



NEW ZEALAND
RED CROSS
RIPEKA WHERO AOTEAROA

POSITION TITLE:	HR Administrator - Migration
LOCATION:	Wellington, Red Cross House
RESPONSIBLE TO:	People and Culture Director
FUNCTIONAL RELATIONSHIPS:	People and Culture Advisors Payroll Supervisor Migration Managers and Employees

POSITION SUMMARY:

This role assists the People and Culture team by providing HR administration and Recruitment support during the set-up phase of new settlement & employment locations

This is a key role and will interface significantly with migration employees, managers, members of the public and external agencies.

The role requires a broad skill base, problem-solving capability, flexibility, professionalism and solid written and verbal communication skills. It also requires strong interpersonal and relationship building skills.

KEY RESPONSIBILITY AREAS (include but are not limited to):

- Guide internal hiring managers through our end-to-end recruitment process.
- Completion of employment documentation such as new employment agreements, variations, pre-employment checks.
- Coordinate the onboarding and induction program.
- Ensure that all internal & external enquiries are responded to in timely and professional manner.
- Maintain electronic and filing systems enabling quick access to information
- Work closely with the Payroll supervisor to ensure changes are updated promptly.
- Provide administrative support, such as writing variation to employment letters
- Guide users in the Learning Management, Health and Safety, and Payroll Employee Self Service systems
- Carry out any additional duties and responsibilities as may be reasonably required.

Health, Safety and Wellbeing

- Take responsibility for your personal health, safety and wellbeing and that of others, by not knowingly putting yourself or others at risk.
- Follow all safety and wellbeing procedures and instructions advised to you.
- Report incidents, including near misses, promptly for investigation.
- Actively deal with and /or report unsafe practices, actions and / or conditions for prompt attention.
- Actively participate in the management of health, safety and wellbeing in your workplace and bring any concerns or suggestions to the attention of your manager and/or health safety and wellbeing representative.

DELEGATIONS:

Staff Management

Number of direct reports	Nil
Number of staff reporting to direct reports	Nil

Delegations

Financial Delegations	Nil
Employment Related Delegations	Nil

Note: The foregoing paragraphs are intended to describe the duties that the appointee will be expected to undertake in this position.

It should not be regarded as a complete and exhaustive list and does not prevent the addition, alteration or deletion of duties from time to time in accordance with the needs of New Zealand Red Cross.

It is inherent in all areas of Red Cross work that staff are required to apply and uphold the Principles of Red Cross Red Crescent.

PERSON SPECIFICATION:

Qualifications

- Tertiary level qualification in a relevant field preferred

Experience

- Recent experience in a Human Resources position involving exposure to HR systems such as Payroll, Learning and Development, Recruitment and/or Health and Safety preferred

Skills

- Excellent written and verbal communication skills
- Excellent literacy and numeracy skills
- Intermediate use of the Microsoft Office Suite
- High attention to detail

Personal Attributes/Qualities

- Flexible and adaptable, open to new ideas and ways of working
- Effective and professional in relating to external parties
- Proactive, planned, efficient, methodical and resourceful approach to achieve agreed outcomes within expected timeframes
- Can be flexible in adapting own priorities to meet changed plans
- Able to tactfully and proactively organise others
- Able to handle high-pressure periods and seek assistance if required
- Understands and acts appropriately in sensitive situations
- Monitors own performance and acts to ensure relevant parties are fully briefed on expected outcomes
- Proactively seeks clarification when required, as well as contributing suggestions to add value to outcomes
- Follows up with others to ensure expected outcomes are achieved
- Able to cope with difficult and challenging people and/or situations and negotiate win-win outcomes
- Maintains confidentiality.

APPROVED:

Authorised signature:	
Name:	Niamh Lawless
Position:	Secretary General
Date:	