

Human Resources & Health and Safety Coordinator



Mackenzie
DISTRICT COUNCIL

Position Description

Position Description

Position:	Human Resources & Health and Safety Coordinator
Incumbent:	TBC
Reports to:	General Manager People, Customer and Cultural Relationships
Location:	Fairlie
Department	People, Customer and Cultural Relationships
Role Family:	Technical / Expert role

Customer Relationships:	Who:
➤ External	<ul style="list-style-type: none"> ➤ Government Agencies and other local authorities ➤ Iwi / Papatipu Rūnanga / Mana Whenua ➤ Members of the public
➤ Internal	<ul style="list-style-type: none"> ➤ Executive Leadership Team ➤ Senior Leadership Team ➤ Health and Safety Officer ➤ Customer Services Team ➤ All other Mackenzie District Council teams and employees

Position Contribution:

The Human Resources (HR) and Health and Safety (H&S) Coordinator will be primarily responsible for providing administration support and coordination for human resources and health and safety activities across the organisation, ensuring that an effective, efficient and timely service is provided.

The Mackenzie District Council is focused on the delivery of best practise and innovation, collaboration and embracing kaitiaki principals in all that it does.

Scope:	Dimensions:
Delegated levels of authority	Refer to MDC Delegations Manual
Span of Control	Nil

Expected Outcomes:	Primary Areas of Responsibilities / Measures:
Human Resources and Health and Safety Administration	<ul style="list-style-type: none"> • Provide additional administrative support for a range of human resource activities as directed by GM People, Customer and Cultural Relationships. This will include administrative support for the whole HR function across recruitment, induction, remuneration, performance management, HR policy and procedures, and employment exits. • Drafting and updating a variety of HR related documents including position descriptions, policies, processes, handbooks, manuals etc. • Assisting with the maintenance of HR records including spreadsheet databases, resources, and personal files. • Provide additional administrative support for the Health and Safety Officer. • Generation of offer packs including employment agreements and related collateral and ensure new employees return all required information. • Produce employment agreements, letters of offer and variations for existing and new employees including, verifying employment documentation. • Responsible as the first port of call and main contact for internal and external customers for general recruitment queries, ensuring the most accurate and relevant information and advice is provided, and escalating to the GM People, Customer and Cultural Relationships and the Health and Safety Officer where appropriate. Ensure timely responses are provided to day-to-day enquiries. • Work collaboratively with the GM People, Customer and Cultural Relationships to ensure the maintenance of accurate records on positions, position descriptions, organisational structure charts and maintaining our people databases. • Proactively follow up on upcoming fixed term / secondment end dates and other HR related work flows. • Assist with new employee inductions including setting up meetings with key stakeholders within the Council.

Recruitment Support and Administration	<ul style="list-style-type: none"> • Assist with the recruitment process with administration as required, including: • Drafting adverts • Coordinate advertising with appropriate agency • Assisting with preparation of job descriptions • Coordinate testing for candidates where appropriate to the role they have applied for • Assist in preparation for interviews including short-listing, managing interview arrangements, and reviewing interview questions. • Facilitate Police clearance checks where appropriate to the role. • Liaise with recruitment suppliers / agencies as required. • Conduct reference checking as and when required.
Human Resources and Health and Safety system and process maintenance	<ul style="list-style-type: none"> • Maintain all records on the HR systems in line with changes to contracts, salary reviews, pay rates, market information, and any other information that is relevant to this system, whilst ensuring complete accuracy and confidentiality. • Maintain electronic personnel files and enter data into HR and / or H&S systems as required to ensure all employee records remain up to date.
Policies and Administration	<ul style="list-style-type: none"> • Review existing Human Resources and Health and Safety policies, procedures, guidelines and update / draft new documents in consultation with the GM People, Customer and Cultural Relationships and the Health and Safety Officer. • Liaise with Payroll to ensure accuracy of employee data and records. • Prepare and provide Human Resources and Health and Safety reports as required.
Training and Development	<ul style="list-style-type: none"> • Organise induction / onboarding for all new Team Mack members (diary coordination is key for this one), work alongside managers to formulate induction plans. • Schedule training workshops when requested by managers. • Research appropriate training opportunities for future opportunities.
Health and Safety	<ul style="list-style-type: none"> • Ensure that all activities undertaken in your instruction, including that undertaken by contractors and consultants, are undertaken in accordance with Mackenzie District Councils Health and Safety Management system and related procedures.






	<ul style="list-style-type: none"> • Understand your health and safety responsibilities as outlined in the Health and Safety Management System and related procedures. • Ensure compliance with responsibilities under the Health and Safety at Work Act (2015) and any amendments. • Ensure compliance with requirements of the Motor Vehicle Policy. • Actively participate in the hazard identification and risk management process and report all accidents, incidents and near misses in a timely manner. • Raise any health and safety related issues or areas of concern with manager or Health, Safety and Wellbeing representative as soon as possible. • Engage in any Health, Safety and Wellbeing related training and complete all applicable course work. • Participate in relevant corporate training sessions on Health and Safety. • Maintain, update and disseminate Health and Safety material as may be relevant to their area of work. • Support and co-operate with the Happy Healthy and Safe Committee and Health and Safety Representatives. • Carry out safety observations, inspections and audits when required.
Mackenzie District Council Policies, Procedures, Processes and Guidelines	<ul style="list-style-type: none"> • Understand, be familiar with and comply with all Council policies and procedures.
Self-Development / Ongoing / Professional Learning and Development	<ul style="list-style-type: none"> • Continue to develop your HR and H&S knowledge, skills and experience. • To build and maintain professional knowledge appropriate to the position. • Continually investigate and develop improvements to enhance and provide efficiencies with the Council's revenue systems.
Emergency Operations Centre	<ul style="list-style-type: none"> • To be actively involved in Civil Defence Emergency Management when required. • To assist or fulfill roles within the EOC as required.
Confidentiality and Record Keeping	<ul style="list-style-type: none"> • Ensure that all records are saved to the EDRMS. • Ensure that any confidential information that may be acquired, either directly or indirectly, is tagged and classified correctly, and is to be treated appropriately.

The key responsibilities described in this document should not be construed as a complete and exhaustive list as it is not the intention to limit in any way the scope or functions of this position. Key responsibilities may be amended from time to time following consultation. The position holder may also be required to perform duties outside of their normal responsibilities as and when required.

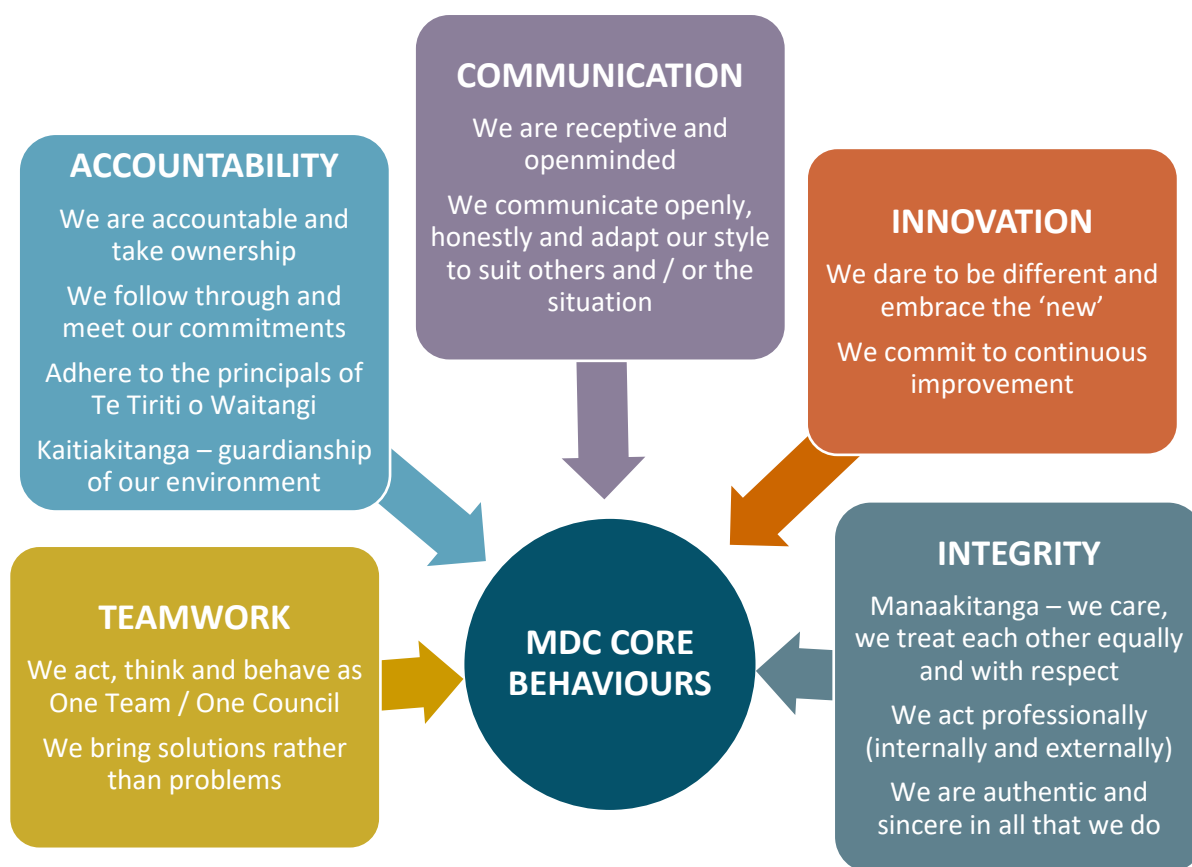
Qualifications, Technical Skills, Knowledge and Ability:

- A tertiary qualification in Human Resources or related discipline is desirable and / or practical experience in a similar HR and H&S role.
- 2+ years previous experience in a Human Resources Administration / Coordination role within a complex organisation incorporating experience in a broad range of human resources functions including recruitment onboarding, employment related documentation, system functionality and integrity.
- Previous experience within a H&S administration role is preferred.
- Excellent verbal and written communication skills across a diverse range of people including the ability to coach and influence practice.
- Sound knowledge of, and experience applying current relevant NZ employment legislation.
- One to two years previous experience in a Human Resources Administration role within a complex organisation incorporating experience in a broad range of human resources functions including recruitment onboarding, employment related documentation, system functionality and integrity.
- A high level of discernment, situational awareness, confidentiality and political acumen.
- The ability to analyse situations, taking into account precedents, policies, and approaches to identify risk, mitigations and then recommend actions or resolve problems.
- Ability to work in a complex work environment, deal with ambiguity and across functions.

Our Values and Why they are Important to Us:

	<p style="text-align: center;"><i>Integrity</i></p> <p>Integrity is essential in local government because it is the cornerstone to build and maintain trust and confidence in public organisations, safeguard the public interest and promote high standards of behaviour.</p>
	<p style="text-align: center;"><i>Community Focused</i></p> <p>We believe in being community-focused as this is essential for ensuring that the needs and desires of the community are heard and addressed, building trust and collaboration between the community and local government, promoting economic development, and improving the quality of life for all citizens. We do this by providing better service delivery for higher community satisfaction, and increasing trust in government.</p>
	<p style="text-align: center;"><i>Collaborative</i></p> <p>Collaboration is important to us at the Mackenzie District Council as it leads to increased productivity, better problem-solving, and improved employee satisfaction. We work with key stakeholders to build trust and develop relationships that lead us to solutions that will leverage the strengths of our Treaty partners and stakeholders.</p>
	<p style="text-align: center;"><i>Responsive</i></p> <p>Agility is important to us because it will enable our communities to adapt to changing circumstances and respond quickly to new opportunities.</p> <ul style="list-style-type: none"> • Faster response times: Ability to respond more quickly to changes in the market, customer needs, and technology. This allows us to stay ahead of the competition and take advantage of new opportunities. • Improved innovation: Agility fosters a culture of learning and systems thinking. • Better customer satisfaction: Delivery of products and services that meet or exceed customer expectations, and higher levels of satisfaction. • Increased efficiency: Optimise processes and resources, reducing waste and increasing efficiency. • Greater resilience: Better equipped to handle unexpected challenges and disruptions, such as natural disasters, cyberattacks, or economic downturns.
	<p style="text-align: center;"><i>Forward Looking</i></p> <p>Be forward looking taking a long-term view allows us to anticipate future needs, manage resources effectively, and promote sustainable development for future generations. It also helps to address complex challenges such as climate change, growth. Ensure that we consider the long-term consequences and impacts of threats and opportunities, integrated proactive solutions can be developed.</p>

Our Core Behaviours – Expected of all our Employees (Linked to our Values):



Job Family specific Behaviours:

Achieving Results	<p>Sets challenging goals for one self that assist with professional and personal development and growth, understands performance expectations, effectively manages own time and resources to ensure tasks and responsibilities are completed effectively, efficiently, safely and to a high standard.</p> <p><u>Core Behaviours:</u></p> <ul style="list-style-type: none"> • Sets performance standards and goals. • Prioritises • Ensures high quality output. • Delivers • Leverages resources • Celebrates successes and achievements
Customer Focus	<p>Understands the customers of MDC and effectively meeting their needs, builds productive customer relationships and takes responsibility for customer satisfaction.</p> <p><u>Core Behaviours:</u></p> <ul style="list-style-type: none"> • Establishes effective relationships. • Clarifies the situation. • Takes action. • Ensure customer satisfaction (win / win = public value)

	<ul style="list-style-type: none"> Meets the needs of MDC
Commercial Decision Making	<p>Demonstrates a strong understanding of MDC's strategic goals / vision / values, business strategies, operations and functions; draws from experience and utilises industry information; recognises when further investigation is needed before decisions are made.</p> <p><u>Core Behaviours:</u></p> <ul style="list-style-type: none"> Applies commercial understanding to maximise results and MDC reputation. Understands all aspects and functions of MDC. Understands Local Government Makes decisions strategically ensuring the impact is considered. Identify opportunities for the growth of MDC / District and it's communities
Knowledge and Information sharing	<p>Actively shares and contributes own knowledge, skills and expertise to develop the knowledge, skills and expertise of others.</p> <p><u>Core Behaviours:</u></p> <ul style="list-style-type: none"> Identifies opportunities to share knowledge with others. Ensures understanding. Offers feedback. Encourages application of information and knowledge shared
Ongoing Learning and Development	<p>Actively identifies new areas for learning needs to stay up to date and leading edge in area of expertise; regularly creates and takes advantage of learning opportunities; uses newly gained knowledge and skill son the job and learning through their application.</p> <p><u>Core Behaviours:</u></p> <ul style="list-style-type: none"> Targets learning and development needs. Seeks learning and / or development activities. Maximises learning. Applies knowledge, skills or expertise. Openness to change and challenge
Teamwork	<p>Identifies opportunities and takes action to build operational and strategic relationships between own area and other areas, teams, business units, or organisations to help achieve both business goals and Council goals.</p> <p><u>Core Behaviours:</u></p> <ul style="list-style-type: none"> Identifies collaborative opportunities. Establishes relationships. Formulates action plans. Considers the impact of ones actions. Monitors relationships and progress
Effective and Successful Communication	<p>Recognises one's role in MDC's communication; clearly and succinctly conveys information and ideas to individuals and Council, communicates in a focused, appropriate and effective manner.</p> <p><u>Core Behaviours:</u></p> <ul style="list-style-type: none"> Takes initiative to share information. Communicates appropriately.

	<ul style="list-style-type: none"> • Listens to and comprehends communication from others. • Delivers clear messages. • Communicates in an open, honest and professional manner. • Ensures understanding. • Follows up
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I have read and understood the above position description and accept all the above responsibilities incorporated herein.

Position holder signature

Date

Line Manager Name

Date

Line Manager Signature

Date