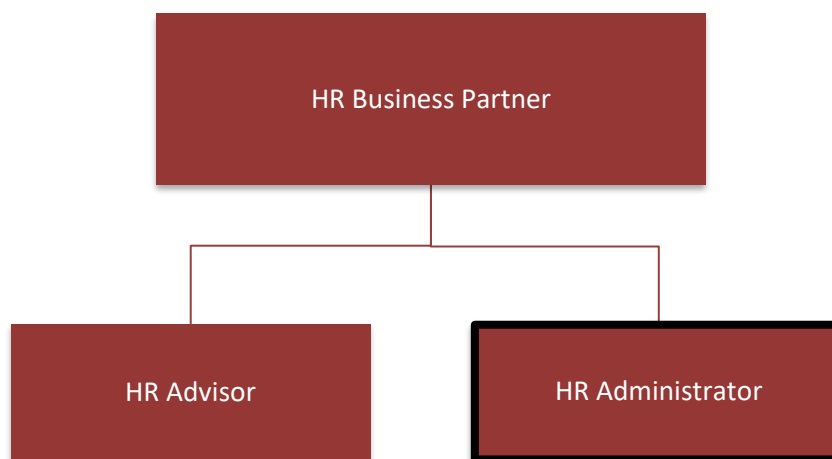


RAUKAWA CHARITABLE TRUST (RCT)

Position Description – Fixed Term

POSITION TITLE	HR Administrator
LOCATION	Tokoroa, South Waikato
REPORTS TO	HR Business Partner
PURPOSE OF POSITION	To provide administrative services to support the HR Team
VISION	Raukawa kia mau, kia ora - A thriving Raukawa iwi.
RCT MISSION	To deliver outstanding cultural, social and environmental outcomes to ngā uri o Te Poari Matua o Raukawa.
VALUES	Tika – working with integrity Pono – working toward the vision/genuine intent Aroha – compassion and regard for others

REPORTING STRUCTURE



DIRECT REPORTS

- Nil

RELATIONSHIPS

Internal

- RCT Staff

External

- Government and local government agencies
- Community organisations
- Fund Managers
- Industry groups
- Local authorities
- Key stakeholders

AUTHORITIES

Nil

KEY ACCOUNTABILITY	DUTIES AND RESPONSIBILITIES
HR Administrative Support	<p>Provide efficient and effective administrative support as required to HR Business Partner and HR Advisor, including:</p> <ul style="list-style-type: none"> • Provide administrative support for the whole HR function across recruitment, induction, remuneration, performance management, health & safety, HR policy and procedures, and employee relations. • Assist in preparation of recruitment processes: <ul style="list-style-type: none"> ○ Draft, review and post advertisement material ○ Coordination of interview scheduling with candidates and relevant employees ○ Creation, review and distribution of interview questions and CV's to Interview panels prior to meeting. ○ Undertake reference checking ○ Coordinate employee distributions for all onboarding, offboarding and employee changes ○ Oversee and coordination the delivery and processing of onboarding documentation. • Creation of offer documentation for approval by relevant parties, as per the delegation policy. • Undertake vetting processes in a timely manner in accordance with legal requirements. • Work collaboratively with members of the HR team to ensure the maintenance of accurate records on positions, job descriptions, remuneration ranges, organisational structure charts and maintaining our central databases. • Assist in the provision of correspondence and draft correspondence as directed by the HR Business Partner or Advisor • Assist in maintaining currency of HR Databases & Processes • Collate and maintain currency of Personnel files • Maintain timely and accurate records across HR databases as required in a confidential manner. • Distribution & coordination of on & off-boarding documentation • Other administrative duties as required to ensure the HR Team runs smoothly and efficiently, e.g. word processing, photocopying, mail, other correspondence. • Administer employee benefits, programmes and events.
HR system and process maintenance	<ul style="list-style-type: none"> • Develop, implement, review and maintain HR administrative systems and processes to ensure effective provision of service and accuracy. • Maintain paper based and electronic personnel files. • Provide administrative support and coordination during recruitment campaigns to the hiring manager. • Provide support to the HR Business Partner on system management, review and improvements.

KEY ACCOUNTABILITY	DUTIES AND RESPONSIBILITIES
Health & Safety & Wellness	<ul style="list-style-type: none"> • Provide minute taking in all H&S meetings and ensuring distribution of minutes and action progression in a timely manner. • Coordination of First Aid Training bookings. • As a member of the committees assist in the coordination of Health & Safety and Wellness Initiatives • Proactively contribute to the Health & Safety and Wellness committees • Comply with Raukawa Charitable Trust Health & Safety policies, procedures and systems. • Ensure that you work safely at all times and encourages others to do the same. • Report hazards and accidents. • Take initiative to fix hazards. • Promote a positive Health & Safety culture in the workplace.
Support to Group Manager Kōuru Whakahaere	<ul style="list-style-type: none"> • Accurate and timely secretarial services are provided to Group Manager with deadlines being met. • Diaries/calendars and emails managed effectively and to a professional standard. • Use initiative to identify solutions (to problems) and improvements to lift performance within Kouru Whakahaere • In collaboration with Aka Tauwhiro, administrative and business systems are developed and implemented to a high standard. • In collaboration with Aka Tauwhiro, administer general tasks that enable smooth maintenance of office, resources, and equipment.
Team Support	<ul style="list-style-type: none"> • Attend monthly board staff hui and team hui. • Actively contribute to the development of the HR team. • Support team members and celebrate team success to create and foster a harmonious team culture.
Training	<ul style="list-style-type: none"> • Participate in training including that related to Health & Safety. • Take initiative to identify training and development opportunities for self.
Additional Tasks	<ul style="list-style-type: none"> • Carry out any other duties that can reasonably be requested from time to time within the framework of this position and the skills, training and experience of the incumbent. • In the event of pandemic responses being initiated throughout the organization, carry out other duties requested that relate to the pandemic response but which may not be related to this position.

POSITION REQUIREMENTS

COMMUNICATION

- Good written communication and can express ideas in writing clearly and in a well-organised way.
- Has excellent oral communication skills. Presents ideas orally with clarity and listens effectively.
- A high standard of discretion, maturity, integrity, reliability and loyalty.

RELATIONSHIP MANAGEMENT

- A strong 'customer service orientation' with the flexibility in addressing the needs of internal and external customers.

- Demonstrate whanaungatanga, manaakitanga and kotahitanga.
- Excellent relationship management and interpersonal skills to achieve favourable outcomes.
- Team player.

INTERPERSONAL STYLE

- Demonstrates a strong personal commitment to organisational excellence, honesty, integrity and business ethics.
- Is thoughtful, resilient, calm and stable in challenging situations.
- Demonstrates and undertakes initiative, decisiveness and openness.
- Reliable, self-motivated and self-directed, and comfortable working with incomplete information and in a dynamic environment.

OTHER ATTRIBUTES AND SKILLS

- Insight into organisational functions and processes.
- Demonstrated business orientation.
- Ability to follow policies and procedures.
- Has an understanding of or willingness to learn te reo me ona tikanga o Raukawa.
- Respects, values and works in partnership with stakeholders in a manner consistent with the Treaty of Waitangi.
- Familiar with and demonstrated adherence to Health & Safety policies and procedures.

QUALIFICATIONS AND EXPERIENCE

- Competent computer user and sufficient level of understanding and skill in office systems.
- Valid and Full Class 1 driver's license.
- Experience working with Iwi/Māori organisations is desirable.

JOB DESCRIPTION CREATED

Date: February 2024

SIGNATURES

On behalf of Raukawa Charitable Trust:

(Signature)

(Date)

Employee:

(Signature)

(Date)