

JOB DESCRIPTION



Job title	Human Resources and Health and Safety Administrator
Responsible to	GM People & Culture and H&S Advisor
Date	July 2022
Held by	vacant
Hours	Full-time, 37.5 hours per week, Monday to Friday.

Purpose of position

To support and assist the GM People & Culture to provide quality HR and H&S support to Managers and the wider Gore District Council. This role responds promptly and professionally to requests. Confidentiality, flexibility, initiative, self-motivation and versatility are key components to being successful in the role..

Key tasks

Health, safety and wellbeing

- Support the H&S Advisor proactively across the organisation to establish and maintain a programme of continuous improvement in the management of health and safety and in compliance with current legislation.
- Provide administrative support and assistance in the development and implementation of systems, policies and processes that will enable the Council to provide a safe and healthy workplace.
- Assist with the completion of the Council's Health, Safety and Wellbeing Plan and ensure it is regularly reviewed and updated.
- Assist with ensuring the annual objectives set out in the Council's Wellbeing Charter are met.
- Responsible for the planning, coordination, and review of First Aid training, and annual health checks for Council employees
- Assist the H&S Advisor with organising specific health and safety training identified for staff. Manage training certificates and update training schedule.
- Assist the H&S advisor with the administration requirements of Safe 365, Site Wise, and other H & S systems.
- Be an active member of the Council's Health and Safety Committee, including all meeting administration e.g agendas and minutes.

- Assist the H&S Advisor with other professional meetings or presentations as required.
- Assist with review of documentation, e.g. hazard register and SOPs
- Identify wellness theme and update wellness boards bimonthly
- Demonstrate a commitment to upskilling and further developing specialist knowledge and applying best practice in health and safety.
- Assist with and oversee where required, on-going health and safety projects to ensure compliance with the Health and Safety at Work Act 2015.
- Actively seek and promote ideas and initiatives that improve the awareness and service levels for health, safety and wellbeing across the organisation.

Human resources

- Provide administrative support for a range of human resource activities as directed by the GM People & Culture.
- Demonstrate a commitment to upskilling and further developing specialist knowledge and applying best practices in Employment Relations Act 2000
- Responsibility for recruitment including the preparation of advertising, responding to job applicants, position description development, arranging interviews and ensuring all relevant information is provided to the interview panel. The employee is expected to be an active member of some interview panels.
- Responsibility for onboarding and resignation process and subsequent adjustment of employee details on internal tracking platforms e.g. Org Chart
- Administration of HR systems
- Assist with reviewing and processing annual appraisal reports together with any follow up actions identified Project work as required.
- Other tasks that may be assigned from time to time.

Personal qualities and qualifications

Experience and knowledge

- A formal qualification in either human resource management and/or health and safety would be advantageous but is not essential. However, knowledge and application of human resource practices and New Zealand employment health and safety legislation from prior work experience is desirable.
- Preferred working knowledge of and experience with the Employment Relations Act 2000 and the Health and Safety at Work Act 2015.
- A practical understanding of the Holidays Act 2003 and KiwiSaver Act 2006.
- Confident working knowledge of computer programmes, including Microsoft Word, Excel, Outlook and the internet.
- Excellent English and telephone skills.
- Excellence in word processing skills with a high level of spelling, grammar and pride with letter and report writing.

Specific skills

- A positive “can do” attitude together with an open and inquisitive mind.
- Desire to learn and develop a career in H&S or HR
- Ability to communicate with people at all levels of the organisation along with a keen desire to learn about all areas of the Council.

- ❑ Ability to work with minimum supervision, manage workflows in a logical and timely manner and prioritise tasks.
- ❑ Advanced word processing and excellent communication skills.
- ❑ Ability and willingness to take ownership of delegated responsibilities.
- ❑ Ability to think through issues and help others to resolve their problems professionally.
- ❑ Maintain a high level of organisational confidentiality and customer service.
- ❑ Ability to work under pressure and to deadlines.

Personal qualities

- ❑ Maintain a very high level of confidentiality, personal and professional integrity.
- ❑ A passion for people and T.E.A.M (Together Everyone Achieves More)
- ❑ Sound judgment and a calm disposition.
- ❑ Be confident, enthusiastic and self-motivated.
- ❑ Able to use initiative and express ideas clearly.
- ❑ Ability to work with minimum supervision, with a high level of self-determination.
- ❑ Liaise and build professional relationships with Managers and other staff.
- ❑ Must be flexible, adaptable and able to effectively plan, organise and manage workload and resources.
- ❑ Have a keen eye for quality and ensure that all work is produced to the highest professional standard.
- ❑ Maintain an active interest in the affairs and business of the Council as well as local issues, community and national events.
- ❑ Maintain a well groomed and professional appearance.

Key relationships

- Other Council staff
- HR, Health and Safety colleagues at other Councils
- Members of the public
- Training Providers

Confidentiality

The employee, during the time of employment and after termination of employment, will keep confidential any knowledge or information which may be acquired during the course of or incidental to that employment with the Gore District Council concerning any members, staff, customers or clients of the Gore District Council or other confidential matters with which the Council may have been involved.

Property

Following termination of employment, the employee shall deliver to the Gore District Council all materials, papers, documents, uniforms and any other property of the Gore District Council before a final pay will be settled.

Occupational health and safety

The employer and employee will meet their obligations under the Health and Safety at Work Act 2015.

The employer's duties include ensuring, so far as is reasonably practicable:

- The provision and maintenance of a safe working environment for employees and others in the workplace.
- The provision and maintenance of facilities for the welfare of employees while at work
- The provision of necessary training instructions to employees.
- The provision and maintenance of safe machinery, equipment, and working arrangements.
- The provision of suitable procedures to deal with work emergencies.
- That health and safety employee engagement and participation practices are in place.
- That it consults and cooperates with other businesses operating in the same workplace(s).

The employee will follow the employer's health and safety rules and procedures (Gore District Council's health and safety manual). The employee will take reasonable care to look after their own health and safety at work, their fitness for work and the health and safety of others.

Examples of how the employee can take reasonable care include:

- Following all health and safety rules and instructions.
- Participating in health and safety discussions.
- Taking reasonable care that their actions (or inactions) do not cause harm, or risk of harm, to themselves or others.
- Not reporting for duty under the influence of alcohol or drugs that impair their performance or fitness for work.
- Wearing all the necessary personal protective equipment and clothing.

The employee must report any potential risks, accidents, incidents and near misses so that the employer can investigate or eliminate or minimise harm or risk of harm.

Failure to follow reasonable health and safety rules (including this clause) may be considered serious misconduct.

KiwiSaver

If eligible, the Council makes a matching employer contribution or either 3% or 4% to any approved KiwiSaver scheme. The employee may choose a deduction rate of 3%, 4%, 6%, 8% or 10%.

Civil defence

To take part in civil defence training programmes and exercises in order that the officer is able to assist effectively in a civil defence emergency.

Other

The Council encourages job specific training and professional development and offers a collegial and friendly working environment.

RURAL CITY LIVING