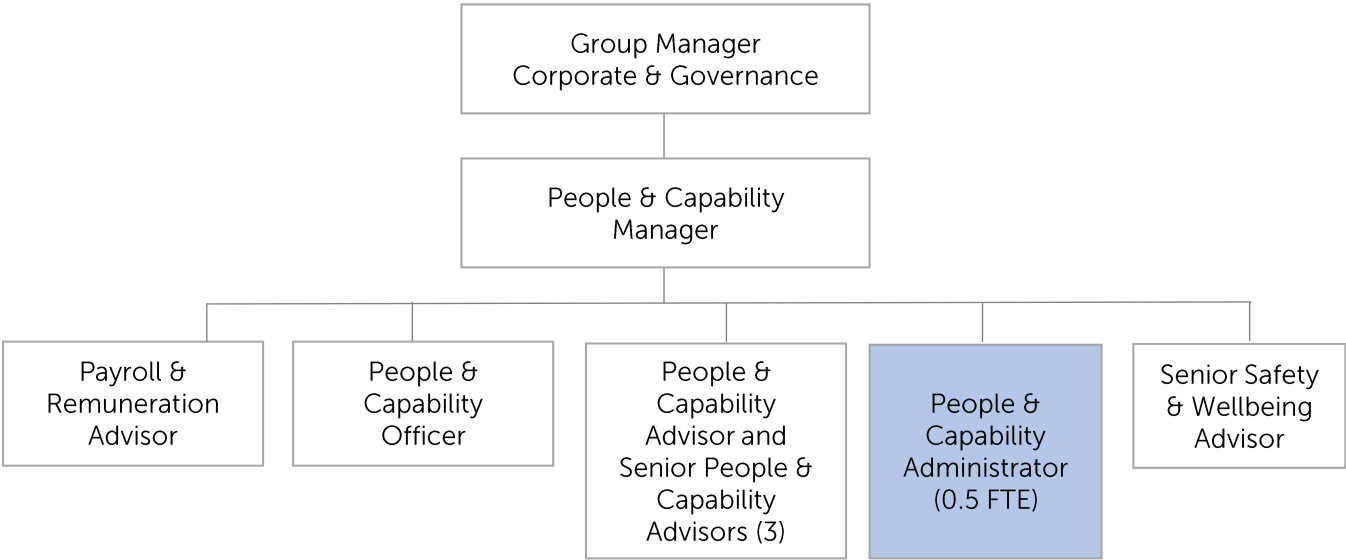


## JOB DESCRIPTION

<b>Job Title</b>	People & Capability Administrator
<b>Work Unit</b>	Corporate & Governance Group
<b>Responsible to</b>	People & Capability Manager
<b>Responsible for</b>	No line management responsibilities.
<b>Position purpose</b>	Provide high-quality administrative and logistical support to the People & Capability team, including coordinating the organisational training programmes, managing training records, and assisting with enquiries.
<b>Salary range</b>	\$60,325 (85%) - \$70,971 (100%)
<b>Grade</b>	9
<b>Updated</b>	December 2025

## ORGANISATIONAL CONTEXT



## FUNCTIONAL RELATIONSHIPS

The Learning and Development Assistant will develop constructive and collaborative relationships with the following:

EXTERNAL	INTERNAL
<ul style="list-style-type: none"> <li>Training Providers</li> <li>Venue and Logistics providers</li> <li>Consultants</li> </ul>	<ul style="list-style-type: none"> <li>People &amp; Capability Manager</li> <li>People &amp; Capability team</li> <li>Cultural Development Advisor</li> <li>Management Group/Team Leaders</li> <li>Other Horizons Regional Council staff</li> </ul>

## KEY RESULT AREAS

JOBHOLDER IS ACCOUNTABLE FOR	JOBHOLDER IS SUCCESSFUL WHEN
Training & Development	
<ul style="list-style-type: none"> <li>Coordinate the annual corporate training programme, including monthly induction and orientation programmes.</li> <li>Coordinate the safety and wellbeing training programme, including first aid and other training as well as health monitoring clinics.</li> <li>Support the registrations and logistics of the cultural competency programme.</li> <li>Liaise between attendees, managers and trainers or other agencies.</li> <li>Assist with the development of the corporate and leadership training programme.</li> <li>Update and maintain training and development records in HRIS and H&amp;S system as required.</li> <li>Organise the monthly induction and twice-yearly orientation programmes for new staff.</li> <li>Manage the Corporate Training and Development inbox and calendar.</li> <li>Utilise existing systems to capture Training and Development records.</li> </ul>	<ul style="list-style-type: none"> <li>Corporate and leadership training programmes are implemented effectively.</li> <li>Safety and wellbeing training programmes are implemented effectively.</li> <li>The Cultural Competency programmes are implemented effectively.</li> <li>The induction and orientation processes for new staff are implemented effectively.</li> <li>Training records are maintained and current.</li> <li>Training programmes proceed on time and on budget.</li> </ul>
Other Team Support	
<ul style="list-style-type: none"> <li>Internal customer liaison and support.</li> <li>Ensure appropriate confidentiality with regard to all matters relating to personal details and staff matters.</li> <li>Ensure staff personal documents are saved correctly.</li> <li>General administrative support to the team as required.</li> <li>Provide support with events such as Expo's and Careers Days as required.</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>All tasks are fulfilled accurately, efficiently and effectively to the standard required within agreed timeframes.</li> <li>No 'at fault' substantiated breaches of confidentiality.</li> <li>Be an effective and contributing member of the People &amp; Capability Team.</li> <li>Confidentiality is maintained, tact and discretion is used at all times.</li> </ul>

Corporate Contribution	
<ul style="list-style-type: none"> <li>▪ Maintain own professional development.</li> <li>▪ Undertake Performance Development tasks/responsibilities.</li> <li>▪ Undertake Health and Safety tasks/responsibilities.</li> <li>▪ Participate in emergency management activities as required.</li> <li>▪ Participate and contribute to corporate projects and inter-departmental initiatives as agreed.</li> <li>▪ Maintain Council plant and equipment.</li> <li>▪ Fulfil administration-reporting requirements (e.g. timesheets, vouchers, reporting).</li> </ul>	<ul style="list-style-type: none"> <li>▪ Appropriate training and development undertaken as agreed.</li> <li>▪ Corporate responsibilities are undertaken and completed accurately, meeting specified standards and within agreed timeframes.</li> <li>▪ Contribution to projects and corporate initiatives is effective and valued.</li> <li>▪ Administration requirements are completed timely and accurately.</li> </ul>

## PERSON SPECIFICATION

### Desirable

- Some experience in supporting the coordination of learning and development programmes and/or supporting a Human Resource team.

### Knowledge/Experience

- Excellent interpersonal skills.
- Attention to detail and accuracy.
- Proven customer service skills and the ability to communicate with people in a professional and sensitive manner.
- Proven ability to quickly learn new information, processes and procedures.
- Experience in data administration with a strong attention to detail.

### Skills

- Highly organized and detail-oriented.
- Customer service and communication skills.
- Demonstrates initiative and good problem solving skills.
- Sound Microsoft Word and Excel skills.
- Sensitivity to different cultural perspectives.
- Collaborative working style, builds strong relationships with team members.
- Demonstrates judgement about what is relevant and appropriate for an organisation's interests.
- Effectively discerns when it is appropriate to seek assistance/advice.

## COMPETENCIES FOR PERFORMANCE DEVELOPMENT

### Customer Focus

- Commitment to meeting the needs of anyone they work for and with including colleagues.

### Job Knowledge

- Have the knowledge and skills to perform the requirements of the position.

### Communication

- Use written and verbal language and style appropriate to the audience and context.

### Teamwork

- Work constructively with people as a team member to achieve a common goal.

### Dependability and Commitment

- Reliable and dedicated to achieving results.

### Continuous Improvement

- Adjusts to change and different perspectives, thinks proactively, pursues opportunities and take appropriate action.

### Organising for Results

- Ensures work is completed effectively and within agreed deadlines.

## PERSONAL ATTRIBUTES

- Excellent Communication skills (verbal and written).
- Ability to work well in a team.
- Ability to work with minimal supervision.
- Able to act in strict confidence and maintain a professional view.

## OTHER REQUIREMENTS

Be prepared to:

- Occasionally work outside of normal business hours.
- Occasional overnight stays away from home.
- Undertake activities, as directed, as part of Horizons Regional Council's response to flood events, environmental incidents and emergency response.
- Maintain a proactive approach to Health and Safety in relation to your responsibilities and ensure legislative responsibilities and codes of practice are complied with.

## DECLARATION

*This position description is prepared on the basis of existing and foreseen duties and responsibilities. As such it will not prejudice further specification and/or rearrangement at a later date. Also it will not prejudice a particular incumbent's ability to achieve personal development through a change (or partial change) in duties and/or position.*

### Ngā uara o Ngā Pae | Horizons Values



#### **Manaakitanga | We care for our places and make a positive difference**

We care for our communities and the region's environments. We care for current and future generations.

#### **He kura te tangata | We treasure our people**

We look after each other, we uphold each other's mana; we use our different skills to support one another.

#### **Mā rau ringa e tutuki ai | We succeed together**

We strengthen our partnerships by collaborating with each other and our communities. We share information, knowledge and experiences because doing things together, works best. We listen to understand each other.

#### **Kia Mau Ki Te Tokanga Nui a Noho**

Approved: \_\_\_\_\_ (Manager) Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Read and Understood: \_\_\_\_\_ (Incumbent) Date: \_\_\_\_/\_\_\_\_/\_\_\_\_