

Position Description

Title	HR Administrator
Location	Wellington
Reports To	Executive HR
Direct Reports	No

About Habit Health

Our purpose is to support people in their community to optimise health and live their best life. We support people on mental and physical health journeys, helping them restore function, grow stronger, re-establish, and grow social, whanau and/or spiritual connections, be safe at work, gain independence and learn how to manage their pain.

We pride ourselves on being the best option in New Zealand for organisations looking for integrated health services at scale.



Position Purpose

Based in the HR team, the HR Administrator plays a key support role to our managers and employees by managing BAU HR matters effectively and efficiently to enable the achievement of business objectives. The HR team supports the workplace by ensuring Habit Health fosters a positive, productive and safe environment for all employees.

As an employer of choice, the HR Administrator will be focussed on enabling positive experiences for managers and employees and will constantly look for ways to improve as we strive to be a better employer of choice as part of the strategic plan.

This role tasks will be responsible for wide ranging HR administrative tasks coving but not limited to: Recruitment, HR forms, health and safety, general enquires, system maintenance, and more. A strong team environment is integral to our success, we share workload and knowledge and each team member provides back-up support and cover for others as required. From time to time, this role will also look after general Head Office administration tasks.

This position description is not intended to be complete or limiting – the role will require a proactive and flexible approach to manage tasks that support a rapid and innovative environment.

Key Accountabilities

- Manage HR administrative processes and queries and action appropriate and timely response in accordance with existing policies and procedures, employment-related legislation and employment agreements. This includes but not limited to, HR forms, recruitment, health and safety, benefits, onboarding, offboarding, performance etc.

- Respond to general enquiries and assistance on HR related matters, communicating information in a consistent, accurate and timely manner providing references to appropriate resources.
- Prepare HR-related documentation including but not limited to letters and employment agreements as and when required.
- Master all HR related systems and be able to navigate smoothly to provide guidance to the team and wider business.
- Build strong, positive and collaborative relationships to help our managers understand their people and enable them to achieve better outcomes
- Manage workflow through a shared inbox and our HR system (ELMO) and action appropriate response.
- Contribute towards HR related projects as part of the strategic plan, planning, developing and implementing. These projects are wide ranging as we are a relatively new HR team and still building robust HR foundations we are also focussed on projects to be an employer of choice.
- Maintain up to date HR industry knowledge, documentation, procedures and systems to ensure solutions are delivered consistently to a high standard eg. legislation Intranet, ELMO, policies, letter templates etc.
- Escalate calls when a more considered response is required to the appropriate management level.
- Utilise reports and information to identify trends and improve processes, policies and workflows. Identify trends and develop service solutions to proactively manage and reduce the number of queries and/or requests and support and promote the use of self-service tools where applicable.
- Drive continuous improvement across all activities in the areas of customer focus, innovation and staff empowerment.
- General Head Office administration tasks

General Accountabilities

- Undertake any other duties at the request of the manager, which are commensurate with the role including project work and absence cover.
- Ensure that services are delivered in line with Habit Health values, standards, and other guidelines and contractual requirements.
- Understand and apply the principles of the Te Tiriti o Waitangi • Adhere to the policies and procedures.
- Adhere to the Delegation Authority Framework, and Limitation of Authorities (if any) Framework.
- Undertake training as relevant to your position.
- Participate in surveys and audits as necessary in order to enable the Company to meet its statutory requirements.
- Manage key working relationships (internal and external).
- Adhere to the professional standards of the relevant statutory body if applicable.

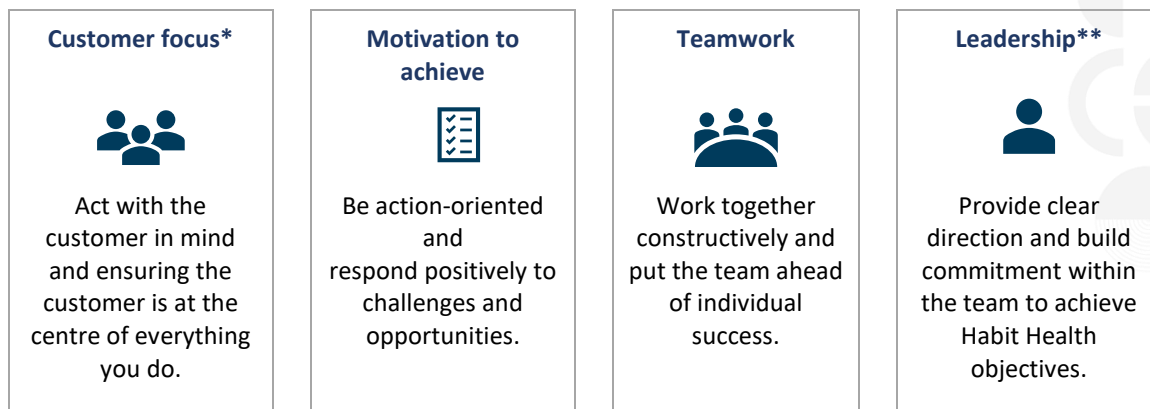
Key Performance Indicators

Deliverables

- BAU – Consistently deliver accountabilities as outlined in this position description.
- Objectives – Discussed, confirmed, and documented as part of the annual performance review cycle. This may include:
 - Metrics
 - Projects
 - Process improvement initiatives
 - Other stretch objectives

Core Behavioural Competencies

Please refer to SharePoint for the full descriptors.



*Customer is encompassing of all customer groups eg. Internal teams, clients, stakeholders etc.

**Only applies to people managers and roles on pathway to leadership.

Culture

Exemplify our vision, purpose, and values in everything that you do.

Health and Safety

Habit Health are committed to providing a safe and healthy working environment for all staff, including contractors.

You are responsible for:

- taking reasonable care of your own and other's health and safety and being mindful of the effect of your actions (or lack of action) on the health and safety of others.
- actively maintain up to date knowledge of health and safety procedures available on SharePoint and complying with reasonable instructions, policies and procedures to ensure Habit Health are able to comply with the Health and Safety at Work Act 2015 and relevant regulations.
- identifying and reporting hazards, risks, injuries, illness and incidents (including near misses) that arise from your work or in the workplace and eliminating or mitigating health and safety risks so far as reasonably practicable and consulting with others in doing so eg. manager or health and safety representative (or other contact as appropriate).

Qualifications, Knowledge, Skills and Experience

- Tertiary qualification and minimum of 1 years' experience will be an advantage
- High attention to detail
- Highly organised
- High work ethic but knows how to have fun
- High level of resilience, initiative, agility and ability to work at pace
- Ability to anticipate potential problems/issues and proactively develop solutions
- Sound judgement and excellent influencing skills
- Strong organisational skills with the ability to work conscientiously under pressure and meet tight deadlines when needed
- True team player
- Excellent communication skills, verbal and written
- A supportive and collaborative style, rather than directive, and you can tailor your approach to meet the diverse needs of our people.