Presbyterian Support Southland

Our Services

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Family Works

POSITION DESCRIPTION	
Title:	People and Capability Coordinator
Division/Department	Finance and Business Support
Company:	Presbyterian Support Southland
Reports to:	People and Capability Lead
Direct reports:	• None
Significant working relationships:	• Director of Finance and Business Support • People and Capability Lead • Payroll Contractor • Care Home Administrators • Director of Family Works

CHARTER

Our **vision** is a community where all people can make the most of their strengths and feel included, valued and safe.

To bring this **vision into reality**, we assist and encourage people facing life's challenges. We provide a range of services in response to the changing needs of individuals and family/whanau in the wider community of Southland.

Our Values:

- **Respect** – Manaaki: Respect for our heritage.
- **Compassion** – Aroha: Compassion with empathy.
- **Family** – Whānau Whānui: Celebration of family.
- **Community** - Iwi whānau/Hāponi: Communities that make a difference.
- **Accountability** – Whakatau tika: Holding ourselves accountable.

Job Purpose:

To be responsible for the accurate, professional and timely provision of People and Capability Administration.

Key Task	Performance standard
Recruitment	• Provide end to end recruitment administration e.g. acknowledging requests for recruitment, drafting advertisements, posting advertising on company website, post advertising on other online and paper based forums, • Support People and Capability Lead with recruitment campaigns and workforce planning, • Support managers along recruitment process • Keep candidates informed of the progress and outcome of their application

	• Undertake/coordinate pre employment checks e.g. police vetting, work visa checks
Onboarding	• Prepare offer documents and welcome packs for new starts
Human Resources Administrative tasks	• Scanning and filing personnel documents • Archiving of personnel files • Provide administrative support to the People and Culture Lead
Ensure all tasks, projects, assignments or responsibilities are completed accurately, professionally and in a timely manner.	• Prioritise workload in order to meet, or where possible exceed, deadline requirements. • Effectively and professionally liaises with other staff, customers, suppliers and external stakeholders. Ensuring that the Company is positively represented at all times. • Complete any other duties or projects as requested.
Perform in accordance with the Health and Safety at Work Act 2015.	• To understand and meet your personal obligations under the Health and Safety at Work Act 2015. • To understand importance of and be able to complete incident reports. • To be aware of your responsibility to report an incident, accident, hazard or near miss and ensure reporting is carried out. • Demonstrate an adequate knowledge of Health and Safety requirements as a team member. • Ensure all new hazards are identified and reported and ensure all hazard controls are maintained and adhered to. • Adhere to all Health and Safety policies and procedures implemented by the Company
Complete any other tasks, projects or responsibilities delegated or assigned by the Manager.	• Assist the support Staff team with workflows. • When possible, ensure all other tasks, projects or responsibilities delegated or assigned by the Manager are completed accurately, professionally and in a timely manner.

CORE COMPETENCIES	
Competency	**Definition**
Adaptability	Maintaining effectiveness in varying environments and with different tasks, responsibilities and people.
Communication	Expressing ideas effectively in individual and group situations (including non-verbal communication). Adjusting language or terminology to the characteristics and needs of the audience. Expressing ideas clearly in documents that have organisation, structure, grammar, language and terminology adjusted to the characteristics and needs of the audience. Will feel comfortable working in a Christian value based organisation.
Customer Service Orientation	Proactively developing customer relationships by making efforts to listen to and understand customers (both internal and external), anticipating and providing solutions to customer needs, giving high priority to customer satisfaction.
Initiative	Making active attempts to influence events to achieve goals, self-starting rather than adopting a reactive approach, taking action to achieve goals beyond what is required, being proactive.
Integrity	Maintaining and promoting social, ethical and organisational norms in conducting internal and external business activities.
Planning and Organising/Work Management	Establishing a course of action for self and/or others to accomplish a specific goal, planning proper assignments or personnel and appropriate allocation of resources.

Teamwork/Collaboration	Working effectively with team/work group or those outside formal line of authority (e.g, peers, senior managers) to accomplish organisational goals, taking actions that respect the needs and contributions of others, contributing to and accepting the consensus, subordinating own objectives to the objectives of the organisation or team.

2. EXPERIENCE

- Experience in an administration role, with a particular focus on recruitment/human resources
- Experience with payroll and HRIS systems
- Ability to work under pressure and meet deadlines
- Excellent written and verbal communication skills
- Meticulous attention for detail

Agreed by:

_____ (Job holder's signature) _____ Date

_____ (Manager's signature) _____ Date