

People Experience Coordinator

Job Description

Date	April 2025
Location / Team	Auckland
Reporting to	Business Partner, People
Direct Reports or Functional Relationships (if needed)	People Team RNZ People Leaders and Kaimahi Communications Advisor
Role Type	Full-time / Permanent

Te Tūranga - About the Role

The People Experience Coordinator will provide support across a range of People team functions, combining coordination responsibilities with the opportunity to become involved in advisory and project-based work. This role will contribute to the effective day to day operation of the People & Properties Team as well as the continuous development of people-related initiatives aligned with the RNZ Strategy.

This position plays a key role in ensuring the efficiency of People team operations, supporting kaimahi and managers with timely advice, and enhancing the visibility and responsiveness of the People Team across the organisation.

Te Mahi - About the job

- Prepare and maintain employment documentation, including employment agreements, variations, onboarding and exit paperwork.
- Provide accurate people information to ensure employee files, HRIS and payroll data, are up to date and usable for reporting and analysis while ensuring privacy.
- Manage the People Team inbox, delivering customer service and providing advice in response to queries from managers and kaimahi in a timely and professional manner.
- Maintain RNZ system and processes and give support and advice about RNZ annual performance and remuneration review
- Provide first-level advice to managers and kaimahi on any people related enquiries, making recommendations to refer to the relevant team member where appropriate.
- Maintain and update People Team content on Te Mātāpuna to ensure accessibility, accuracy, and visibility of the team and its function.
- Support managers by providing coaching and guidance on people-related matters. Escalate people-related risks in a timely and appropriate manner.
- Contribute to the development, implementation and review of people related policies and processes
- Provide back up support for recruitment processes when required, including advertising, interview scheduling, candidate care, and liaising with hiring managers.
- Contribute to the delivery of the people pillar of RNZs strategy.
- Support organisational projects related to health and safety, culture and engagement, workforce planning, and systems improvements.

Ōu Pūkenga - About You

Qualifications	<ul style="list-style-type: none">• Tertiary qualification in a Human Resources or related field, or equivalent working experience.
Knowledge & Experience	<ul style="list-style-type: none">• Experience in a generalist HR administration, coordination or junior advisory position.• Familiarity with New Zealand employment legislation• Exposure to or experience supporting a variety of end-to-end HR processes.• Previous involvement or exposure to people related projects.
Skills	<ul style="list-style-type: none">• Strong communication and interpersonal skills, with the ability to build and maintain effective working relationships.

	<ul style="list-style-type: none"> • Well-developed organisational and administrative skills, with strong attention to detail. • Ability to work with discretion and always maintain confidentiality. • Proactive, adaptable, and solutions-focused approach. • Confident in the use of Microsoft Office applications.
Personal Attributes	<ul style="list-style-type: none"> • Quickly adapts to change and is flexible in approach • Collaborative team player who is willing to lend a hand to any task • Customer focused approach in interactions with others • Recognises the value of cultural and community diversity

Te Arurea - Our Culture

RNZ Attitudes

RNZ Attitudes are all about how we work. These attitudes are how we demonstrate our culture through our everyday actions, behaviour and decisions. They drive how we do things, what we value and what's expected of us. They exist so that RNZ is a culture for everyone to enjoy and flourish in.



We're bold and think big. We find a way to make things happen. We learn best by doing. We believe that trying and failing is better than not trying at all.



We deal with problems or new tasks with energy and creativity. We try new things, we evolve and we move fast.



We encourage people to flourish. we extend love and compassion to others and nurture relationships. We have collective strength and cherish individuality.