

People & Culture Coordinator

Function:	People, Culture and Wellbeing
Reports to:	Director People and Organisational Effectiveness
Location:	Enter text
Arrangement:	12-month Fixed Term (Parental Leave Cover)
Date:	September 2026

Pūtake | Purpose

Provides responsive and practical People support and coordination across People, Culture and Wellbeing, helping managers and kaimahi navigate People processes while ensuring information, records, systems, programmes and services are accurate, accessible and well maintained.

The role supports effective People service delivery through strong coordination, practical guidance and follow-through, resolving routine People matters within agreed parameters and contributing to the implementation and ongoing operation of improved People processes and ways of working.

Ngā Whanaungatanga | Working Relationships

Internal: People, Culture & Wellbeing team, managers and kaimahi

External: Training providers and other external service providers as required.

Mana Whakahaere | Resource Delegations

Financial: N/A

People: N/A

Kawenga Mahi | Accountabilities

People Operations & Service Support

- Coordinate and deliver defined People operational activities, taking ownership of requests and actions through to completion.
- Provide managers and kaimahi with practical guidance on established People processes, requirements and resources, resolving routine matters within agreed parameters.
- Identify and escalate matters requiring interpretation, professional judgement or more complex employment advice to the appropriate role.
- Maintain People documentation, templates, registers and other operational resources.

- Provide coordination and administrative support across the People & OE work programme and wider PCW activities as required.

People Information, Communications & Resources

- Maintain People information and resources on StaffNet and other internal channels, ensuring content is current, accurate and accessible.
- Support routine People communications and the development and maintenance of manager and kaimahi resources.
- Develop and implement accessible People self-service tools and digital resources for managers and kaimahi.
- Coordinate and improve standard People documents, forms, templates and information flows.

Learning, Induction & Programme Coordination

- Coordinate People-led training, courses and development activities, including scheduling, administration, communications and records.
- Coordinate kaimahi induction activities and resources and support the development and delivery of manager induction.
- Maintain programme information, resources and records and follow up required actions.

People Information & Self-Service

- Support accessible People information, self-service tools and digital resources for managers and kaimahi.
- Improve the structure and systemisation of People forms, templates, registers and information flows.

People Records, Systems & Reporting

- Maintain accurate personnel files, employment records, registers and other People documentation in accordance with EIT requirements.
- Support data quality and routine maintenance of People systems and information.
- Run and maintain routine reports and registers and provide information to support People & OE activities and workforce management.
- Support implementation and BAU administration of systems, registers and reporting tools developed through improvement initiatives.

Projects & Continuous Improvement

- Provide coordination and implementation support for defined People & OE projects and improvement initiatives.
- Work with the People Systems & Improvement Analyst and wider team to test, implement and embed improved processes, systems, forms and resources.
- Identify practical opportunities to improve service delivery, information, administration and ways of working.
- Support the transition of new or improved processes into effective BAU operation.

General Responsibilities:

- Comply with EIT policies and procedures.
- Contribute to a healthy workplace by implementing safe work practices and strategies to effectively manage personal wellbeing.
- Undertake additional responsibilities and tasks relevant to this position as requested by the manager.

Demonstrate commitment to:

Te Tiriti o Waitangi: Through our developing understanding of our obligations and our connection with Te Tiriti o Waitangi as both individuals and as an organisation.

Ākonga at the Centre: Through prioritising the experience, wellbeing, and success of our ākonga in our decision-making process.

Equity: Through recognition, empowerment, and inclusion we can give greater acknowledgement of the unmet needs of Māori, Pacific and disabled ākonga and their whānau.

Vocational Education and Training Excellence: Through quality provision for all ākonga, meeting the regional needs of employers and communities.

Pūkenga, Wheako, Mōhiotanga, Tohu Mātauranga | Skills, Experience, Knowledge and Qualifications

- Experience in a People & Culture/HR environment, with a practical understanding of employment processes and the employee lifecycle.
- Strong organisational skills, attention to detail and ability to manage competing priorities and deadlines.
- Strong written communication skills and confidence maintaining information, resources and routine communications.
- Confidence working with systems, records, data and structured administrative processes.
- Ability to produce and maintain accurate reports, registers and documentation.
- Strong service orientation and ability to work collaboratively across a team and wider organisation.
- Experience with Microsoft 365, SharePoint, HR/recruitment systems or similar digital environments desirable.

Ngā Uara o Te Aho a Māui | Values of EIT

Herea te momoho | Inspire success:

- Support continuous learning and improvement through collaboration.
- Encourage innovation and challenge existing ways of working to achieve better outcomes.
- Recognise and celebrate the achievements of ākonga, kaimahi, and whānau.

Herea te tangata | Nurture whanaungatanga:

- Build and maintain genuine relationships through manaakitanga, care, respect, and generosity.
- Honour wairuatanga by recognising and respecting diverse identities, perspectives, and

needs.

- Work collaboratively in service of ākonga and communities, demonstrating kotahitanga to achieve shared goals and outcomes.

Herea te mana | Act with integrity:

- Act with honesty and integrity, doing what is tika and pono, even when it is not easy.
- Uphold the mana of others through respectful, trustworthy, and principled interactions.

Herea te pono | Be committed:

- Make sustained contributions toward shared goals and outcomes, aligned to a collective kaupapa.
- Take accountability for actions, impact, successes, and challenges.
- Maintain personal wellbeing and support the oranga of others to remain resilient in times of change.