capability data within deadlines, for various Council use and Committee meetings, including quarterly reporting and the annual report.
- Coordinate regular People and Capability updates via internal communication methods, our intranet and our internal staff newsletter 'Snappy'.
- Coordinate generic learning and development opportunities for staff across the organisation, including booking of venues and catering as required. Maintain learning and development database and records.
- Provide administration support for the HBRC performance and development process (PDP).
- Lead the Exit process including documentation for exiting staff.
- Analyse staff exit surveys to understand trends and report back to the Team Leader P&C Advisory.
- Prepare any documentation/letters as required across the People and Capability function.
- Proactively coordinate process and policy review timetable for People and Capability team.
- Maintain record keeping and information management systems in relation to People and Capability information.
- Maintain accurate and up-to-date employee records and ensure secure storage of employees' personal files and information.
- Assist in ensuring all processes undertaken are compliant with the Employment Relations Act, Health and Safety at Work Act and other relevant legislation.
- Support the team to undertake workforce planning and talent management.
- Assist in coordinating the annual Summer Student intake.
- Support the Talent Acquisition Consultant as and when required – this could include booking interviews, reference checking, and any other support required by the team regarding the recruitment function.
- Play an active role in the team, participating in team meetings and contributing ideas for continuous improvement.

## FUNCTIONAL RELATIONSHIPS

### Internal

- People and Capability Manager
- EA to the Chief Executive
- Executive Team
- Team members
- Managers and Team Leaders
- General Staff
- Staff Support Group
- Staff Union

### External

- Consultants and contractors
- Government agencies and departments
- Training institutions
- Career Counsellors
- Local authorities
- Technical and legal professionals

## COMMUNITY RELATIONSHIPS

Fostering good working relationships is fundamental to the successful achievement of strategic goals for HBRC. We know we can't achieve change without the people (our community) outside our business. As expressed under our purpose statement, "working with our community" is at the heart of everything we do. This is particularly relevant to our relations with Tāngata Whenua in terms of co-governance and co-management. Successful relationships involve building trust. Which in turn enables us to support each other to respond to new challenges as they arise. This means:

- Professional attitude is projected at all times in dealing with external contacts.
- Information is accurate and is provided in a timely manner.
- Outcomes that are fair and clearly understood by both parties are achieved.
- Customers are satisfied with responses to written or verbal requests for information.

## CONTINUOUS IMPROVEMENT

All Hawke's Bay Regional Council (HBRC) staff are expected to actively and enthusiastically promote the concept of continuous improvement in their work for HBRC. This means:

- Maintaining a positive overall attitude in the workplace, including promoting HBRC in a positive manner, as assessed by your peers and Manager.
- Taking part in training opportunities provided by HBRC with an open mind, as assessed by pre and post training meetings with your manager.
- Practicing the skills provided in training offered by HBRC, as assessed by regular feedback meetings with your manager.
- Showing a strong team commitment, as indicated by peer feedback and your manager's assessment.
- Practicing the concept of continuous improvement by showing initiative with new ideas and positively acknowledging other ideas.
- Giving honest and open feedback as and when required, aiming to constructively deal with all issues, as assessed by regular feedback meetings with your manager.
- Deliver on project outcomes: on time and on budget.
- Displaying sound judgment and making responsible decisions.
- Working to high quality standards and where applicable contributes to maintenance of ISO 9001:2015 accreditation of the Quality Management System.

## HEALTH AND SAFETY

All staff are expected to follow established health and safety procedures while working for HBRC, and in accordance with policies developed by HBRC. This means:

- Complying with and adhering to HBRC's accepted standards and procedures.
- Where appropriate, taking responsibility for workplace hazards/risks you identify and communicated to management.
- Undertaking regular reviews of workplace risks/hazards that are present in your work.
- When, and if, necessary, participate in the investigation of accidents/incidents according to HBRC procedures.
- Undertaking appropriate and effective staff training when required or necessary.
- Promoting a healthy and safe workplace.
- Actively supporting health and safety initiatives.
- Comply with any rehabilitation plan designed with you for a return to work after an accident.

## EMERGENCY MANAGEMENT

When a Civil Defence event happens, you may be required to assist with carrying out the Council's Civil Defence responsibilities after providing required support for your family and dependants. All HBRC staff are expected to undertake such Emergency Management functions as are determined appropriate to meet HBRC's role and function in this area. This means:

- Undertaking such a role as is allocated for emergency management requirements.
- Participating in such exercises as are required to maintain a state of preparedness in HBRC.
- Responding to such requests to assume an emergency management role as are required by events.
- Understanding the contents of the relevant section of the Business Continuity Plan (BCP) and its implications for your role.

Where the requirements of the role require it, review the relevance of the BCP for your team, section or Group on a regular basis.

## PERSON SPECIFICATION

### Minimum academic qualifications required:

- A relevant tertiary qualification, either commerce or business studies with HR papers is advantageous but not an essential requirement if you can demonstrate significant relevant experience in a similar role.
- Valid NZ driver's licence required.

### Skills and Experience

- Experience in applying and referencing policies and employment agreements to resolve enquiries.
- Highly proficient across all Microsoft products, especially MS Word, Outlook and Excel.
- Experience with MS Teams and SharePoint would be an advantage.
- Experience using HRIS Systems and processes would be an advantage.
- Ability to write to a standard suitable for a corporate work environment as well as the ability to proof-read documentation for others in the team.
- Ability to format documentation to ensure professional presentation.
- Experience in maintaining spreadsheets, collating data, undertaking data analysis and manipulation, and assisting with developing presentation material for others.
- Excellent interpersonal skills with the ability to initiate and engage effectively at all levels, internally and externally.
- Ability to effectively plan, organise and co-ordinate work to ensure that goals are achieved with the highest quality of work possible within agreed timeframes.
- Experience working in an environment where confidentiality is paramount.

### Personal Attributes

- Exceptional attention to detail and ability to complete allocated work to a high standard.
- Ability to use initiative and problem-solving skills to resolve enquiries within delegation.
- Exceptional customer service and a passion for solution focussed outcomes.
- Proactive and self-motivated.

- Ability to remain flexible and be innovative.
- High level of resilience to manage challenging and varied workload.
- Ability to focus and finish tasks.
- Ability to work collaboratively as part of a team to achieve both team and organisational objectives.
- An ability to communicate effectively to convey and interpret data/information.
- Awareness and desire to make the work environment for the team effective and efficient.
- Able to learn new processes and identify potential improvement opportunities.
- Seeks help when needed and confident enough to speak up as part of the team.
- Dedicated and takes responsibility and accountability for the delivery of any work assigned.
- Kind, caring, respectful, hardworking and fun.
- Ability to create harmony in a team.
- Ability to anticipate change, remain flexible and be innovative.
- Ability to clarify objectives, identify key issues, consider all perspectives and evaluate.
- Ability to cope with a variety of work and on occasion difficult situations.
- A high level of courtesy and listening skills.

#### **Awareness**

- Demonstrated awareness of Te Tiriti o Waitangi and including Te Reo Māori in relevant and practical ways in interaction and engagement to demonstrate respect and value of Tikanga Māori in appropriate settings.

#### **CHANGES TO JOB DESCRIPTION**

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment. Such changes, including technological requirements or statutory changes, may be initiated by the manager of this job with due consultation with the position holder. This job description should be reviewed as part of the preparation for performance planning for the annual performance cycle.

#### **Acknowledgement**

I have read this job description and fully understand the requirements set forth therein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand that this job description does not constitute an employment contract with Hawke's Bay Regional Council.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name