

Position Description People & Capability Administrator

Title:

People & Capability Administrator

Company:

The Tatua Co-operative Dairy Company Limited

Purpose of Role:

To provide support and administration to the People & Capability Team.

Reports to:

Senior People & Capability Partner

Direct Reports:

None

Key Relationships:

All Tatua management and employees

Authorities & Financial Responsibilities:

None.

Key responsibilities:

IN DESCENDING ORDER OF IMPORTANCE DESCRIBE THE KEY IMPORTANT AND DISCRETE ACCOUNTABILITIES

Key Responsibility	% of time
HR advice, support and administration	60
Learning Management System	20
Recruitment & Selection	20

Key Result Areas (KRAs):

KRAs:	Measures:
HR Administration	<ul style="list-style-type: none">• To prepare employment agreements, offer letters, new starter and induction packs for new employees.• Manage employee file management process, ensure all HR data and documentation is filed correctly within the HRMS system.• Update contract information into HRMS system• Ensure starters and leavers and variations to employment agreements are forwarded to the Payroll/HRMS Partner in a timely manner for payroll processing.• Conduct all the relevant administration tasks associated with the employment cycle, i.e. recruitment, starter and leaver processes, variations to employment agreements, parental leave, performance management etc• Work with Immigration agencies and employees to ensure our employees are provided with the correct documentation to support their Visa application process.• Process all customer survey information and update accordingly with HR metrics/ information.• Provide reception cover for lunch breaks and other times when needed.• Ensure all pre-employment documents for new employees are completed.

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Recruitment and Selection	<ul style="list-style-type: none"> • Manage recruitment and induction administration, i.e. photocopying of interview packs, drafting of position descriptions in correct templates, interview questions, pulling together offer and induction packs. • Draft job descriptions and job adverts. Place job advertisements on different channels. i.e. Tatua website and Seek. • Phoenix Recruitment Administrator • Ensure new employees are inducted to the business and appointments are arranged. • Provide support to managers regarding recruitment systems.
Learning and Development	<ul style="list-style-type: none"> • Administration of site learning management system • Co-ordinate and administer the site learning and development programme as advised by the Senior People & Capability Partner. • Event management and catering organisation for training events
Industrial & Employment Relations	<ul style="list-style-type: none"> • CEA Negotiation (as part of the Tatua negotiation team) with relevant Union Organisations, providing administration support and advice. • Sound knowledge of legislation and all Tatua employment contracts. • Support P&C Team with administration support such as note taking and room management in regards to ER matters
Projects	<ul style="list-style-type: none"> • Successful project management as required.
Health and Safety	<ul style="list-style-type: none"> • Undertake all work in a safe manner and follow all company and workplace health and safety procedures • Identify new hazards and advise manager or workplace H&S representative/ co-ordinator within 24 hours of identification (or earlier if required) • Accurately report incidents and accidents to manager or workplace H&S representative/ co-ordinator as soon as possible

General:

- To follow any lawful or reasonable instruction made by the employer
- To be present at work; and to work faithfully and honestly

Key Skills / Knowledge / Experience Required:

- Previous work experience
- Payroll and HRIS experience
- Employment legislation and Industrial Relations
- Learning management system experience
- Microsoft Office (Intermediate Level)

Essential Qualifications Required:

- None

Desirable Qualifications:

- None

Personal Qualities

Competency	Behaviour
Relationship Building	<ul style="list-style-type: none"> • Successfully relates to a wide range of people including consideration of group dynamics and cultural difference. • Builds appropriate rapport. • Uses diplomacy and tact.

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	<ul style="list-style-type: none"> • Can diffuse difficult situations without damaging relationships.
Written and Verbal Communication	<ul style="list-style-type: none"> • Is able to communicate clearly and succinctly in a variety of communication settings and styles and to a variety of audiences. • Can get messages across that have the desired effect.
Working Autonomously	<ul style="list-style-type: none"> • In most situations is able to perform to expected standards with little support / guidance. • An independent, self-starter. • Anticipates work to be done without having to be told. The work identified is the right work and is completed in the correct way.
Planning	<ul style="list-style-type: none"> • Accurately scopes out lengthy tasks/projects. • Sets objectives and goals. • Anticipates and adjusts for problems and roadblocks to ensure goals are met.

EMPLOYEE SIGNATURE

DATE

MANAGER SIGNATURE

DATE

This Position Description is a working document subject to review and change as required by Management

Office Use Only

Know-How		Problem Solving			Accountability		Total Points	Profile
Slot	Pts	Slot	(%)	Pts	Slot	Pts		
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