



POSITION DESCRIPTION

Position Title	People and Culture Coordinator
Group/Business Unit	Corporate Services/People and Culture
Location	Wellington
Date	July 2021
Reports to	People and Culture Manager

Position Purpose

The primary responsibility of the People and Culture Coordinator is to provide support and assistance to the People and Culture team.

The role contributes to the success of the team in delivering support to the objectives and goals of the team and the individual functions such as Projects, Capability, Organisational Development (OD), Learning and Development (L&D), Recruitment, Employment Relations and Payroll.

The People and Culture Coordinator role includes:

- Providing administrative support to the People & Culture team, including people processes in the employment life cycle (recruitment, induction, performance, learning and development, and transition).
- Coordinating and supporting in the implementation of OD initiatives.
- Coordinating and supporting in the implementation of learning programmes and initiatives, including the administration of the Learning Management System.
- Coordinating cyclical people and culture activities such as performance and remuneration reviews.
- Supporting the administration of the fortnightly payroll as required.

Electoral Commission – Te Kaitiaki Take Kōwhiri

Who we are:

We are an independent Crown Entity who works with and through communities to inform, engage and educate New Zealanders about the value of taking part in the electoral system.

Our objective under the Electoral Act 1993 is to administer the electoral system impartially, efficiently and effectively, and in a way that:

- a) Facilitates participation in parliamentary democracy; and
- b) Promotes understanding of the electoral system; and
- c) Maintains confidence in the administration of the electoral system.

Our Vision:

New Zealanders trust, value and take part in parliamentary elections.

Our Strategic Mission:

The Commission wants New Zealanders to understand their electoral system, to have trust and confidence in our administration of their electoral laws, to find enrolling and voting easy, and to value and exercise their right to vote.

Our Contribution:

New Zealanders will trust, and are more likely to value and take part in parliamentary elections if we:

- Act impartially, professionally and in accordance with the law
- Make participation easy
- Deliver timely and accurate results
- Are open to public, judicial and parliamentary scrutiny
- Continually improve our processes, procedures and service.

Our Values:

Our Values outline the expectations the Commission can have of us, and the expectations that we can have of the Commission. These mutual responsibilities influence the way we go about our business. Together each day we apply Our Values, which encompasses:

Taumata Values Framework:

Ngā Uara / Values <i>translation</i>	Explanations
1. Tūhonotanga (v) to join, bond, attach, connect. <i>Connecting / building and maintaining relationships</i>	Bringing people together to increase participation in democracy.
2. Aratakina (v) to conduct, lead, point out, guide. <i>Knowledge Transfer</i>	Guiding towards greater understanding
3. Uakaha (n) vigour, energy, dynamism, enthusiasm. <i>Energy / dynamism / innovation</i>	Being dynamic and energetic in what we do
4. MAnakitanga (n) hospitality, kindness, generosity, support. <i>Power Transfer</i>	Demonstrating generosity and empowering people.
5. TikA (adj.) be true, valid, honest, genuine, sincere. <i>Integrity and honesty</i>	Doing things right; doing the right things!

Dimensions of the position for which the incumbent is accountable:

Number of direct reports	None
Number of indirect reports	None
Operating budget	None
Other [delegation levels]	None

Important Relationships

Internal

- All Commission Staff including permanent and temporary field staff

External

- Members of the public
- Community organisations
- Other public sector organisations
- Suppliers, consultants, and contractors
- Political parties, third parties and electoral candidates
- Overseas Electoral agencies
- People and Culture service providers

Accountabilities

Accountability Area	Deliverables / Outcomes
<ul style="list-style-type: none"> • Administration and executive assistance. 	<ul style="list-style-type: none"> • Maintain the People and Culture calendar of cyclical activities such as performance and remuneration reviews, engagement surveys, and ad hoc events such as policy reviews and consultation processes, and special HR surveys. • Administer and organise the People and Culture weekly team meeting, including minute and note taking of decisions, actions, and commitments from the team. • Manage the CS People and Culture teams' Files, Meeting Notes and Planner.
<ul style="list-style-type: none"> • People and Culture projects management and delivery. 	<ul style="list-style-type: none"> • Organise the People and Culture projects and initiatives in a single document where there is a projection of the resources, time and budget requirements and allocations are visible and readily available. Regular check-ins with the project owners and P&C Manager to determine project priorities. • Prepare a project report and ensures that any issues or concern, in terms of delivery in time and budget is raised and discussed during the weekly team meeting. • Administer the Microsoft Project Management (PM) or similar tool to monitor and manage delivery of the projects and initiatives.
<ul style="list-style-type: none"> • Payroll support and coordination. 	<ul style="list-style-type: none"> • Provide back-up to the payroll administration as requested. • Once trained and capable, assisting with processing data related to fortnightly pay runs. • Provide back up for payroll processing when required. • Take daily responsibility for the payroll inbox and ensures that pay related inquires, issues and concerns are address or escalated to the Senior Advisor Payroll or the People and Culture Manager if required. • Ensure that payroll related personnel e-files are up to date and documents are complete and accurate.

<ul style="list-style-type: none"> • Learning and Development coordination and support 	<ul style="list-style-type: none"> • Responsible for the E-learning email inbox including the administration of the learning management system (LMS) (e.g. creating access, resetting password, organising learning and training invitations). • Schedule and organise induction sessions in collaboration with the Senior Advisor – L&D, including scheduling and organising venue reservation and catering for learning and training events. • Liaise with facilitators and project leads for training events. • Monitor and follow-up with people managers on non-compliance of required e-learning modules.
<ul style="list-style-type: none"> • Organisational Development support and coordination. 	<ul style="list-style-type: none"> • Coordinate engagement surveys and other OD initiatives and activities in collaboration with the Senior Advisor – OD. • Support the Senior Advisor – OD in delivering OD initiatives and programmes, including scheduling and organise venue reservation and catering. • Assist the Senior Advisor – OD Updating the documents on ECHO.
<ul style="list-style-type: none"> • General Human Resources (HR) support in employment and recruitment. 	<ul style="list-style-type: none"> • Daily oversight of the HR inbox to ensure all issues are owned by the appropriate person and dealt with in a timely manner • Maintain and manage the Commission’s vacancy postings including management of the intranet vacancy page. • Respond to the Workforce Assurance Standard (Serious Misconduct Check) from other government agencies. • Conduct MoJ, Security and Serious Misconduct checks for all external candidates. • Prepare the ‘offer packs’ for new starters including facilitating documentation and other onboarding requirements. • Prepare employment contracts and any change request to employment agreements (e.g., variation, extension, or end of contract). • Respond or provide certificate of service and referees to former employees of the Commission. • Ensure that HR related personnel e-files are up to date and documents are complete and accurate. • Facilitate documentation of people transitioning to either secondment, resignation, retirement, or termination.
<ul style="list-style-type: none"> • Relationship Management 	<ul style="list-style-type: none"> • Contributes to higher effectiveness levels for the Commission by identifying developing and maintaining an appropriate network of contacts. • Ensures that business relationships are maintained at an agreed level by developing, implementing, and maintaining a quality oriented, timely, and service-focussed approach in work programmes and services provided. • Maintains high ethical standards of conduct.
<ul style="list-style-type: none"> • Team Effectiveness 	<ul style="list-style-type: none"> • Contributes to team effectiveness by offering value adding suggestions at meetings, providing learning feedback/comments and support to others, which aim

	to improve team performance and staff motivation, and assisting other members of the team.
<ul style="list-style-type: none"> • Health and safety, and wellness 	<ul style="list-style-type: none"> • Contribute to the development and implementation of the Commission's health and safety policies, procedures, and plans.
<ul style="list-style-type: none"> • Information Gathering and Analysis 	<ul style="list-style-type: none"> • Contribute to the quality of the Commission's operational procedures and related efforts, by actively participating in discussions, suggesting improvements in research and analysis methods, and assisting team members to achieve quality results.
<ul style="list-style-type: none"> • Workplace Effectiveness and Corporate Contribution 	<ul style="list-style-type: none"> • Contribute to the Commission's effectiveness by offering value adding suggestions at meetings, providing learning feedback/comments and support to others which aim to improve team performance and staff motivation, and assisting other members of the team. • Applies and manages application of Good Employer principles as set out in the Crown Entities Act 2004.

Person Specifications

Qualifications and technical skills

- Significant relevant experience in generalist Human Resources coordination work. A relevant tertiary qualification would be advantageous

Experience and knowledge

- Demonstrating their ability to manage multiple requirements from various team members, and the ability to prioritise and create workplans.
- Proven experience/exposure to the various HR functions involved in the employment life cycle (recruitment, induction, performance, learning and development, and transition).
- Some knowledge and understanding of the various employment legislations and acts would be advantageous.
- Excellent communications skill – written and verbal, and the ability to tailor communication to the audience and convey information and ideas clearly to a broad range of people.
- Adept in the use of technologies and platforms that are commonly used delivering HR projects and initiatives OD, L&D and Payroll functions.
- High level of computer literacy particularly in the use of Windows based applications such as Microsoft Excel, Visio, PowerPoint and Teams.
- Experience and understanding of public sector work and standards are essential.

Key Competencies Required

- **Analytical Skills:** Ability to identify issues and analyse information to make considered recommendations. Uses rigorous logic and methods to solve difficult problems; looks beyond the obvious and doesn't stop at the first answers.
- **Customer Focus:** Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.

- **Teamwork:** Within the confines of a co-ordination function, the ability to quickly find common ground and solve problems for the good of all, representing his/her own interests and yet being fair to others in the group. The ability to solve problems with peers with a minimum of noise and is seen as a team player and cooperative easily gaining the trust and support of peers. Encourages collaboration and can be candid yet tactful with peers.
- **Good judgement:** Makes good decisions based upon a mixture of analysis, wisdom, experience, and judgment; most of his/her solutions and suggestions turn out to be correct and accurate when judged over time; sought out by others for advice and solutions.
- **Environment awareness:** Awareness of the economic, political, social and cultural context in which the individual and the Electoral Commission operate. This function supports three senior HR functions and will from time-to-time, have conflicting timelines.
- **Communication:** The ability to express thoughts and ideas with clarity and present a consistent point of view both orally and in a written format.
- **Results Orientation:** The ability and desire to achieve effective results, and work towards or exceed an agreed goal.
- **Continuous Improvement:** The ability and desire to seek and use better ways of doing things (to improve one's personal and the Electoral Commission's performance)
- **Professional integrity:** The ability to act in a manner that conveys high personal and professional standards consistent with the principles of importance to the Commission and the State Sector. Develops and maintains trust and is seen to be someone who presents the unvarnished truth in an appropriate and helpful manner, keeping confidences, admitting mistakes and does not misrepresent him/herself for personal gain.
- **Commitment to EEO:** The ability to apply EEO principles in the workplace.