

## Human Resources Administrator - Position Description

### New Zealand Playcentre Aotearoa Vision/Mission:

Whanau Tupu Ngātahi - Families growing together.

Playcentre is a family organisation where:

- we empower adults and children to play, work, learn and grow together
- we honour Te Tiriti o Waitangi and celebrate people's uniqueness
- we value and affirm parents as the first and best educators of their children so that whānau are strengthened and communities enriched

### Purpose of the Position

The Human Resources Administrator provides administrative support to the HR team. They will assist in maintaining HR records, managing vacancies and applications, and be responsible for Safety Checking and Police vetting from end to end.

Please note this job description may change from time to time as reasonably required by Playcentre Aotearoa.

### Reporting

The Human Resources Administrator reports to the Human Resources Lead

### Place of Work

National Service Centre, Mana, Porirua

### Direct Reports

- nil

### Key Relationships

- HR Team
- Health Safety & Wellbeing Lead
- Communications support
- PLD (Professional Learning & Development) and Education support staff
- Regional staff
- External providers: CodeBlue, CV Check, Advertising Agencies



“Whānau tupu ngātahi – families growing together”

Key Responsibilities	
Role Specific	<ul style="list-style-type: none"> <li>• Process Safety checking applications and liaising with the staff member requesting the check, the applicant, and the external provider to ensure all applications are processed in a timely manner</li> <li>• Ensure Police vetting applications are loaded in a timely manner, following up with Manager to ensure applications are completed correctly.</li> <li>• Support the HR Team to coordinate and implement HR systems, processes, and procedures – documenting and maintaining processes.</li> <li>• Maintain HR records including spreadsheet databases, resources, and personal files.</li> <li>• File all safety checking and police vetting results in a timely manner.</li> <li>• Administer HR Sharepoints – ensuring permissions are granted and removed as appropriate.</li> <li>• Troubleshooting any Sharepoint issues, responding to queries, and maintaining and developing functionality – liaising with external support agency where necessary.</li> <li>• Provide administrative support for Health, Safety and Wellbeing Lead on an ad hoc basis – ensuring that all requests are processed with accuracy and in a timely manner.</li> <li>• Acknowledging applications and loading into vacancy into register.</li> <li>• Post advertisements onto external websites.</li> <li>• Liaise with Communications team regarding internal advertisement of vacancies.</li> <li>• Provide backup for creation of and removal of employee email addresses.</li> <li>• Draft letters as required</li> <li>• Provide administrative support to the HR Team</li> </ul>
Centre Focused	<ul style="list-style-type: none"> <li>• All Playcentre employees have responsibility for ensuring that their role and contribution (whether directly or indirectly) in the development, co-ordination and provision of services or support proactively helps centres to be able to undertake their work.</li> </ul>
Bi-cultural partnership	<ul style="list-style-type: none"> <li>• Participate in ongoing Treaty and Bicultural related training and other appropriate professional development</li> <li>• Encourage and understand the importance of the dual heritage of New Zealand/Aotearoa</li> <li>• Recognise the principles of Te Tiriti o Waitangi and how they relate to Playcentre</li> </ul>

Health and Safety	<ul style="list-style-type: none"> <li>• Undertake his/her work safely and do not participate in activities that may place others in danger or risk</li> <li>• Comply with all H&amp;S information, instruction, training, and supervision</li> <li>• Report any health &amp; safety hazards, risks, and incidents in the workplace immediately to the National Property team</li> <li>• Comply with all requirements of return to work and rehabilitation plans</li> </ul>
-------------------	---

Person Specification	
Skills and Attributes	<ul style="list-style-type: none"> <li>• Confident in use of Microsoft Office suite.</li> <li>• Great relationship management skills – proven ability to interact effectively and confidently with a range of stakeholders.</li> <li>• Excellent communication written and verbal skills.</li> <li>• Organised – excellent time management skills, planning work around deadlines and tight timeframes with ability to multitask, prioritise and cooperate with others.</li> <li>• Ability to work independently.</li> <li>• Actively seeks opportunities for improvement of systems and processes.</li> <li>• Conscientious and positive with good attention to detail.</li> <li>• Highly motivated and results orientated.</li> <li>• Team player who enjoys assisting and working with others.</li> </ul>
Qualifications and Experience	<ul style="list-style-type: none"> <li>• Previous administrative experience.</li> <li>• Experience in working with general Microsoft Suite.</li> <li>• Sharepoint experience is desirable.</li> <li>• Playcentre (or Early Childhood Education) experience or knowledge is useful.</li> </ul>