



Mahi Tahī

We are one team, stronger together as we work with and for our community to deliver outcomes that matter.

#arohatōmahī

We love our work and know that our work matters. That is why we do what we say we will do and apply energy and enthusiasm across our mahi.

Manaakitanga

We put our people first by showing them that they matter, through a focus on whānau's needs and aspirations.

Tiakitanga

We proudly and professionally contribute every day to the care of our community and whenua with courage, positivity and mana - leaving a legacy which future generations will embrace.

Details

JOB TITLE	Kaikotuitui Rangapu Tautawhi Kaimahi People and Capability Coordinator
REPORTS TO	People and Capability Manager
GROUP	Capability and Transformation
DIRECT REPORTS	Nil
FINANACIAL DELEGATIONS	Nil
WARRANTS REQUIRED	Nil
GRADE	14

Purpose

The People and Capability team helps to enhance organisational capability, enable a positive culture and engagement, and streamline processes for greater efficiency.

We seek to establish a centre of HR expertise and innovation that will drive our future success.

The People and Capability Coordinator support the team by delivering effective recruitment processes, ensuring that the organisation attracts and retains top talent. They manage administrative tasks, coordinate interviews, and maintain recruitment documentation.

The role also includes supporting onboarding and induction, assisting with performance management processes, and contributing to the delivery of projects and initiatives that promote kaimahi wellbeing, engagement, and development.

Additionally, the coordinator plays a key role in maintaining systems, ensuring data accuracy, and supporting the implementation of policies and procedures that enhance organisational capability.



Key Responsibility and Expected Outcomes

Change Administration, HR, and Payroll Support

- Management of the centralised HR inboxes and timely responses to enquiries
- Lead the onboarding and offboarding processes to ensure a seamless transition for new hires and departing kaimahi
- Collaborate with business partners and managers to maintain forms, templates, add policies, and team portals. Support kaimahi with employment related matters
- Maintain accurate records and databases, ensuring compliance with legal and organisation policies.
- Provide back up support to payroll during leave, any periods of absence, or high workloads

Recruitment

- Support the P&C Business Partners with recruitment processes, specifically posting advertising, phone screening, booking interviews, and completing pre-employment checks
- Assist in the development and maintenance of recruitment processes and procedures
- Prepare offer documentation, ensuring all onboarding documents are completed and returned prior to commencement. Prepare all variations and changes, ensuring these are collated for payroll
- Ensure appropriate actions are taken for Visa view so council remains an accredited employer

Data and Reporting

- Collaborate across teams to ensure the accuracy of kaimahi data and deliver timely, precise reports. Additionally, provide regular HR metrics and insights upon request, along with ad hoc payroll reports as needed.
- Maintain organisational hierarchies and other kaimahi-related systems to ensure accurate reporting lines and effective information flow to relevant platforms
- Work closely with payroll and the PSA to maintain up-to-date records

Relationship Management

- Support the Capability and Transformation Group in strengthening Council's strategic relationships by working collaboratively with Iwi and other cultural stakeholders
- Establish and maintain a network of key contacts to enhance Council's relationships across local government, government agencies, businesses, and the community
- Coordinate the implementation of communication plans to ensure key stakeholders are kept informed of Council's work programme.

Health Safety & Wellbeing

- Promote a strong health and safety culture by proactively modelling our values and hold self and others to account to Consistently follow all health and safety policies and legislative requirements.

Council Contribution

- Actively contribute to the Capability and Transformation Group by performing duties as required, promoting a positive workplace culture, and participating in Emergency Management activities.



CAPABILITY & COMPETENCIES REQUIRED

SKILLS, KNOWLEDGE & EXPERIENCE

- Extensive experience in a coordination role, ideally in a people and capability, recruitment, and customer services role
- Experience in human resources and payroll systems
- Highly proficient administration, written, and numerical skills, specifically with use in Microsoft applications and managing and analysing data
- Knowledge of recruitment processes, interviewing techniques, and candidate assessment would be an advantage
- Familiarity with local government or complex public sector environments preferred.

Drives Community Outcomes

Delivers impactful outcomes for the community by providing exceptional service, fostering meaningful Iwi relationships, integrating Te Reo Māori and tikanga, and continuously improving efficiency within the Horowhenua District Council landscape.

Delivery Focused

Delivers high-quality work with integrity, accountability, and efficiency, following through on commitments, engaging with Iwi where appropriate, and using digital tools effectively to achieve meaningful community outcomes.

Mana Enhancing

Builds trust by placing people at the heart of decisions, embracing diverse cultures, upholding high standards of professionalism, nurturing personal growth and self-care, and protecting the mana and integrity of relationships.

Connected

Builds strong, trust-based relationships across teams and the community through clear communication, collaboration, and cultural engagement, creating a connected and inclusive environment that drives better outcomes.

Resilient and Adaptable

Adapts to change with curiosity and resilience, maintaining focus under pressure, seeking diverse perspectives, and persevering to deliver the best outcomes for the community.



Alignment with our community outcomes



We uphold Te Tiriti o Waitangi and its principles and recognise the role of Mana Whenua as kaitiaki of their rohe. We support them to maintain and enhance tikanga with their ancestral lands and waterways, wāhi tapu and other taonga, and build mutually respectful partnerships with tangata whenua, supporting whanau, marae, hapū and iwi in achieving their aspirations.



We contribute to improving our natural environment for current and future generations to enjoy, and protect the important natural features in our district.

We ensure our built environment supports the wellbeing of our people and manage competing pressures on resources sustainably.



We provide efficient, reliable and affordable infrastructure, developing and maintaining facilities and infrastructure to meet the needs of current and future generations. Our community facilities and infrastructure are resilient, helping us to respond to climate change and natural hazards, working with partners to develop infrastructure that enables growth.



We are business friendly, supporting diversity and resilience in our local economy and work with others to make our economy grow. We aspire for economic security for all of our people and seize growth opportunities for our district.



We value the diversity of our people, and how our district's heritage shapes our community's sense of identity and pride.

We provide infrastructure, services, facilities and places to build resilient and connected communities where people of all ages and backgrounds feel included and safe. We are building collaborative relationships with service providers to enable all people to live positive and healthy lifestyles, encouraging our people to participate in local decision making.

