



*Me aro koe ki te ha o Hineahuone*  
"Pay heed to the dignity of women"

**Te Puawaitanga  
ki Ōtautahi Trust**

*Mō tātou a mō ngā uri a muri ake nei*  
"For us and for those who will come after us"

## Position Description

**Role Title:** Human Resources Administrator

**Reporting to:** Operations Manager

**Direct Reports** Nil

### Organisation Vision

Safe, healthy, stable, and connected whānau securing positive futures for all generations.

### Whakatauki

Me aro koe ki te hā o Hineahuone

*Pay heed to the dignity of women*

Mō tātou, ā, mō ka uri ā muri ake nei

*For us and our children who come after us*

### Organisation Mission

We enhance the health and wellbeing of Māori/women and their whānau to achieve their aspirations.

### Organisation Values

**RAPUORA** - *in search of excellence in health*

**MANAAKITANGA** - *support, nurture and take care of*

**WHANAUNGATANGA** - *belonging, respectful relationships and whakapapa.*

**WAIRUATANGA** - *spirituality, mental wellbeing, cultural identity, and balance*

**KOTAHITANGA** - *unity, common purpose, and cohesiveness*

**RANGATIRATANGA** - *leadership, cultural identity, responsibility, and accountability*

**PUAWAITANGA** - *nurturing, empowerment and development of oneself and one's whānau.*

**AROHA** - *love, compassion, and empathy*

---

### Purpose of the role

To deliver quality, accurate and consistent HR advice, documentation, information, and HR administration to managers across Te Puawaitanga ki Ōtautahi Trust (the Trust). This role supports the Trust's leadership team uphold a strong recruitment service, with specialist HR administrative support and advice. The role works collaboratively, supporting the Trust to achieve operational objectives, including payroll. The role upholds utmost confidentiality and represents the Trust values with professionalism.

### Key Result Areas/Key Accountabilities

#### 1.0 Human Resources

- 1.1. Draft employment documents – including Employment Agreements, Letters of Offer, and resignation acknowledgements.
- 1.2. Maintain personnel records, safely filing past and current records according to legislation and organisation policy.

- 1.3. Appropriately support leaders with advice at an administrative level, matters include recruitment, leave, any kaimahi allowances/entitlements, payroll.
- 1.4. Liaising with the Operations Manager to ensure advice provided to leaders aligns with both Trust policy and Employment Law.
- 1.5. Admin support and implementation of HR policies
- 1.6. Schedule required certification updates – practitioners, first aid, police vet checks so that employees are compliant with job requirements.

## **2.0 Recruitment Responsibilities**

- 2.1 Work with recruiting Team Leaders to ensure the process is correct and of a high-quality standard.
- 2.2 Update and create new job advertisements.
- 2.3 Manage job listings across several mediums
- 2.4 Where requested, support Team Leaders to complete candidate screenings
- 2.5 Liaise with team leaders and arrange interviews
- 2.6 Collate and send employment documentation to new employees

## **3.0 Payroll Responsibilities using Smartly Payroll Software**

- 3.1 Prepare and manage the fortnightly payroll documentation accurately and in a timely manner.
- 3.2 Ensure kaimahi are paid accurately and on time utilising Smart Payroll software with accurate data entry and processing activities.
- 3.3 Resolve or escalate issues relating to payroll utilising the SMARTLY payroll helpdesk.
- 3.4 Provide assistance and advice with the SMARTLY payroll APP.
- 3.5 Maintain payroll records, efficiently and effectively, in accordance with legislation and organisation policy.
- 3.6 Proactively manage data integrity, financial and legal risks as possible in conjunction with general/operations manager.
- 3.7 Keep up-to-date and maintain knowledge of applicable legislation, payroll policies and procedures; understands impact and provides accurate information and advice.
- 3.8 Work with Team Leaders so they can support the pay roll related human resource needs of their direct reports thus contributing to consistency of knowledge and understanding across the Trust.
- 3.9 Follows policies and processes and ensures all actions are fully documented, auditable and audit logs are monitored, reports issues and requirements for change.
- 3.10 Review payroll policies and amend procedures when required, and according to Trust protocols.

## **4.0 People Responsibilities**

- 4.1 Support with the co-ordination of new employee onboarding and induction processes.
- 4.2 Organise functions and events, such as mihi whakatau, poroporoaki, Matariki, kaimahi wellbeing days and end of year events.

## **4.0 Health & Safety – HR Administrator Responsibilities**

- 4.1 Work with current Health and Safety Co-ordinator to support safe work environments.
- 4.2 Support Health and Safety Coordinator provide advice on Health & Safety related queries.
- 4.3 Maintain knowledge of New Zealand Workplace Health and Safety legislation and guidelines

## **5.0 Professional Development**

- 5.1 Participate in professional learning and development activities.
- 5.2 Participate in regular planned support and supervision with line manager.
- 5.3 Participate in individual position planning and review meetings.

## **6.0 Health and Safety**

- 6.1 Promote and take individual responsibility for good workplace health and safety practices.
- 6.2 Be personally responsible for your own and others health and safety at work.
- 6.3 Promote and participate in health and safety processes, maintain a safe workplace, and ensure all equipment is always used correctly.
- 6.4 Be familiar and work with organisation health and safety policy and procedures.
- 6.5 Always establish and insist upon safe methods and safe practices.
- 6.6 Continue to hold a full and unrestricted Drivers Licence.

## **7.0 Information Technology**

- 7.1 Use of computers, smart phones and other IT equipment are required as part of the role. Experience and skills in the use of the Microsoft Office software e.g., Word, Outlook, Excel is essential.

## **8.0 Te Ao Māori**

- 8.1 Support the Trust's special nature as a kaupapa Māori organisation, including upholding the Trusts values steeped in the Māori world view.
- 8.2 Commit to the Trust's cultural capability strategy, including learning and using te reo Māori, and observing tikanga/customs of Māoritanga – indigenous people of Aotearoa.

## **9.0 Other Duties**

- 9.1 The key tasks/accountabilities of the role may change from time to time so that Te Puawaitanga ki Ōtautahi is able to adapt to changes in the business environment.
- 9.2 Support our special nature as a kaupapa Maori organisation.
- 9.3 Support special activities that the organisation undertakes or participates in.

---

## **Preferred qualifications, experience, skills, and knowledge**

### **Qualifications**

- Tertiary qualification in human resources and Te Ao Māori are relevant to this position.
- Drivers Licence – full and unrestricted

### **Experience**

- Three or more years' experience in providing HR administration, co-ordination or HR Advisory support including experience with end-to-end recruitment processes.
- Demonstrated ability to develop innovative and effective solutions to HR issues
- An inclusive approach that supports the principles in working with Māori and in a kaupapa Māori environment

### **Skills and Knowledge**

- Good operating knowledge of contemporary HR practice and relevant legislation
- Best practice and streamlined approach to administrative tasks, including the identification of areas for improvement and consistency to maximise outcomes for delivery.
- Tikanga Māori, and understanding of cultural values and beliefs
- A good understanding of the principles of Te Tiriti o Waitangi
- An understanding of Whānau Ora as a support service approach
- Advanced skills in MS Office, particularly MS Word and MS Excel

### **Key competencies**

- Confidentiality –always maintain confidentiality with respect to individual privacy issues and HR files
- Professionalism - a commitment to representing the organisation favourably and work according to policies and procedures. Ability to comply with the requirements of legislation

such as the Employment Relations Act 2020, Privacy Act, Health and Safety and Child Protection.

- Working from a Māori perspective promoting and understanding the Māori world view
- Flexibility – ability to work flexibility, with integrity and confidentially. Be able to work instinctively with the ability to look ahead and see what needs to happen.
- Planning and Accountability – effective planning, organising, and reporting.
- Sharp eye for detail, be quick thinking, have great intuition and be intuitive with strong prioritisation skills and inherent ability to multitask.
- Communication - able to communicate clearly and effectively and relate well to a wide range of people in both oral and written format and excels at listening effectively.
- Quality Focus – Committed to achieving and maintaining quality standards which are relevant and positive for the organisation.

---

**Signed by:**

---

(Name of position holder)

Date: