



Job Title: Kaiwhina Tangata Pūmanawa (HR Administrator)
Hours: 37.5 hours per week
Department: People and Capability
Reports to: Kaiwhakahaere Tangata Pūmanawa (HR Manager)

Organisational expectations:

Te Puna Ora O Mātaatua expects all employees to maintain acceptable standards of conduct at all times having regard to the reputation of the Organisation and the welfare of the Clients they serve.

Employees will carry out their duties in a professional manner while observing all codes, legal requirements and policies and procedures of Te Puna Ora O Mātaatua.

Te Poutokomanawa o Te Puna Ora is a framework that underpins everything we do at Te Puna Ora o Mātaatua, and staff are required to have a strong commitment to the principles outlined in the framework.

Flexibility in hours may be required to ensure deadlines are met.

Key Responsibilities:

- Provide full administrative support of the recruitment function, including posting job ads, arranging interviews, liaising with unsuccessful candidates, and preparing and signing out IEAs
- Administration support for the recruitment and onboarding of support workers including preparing IEAs, arranging whakatau, and entering data in the support worker client management system
- Co-ordinate pre-employment processes such as police vetting, and preparing reference checking for prospective employees
- Co-ordinate all logistical arrangements to ensure seamless onboarding and offboarding of kaimahi, support workers, and Board members
- Maintain the NZ Transport Association driver licensing database for Te Puna Ora o Mataatua
- Maintain organisation chart ensuring it is kept up to date at all times
- Administer the HR email inbox and ensure all emails are actioned / escalated within 24 hours
- Regular liaison with Payroll to ensure kaimahi information is processed efficiently
- Regular liaison with Comms and Media team to ensure website is updated regularly, and ads are posted to our website within timely manner
- Manage HR databases and ensure information is constantly and accurately maintained, including recruitment, professional development, and conflict of interest (HR) registers
- Maintain HR shared drive, ensuring documents are filed, maintained and kept up to date
- Responsible for kaimahi personal files
- Arrange monthly team meeting and minute taking
- Ensure the mana of kaimahi, and prospective kaimahi, is upheld at all times by maintaining strict confidentiality
- Maintain HR documents, forms and templates and ensure they are filed and updated correctly at all times
- Support kaimahi through HR processes such as parental leave and resignations
- Manaaki manuhiri of the HR team, both internal and external

- Provide administrative and general project support to the HR Team as requested by the HR Manager
- From time to time, you may be required to provide administration cover across the organisation
- Participate in organisational response to community events, including severe weather events
- Carry out additional ad-hoc tasks within reason as requested by the HR Manager.

Competencies, abilities, and attributes:

- Confidentiality
- Some experience of Payroll processes and systems
- Accurate data-entry
- Ability to communicate effectively and work as part of a team
- Strong attention to detail and professionalism
- Self-motivated and ability to prioritise work
- Ability to work under pressure and ensure deadlines are met
- Advanced level of literacy in office systems, including the Microsoft Office suite of products
- Ability to engage, develop and maintain relationships with employees and relevant stakeholders of Te Puna Ora o Mātaatua
- Strong commitment to Te Poutokomanawa o Te Puna
- Knowledge of Te Reo me ōna Tikanga Māori.