RNZ JOB DESCRIPTION

Position Title: Human Resources Co-ordinator (Fixed Term)

Location/Business Unit: People and Development, Wellington

Reports to: People and Development Manager

Key relationships: People and Development team; Finance team, Payroll Officer; Managers.

Position Purpose:
To contribute to the achievement of Radio New Zealand’s strategy during a period of growth and change by:

- Providing efficient and effective Human Resource administration services and support to the People and Development team and RNZ managers while these current systems are reviewed and evaluated.
- Provide support for the implementation of new HR systems and processes where appropriate, and within set timeframes.

Position Responsibilities:

**HR Operations**
- Co-ordinate all aspects of the recruitment and selection process, including advertising, processing candidate applications, supporting interview processes as required, and preparing employment documentation
- Support the design and implementation of a new on-boarding process including the possible use of technology.
- Provide administrative support for the Performance Management, Remuneration and Learning and Development Systems
- Develop and maintain a working knowledge of relevant HR policies and procedures and advise on administration matters to managers and staff as required
- Provide administrative support to the People and Development team including but not limited to responding to queries related to leave, pay, and parental leave.
- Manage HR financial spreadsheet and invoices.

**Data Management**
- Coordinate RNZ’s learning and development processes including collating and maintaining information submitted by business groups for learning and development planning and tracking.
- Maintain recruitment data including advertising usage, vacancy tracking and appointments.

**HR Information and Communications**
- Update, upload to, and maintain HR content on the Intranet
- Draft HR internal communications, including updates for internal newsletter and general staff communications

**Health & Safety**
- Support Health and Safety processes and activities from an HR perspective
- Provide administrative support to RNZ Support Services for the implementation of new Health and Safety policies and processes.
General:
• Undertake training and development as directed.
• Other tasks and assignments as may be required from time to time.

Personal Health and Safety:
• Take responsibility for own health and safety and that of others
• Participate in any safety meetings etc as required by Radio New Zealand
• Comply with the Health & Safety policies and guidelines and complete responsibilities relating to Health & Safety.

Emergency Management / Lifeline Utility Role:
• To maintain broadcast continuity in an emergency, you may be required to carry out other duties suited to your skills and experience. This may involve you being temporarily relocated to another Radio New Zealand site if required, usually in a major city.

Organisational:
• Contribute to the overall effectiveness of Radio New Zealand
• Display a high level of initiative, effort, and commitment to Radio New Zealand and the achievement of its strategy.
• Actively participate in and contribute to the development and achievement of own performance targets and the review of work priorities to achieve the organisation’s goals and objectives.
• Act in a manner consistent with Equal Employment Opportunities principles and practices.
PERSON SPECIFICATION

Qualifications:
- Ideally a professional qualification in Human Resources.

Knowledge & experience:
- Demonstrated high levels of achievement and recognised success in an HR Administration position.
- Knowledge and experience of HR policies and processes.
- Knowledge and experience of HR information and management systems.
- Knowledge of general administrative functions and procedures.
- Some information management experience would be advantageous.

Skills:
- Excellent interpersonal skills, with demonstrated ability to develop positive and credible relationships rapidly and maintain them at all levels across the organisation.
- Exceptional organisational and planning skills.
- Excellent communication skills, particularly with regard to active listening, and ability to provide advice that is clear, focused and tailored to the recipient.
- Sound problem solving and analytical skills, with ability to think proactively.
- Proven ability to work independently and be proactive.
- Work collaboratively and constructively within a team and across different parts of an organisation.
- Affinity and ability with technology (experience with computerised HR information systems would be advantageous).

Personal Attributes
- Quickly adapts to need for change, is flexible in approach.
- Willingness and ability to identify what needs to be done and do it.
- An ability to develop innovative approaches to changing requirements.
- A high degree of personal and professional integrity, with the confidence to model it positively in all dealings with managers and staff.
- A high level of personal discretion, with sensitivity to personal issues and problems as they may relate to the workplace.
- Resilience.
- Readily understands both the big picture and the detail.
- A demonstrated commitment to accuracy and appropriate detail in the work context.
- A high level of initiative, combined with sound judgement.
- An ability and desire to make a positive contribution to the achievement of team and RNZ’s strategy and outcomes.
- Is self-aware and seeks continuous personal growth.
COMPETENCIES

Leadership and Teamwork
- Helps make all team relationships work
- Works in a consultative and positive manner
- Manages disagreement in a constructive way, avoiding unpleasant confrontations
- Explains their reasoning so others can understand
- Accepts differences and looks for the positive

Strategic Capability
- Approaches each situation with a clear perception of limits and actual conditions in the context of their job and the organisation
- Makes connections between issues and allows flexibility in solutions
- Fulfils objectives communicated from the business plan
- Thinks creatively

Managing Self
- Adjusts rapidly to new situations
- Recognises responsibility for self-care in relation to health and safety and wellbeing
- Seeks, listens to and responds to feedback
- Balances different job responsibilities according to priorities, making progress in all areas
- Seeks help in a timely way
- Is accountable for their role and responsibilities
- Can be relied on
- Develops knowledge with sufficient depth for appropriate problem solving
- Applies intellect in a rigorous way
- Shows prudence and perspective in forming judgements, and flexibility in designing solutions
- Acts ethically

Outcome Driven
- Keeps current in specialist or technical areas
- Thinks laterally
- Is energetic, enthusiastic and positive about achieving goals and resolving issues within cost constraints
- Displays a high level of initiative, effort and commitment to Radio New Zealand and its Charter
- Continuously improves services
- Ensures that projects are completed in a timely manner and within budget

Management
- Encourages attitudes that support Radio New Zealand, holds and promotes an organisation-wide view
- Learns about parts of the organisation beyond own work experience
- Is positive towards change, wanting to build something new and better
- Uses efficient and cost-effective approaches

Building Relationships
- Demonstrates relationship building and communication skills
- Enlists the support of others to achieve Radio New Zealand’s goals
- Can enter into intense discussion without personalising issues
- Is respectful in all forms of communication
- Moves from their own position if the weight of evidence is against it
- Represents the organisation positively and effectively
- Establishes and maintains positive working relationships with internal business units
- Achieves the group’s objectives
- Takes account of circumstances when communicating with others.