



POSITION DESCRIPTION

Employment Agreement	Individual Employment Agreement
Position Title:	Human Resources Administrator
Location:	Dunstan Hospital
Reports:	None
Reports to:	Finance and IS Manager
Date:	June 2023

Our Vision

To be a lead provider and educator of rural healthcare for our communities.

Purpose of Role

- Effective provision of Human Resource administration services
- To assist in the accurate and timely processing of Human Resource documents in conjunction with the COHSL Managers, and Service/Team Leaders
- Ensuring compliance of employment legislation & maintaining accurate employee records
- Supporting the team to deliver excellent customer service and advice

LIVING CENTRAL OTAGO HEALTH SERVICES LTD VALUES

Proactively demonstrate COHSL values in all aspects of the role	<ul style="list-style-type: none"> • Demonstrates behaviours that we want to see from each other, at our best • Contributes positively to a culture of appreciation, a learning culture, where people feel safe to speak up • Contributes positively to the team and other initiatives that seek to improve patient and whanau experiences and/or staff experience of working 		
KINDNESS	EXCELLENCE	TRUST	CONNECTION

COMPETENCIES

Organisational Competencies

Role Model	Be ready to embrace change for the improvement of patient and whanau care. Be single minded and determined.
Customer Focus	Is dedicated to meeting the expectations and requirements of internal and external customers; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.
Integrity & Trust	Is widely trusted, recognises the importance of confidentiality and works with upmost discretion. Admits mistakes and does not misrepresent themselves for personal gain. Is seen as truthful with high levels of integrity.

Role Specific Competencies

Leadership and Motivation	Be action-orientated and motivating, have a proven collaborative approach to achieve innovative solutions to issues, adopt an open and supportive relationship with management and the team.
----------------------------------	--

Customer Service Orientation	Proactively develops customer relationships by making efforts to listen to and understand customers (both internal and external). Anticipates and provides solutions to customer needs, giving high priority to customer satisfaction.
Communication	Communication conveys an understanding of the context of the situation/circumstances. Presents information clearly in a language and style appropriate to the audience. Ability to listen.
Solution Focused	Uses rigorous logic and methods to solve problems with effective solutions. Uses initiative and develops innovative solutions.
Mobilise System Improvement	Enable a culture of continuous improvements; identify innovations and support their adoption.

KEY RELATIONSHIPS

Internal	External
<ul style="list-style-type: none"> All Staff 	<ul style="list-style-type: none"> Patients, Family / Whanau & Community
<ul style="list-style-type: none"> Finance Team 	<ul style="list-style-type: none"> Te Whatu Ora Staff
<ul style="list-style-type: none"> Finance & IS Manager 	<ul style="list-style-type: none"> External Recruitment Agencies
<ul style="list-style-type: none"> Management Team 	<ul style="list-style-type: none"> Advertising Platforms
<ul style="list-style-type: none"> Department Managers / Service and Team Leaders 	

PERSON SPECIFICATION

The expertise required for a person to be fully competent in the role:

	ESSENTIAL	DESIRABLE
Education and Qualifications (or equivalent level of learning)	<ul style="list-style-type: none"> Relevant tertiary qualification or equivalent experience NCEA Level 2 or higher (or equivalent) or Qualified by Experience 	<ul style="list-style-type: none"> Certificates or diplomas in human resources Qualifications in business-related studies
Experience	<ul style="list-style-type: none"> Administration experience Demonstrated understanding of and experience in human resource administration Understanding of NZ Employment legislation 	<ul style="list-style-type: none"> Experience working in a health human resources environment
Knowledge and Skills	<ul style="list-style-type: none"> Excellent active listening skills Ability to influence, negotiate and persuade across group and service boundaries to achieve desired outcomes Proven relationship management experience, engagement and influencing, and networking skills, including the ability to establish and maintain effective working relationships across all levels of an organisation, and externally Developed time management skills, including the ability to manage conflicting and concurrent activities; and meet tight timeframes Advanced written and oral communication skills and demonstrated ability to convey information and ideas clearly and accurately, in a way that meets the needs of the audience 	

	<ul style="list-style-type: none"> • Ability to work as a team of specialised individuals with good analytical and problem-solving skills • Data analysis and analytical skills • Competent computer skills
Personal Qualities	<ul style="list-style-type: none"> • Commitment, personal accountability, integrity and sensitivity • Excellent interpersonal skills, including ability to work effectively with people at all levels of the organisation. • Is adaptable and flexible – open to change • Has initiative and self-motivation with excellent organisational and time management skills • Ability to problem solve • Is energetic and able to motivate others • Maintains a high level of confidentiality • Able to manage conflict

KEY RESULT AREAS	
Key Accountabilities	Examples of Successful Delivery
Human Resources	
<ul style="list-style-type: none"> • Effective processing of recruitment for COHSL 	<ul style="list-style-type: none"> • Take responsibility for recruitment by posting job advertisements and managing the advertising process. • Recruitment processes completed in an accurate and timely manner. • Recruitment queries are dealt with in a timely manner. • Working with and updating Managers, and Service/Team Leaders on recruitment for their areas in a timely manner.
<ul style="list-style-type: none"> • Assisting with Onboarding, Induction, Company Orientation & other HR initiatives 	<ul style="list-style-type: none"> • Knowledge of HR statutory requirements • Assist with the onboarding process by completing the administration of onboarding and offboarding processes. • Familiarity with the database of all staff employed by COHSL, including the various collective and individual employment agreements • Assist with the exiting process • Draw up documentation for contract variations. • Prepare Employment Agreements • Assist with the HRIS implementation
<ul style="list-style-type: none"> • Maintain accurate Personnel Records 	<ul style="list-style-type: none"> • Accurate and timely updating of personnel records in the HR system and liaising with the finance team for updates into the payroll system • Assisting Finance in ensuring the accuracy of remuneration and leave entitlements in the computerised payroll system • Ensuring sighting of information by the Finance & IS Manager where required

	<ul style="list-style-type: none"> • Accurate and timely filing of personnel information
Task Exchange	
<ul style="list-style-type: none"> • Business continuation 	<ul style="list-style-type: none"> • Communicate changes to process and procedures to the Finance & IS Manager.
Health, Safety & Wellbeing	
<ul style="list-style-type: none"> • Takes practicable steps to ensure personal safety and the safety of others while at work, in accordance with the COHSL’s Health, Safety and Wellbeing policies, procedures and systems. • Recognises individual responsibility for workplace Health & Safety under the Health and Safety at Work Act 2015 • Effort is made to strive for best practice in Health and Safety at all times 	<ul style="list-style-type: none"> • You understand and consistently meet your obligations under COHSL’s Health & Safety policy/procedures • You actively encourage and challenge your peers to work in a safe manner. • Work towards creating an atmosphere where staff support each other, and workplace violence and bullying is not tolerated • Effort is made to strive for best practice in Health and Safety at all times
Other Duties	
<ul style="list-style-type: none"> • Undertaking duties from time to time that may be in addition to those outlined above but which fall within your capabilities and experience 	<ul style="list-style-type: none"> • You respond positively to requests for assistance in own and other areas, demonstrating adaptability and willingness.
Professional Development – Self	
<ul style="list-style-type: none"> • Identify areas for personal and professional development • Actively seeks feedback and accepts constructive criticism 	<ul style="list-style-type: none"> • Training and development goals are identified and agreed with your manager • Performance objectives are reviewed with your manager
Cultural Safety	
<ul style="list-style-type: none"> • Giving effect to the principles of the Treaty of Waitangi – Partnership, Participation and Protection through your day-to-day interactions with others. • Honouring cultural diversity 	<ul style="list-style-type: none"> • Respect, sensitivity, cultural awareness is evident in interpersonal relationships. • Our cultural differences are acknowledged by respecting spiritual beliefs, cultural practices and lifestyle choices

CHANGES TO POSITION DESCRIPTION

From time to time it may be necessary to consider changes to the position description in response to the changing nature of our work environment – including technological requirements or statutory changes.

Acknowledged / Accepted:

.....
Employee

.....
Date

.....
Manager

.....
Date